



## **Procedure 200.1: Formulation and Review of Policies**

Board of Directors

### **Overview**

Board Policy proposals will be submitted to the Board through appropriate channels via the President, and/or their designee prior to a regularly scheduled Board meeting. Policies will be reviewed at least every five years to ensure relevance to current practices and compliance with the Iowa Code.

In 2025, a Board Policy Review Project began after consultation with legal counsel and extensive research of board policy at peer institutions. It was determined that Board Policy should be short, and any associated Procedures (formerly Guidelines) could be lengthier. As part of this review, ELT members may recommend Board Policy be eliminated or revised as a Procedures.

Another part of the project is modernizing the format and look of the policies for ease of updates, readability, and improved design. ELT members should use the Board Policy-Procedure Template available in SharePoint or by contacting the Board Secretary.

### **Procedure**

- Open the existing Board Policy or Procedure document and the Board Policy-Procedure Template. Save the Template in this format: e.g., BP500 Proposed or Procedure 500.5 Proposed.
- Copy the full body of the existing policy and paste it into template using “Paste Merge Formatting” to prevent old formatting from transferring to the template. Review to be sure no headers or page numbers transferred from the original document and review for other formatting — Aptos 12 font, one return between paragraphs, subheads aligned left and bolded.

- Confirm Policy/Procedure number is correct, Series is correct, and title is accurate. Update the footer by going to Insert-Footer-Edit Footer. Remove the brackets and insert the policy or procedure number.
- Go to Review-Track Changes. Ensure Track Changes are on before making revisions so additions and deletions are visible. If reviewers leave comments, be sure comments are resolved before sending it to the Board Secretary. Leave Track Changes on.
- Change Date of Review to the upcoming Board of Directors meeting date when you expect the policy/procedure to be reviewed. If the policy/procedure has been modified, change Date of Revision to the upcoming Board of Directors meeting date.
- Verify legal references, if included. Check listed legal references for accuracy and/or add legal references. If the body of the Board Policy/Procedure includes exact wording from the Code, reference the Code section. Check Iowa Code and Iowa Administrative Code on the Iowa Legislature website at: Iowa Legislature - Iowa Law & Rules.
- If the Board Policy/Procedure is referenced on an IVCCD website or in another document (e.g. Student Handbook, College Catalog, Employee Handbook) include the website and/or document under “See Also” at the bottom of the Board Policy/Guideline.
- Check for ADA Accessibility in Word— Click the Review tab and Check Accessibility in the toolbar — and correct any flagged issues before submission.
- Once complete, a red-lined Word document and a red-lined PDF of the policy should be emailed to the Board Secretary who forwards it to the Board of Directors Board Policy Review Subcommittee. When approved, the policy is added to the agenda for the next regular Board meeting. The deadline for submitting policy to the Board Secretary aligns with the agenda item due

date for that month, typically on a Monday, nine days before the Board meeting.

### **New Board Policy**

A new Board Policy requires a first and second reading by the Board, at two separate meetings. The first reading of the new Board Policy is listed on the Board meeting agenda as a Regular Agenda Information item, and the next month, the Board Policy is listed under the Regular Agenda Action Items. Under certain circumstances, Board Policies may be approved upon first reading, but that is rare.

### **Additional information**

Make the following title changes as appropriate (Note: there may be other title references than what is listed below that will also require revision):

- Chancellor to President
- Vice President of Administration to Director of Human Resources & Payroll or Chief Financial Officer
- Vice Chancellor Continuing Education and Training to Vice President of Business and Community Solutions
- Iowa Valley Continuing Education and Training to Iowa Valley Business and Community Solutions
- Unit Head or Senior Leadership Team to Executive Leadership Team or Executive Leadership Team member
- District Office to District Services or District Services Building
- District Administration to District Services Office
- His/her to their.

Date of Review: June 11, 2025  
Date of Revision: February 16, 2026  
Date of Adoption: September 27, 1994

Legal Reference  
None

Related Administrative Rules and Regulations

None

Revision History

June 11, 2025; March 4, 2020; April 8, 2015; March 12, 2008