

RCC EMPLOYEES' GENERAL INFORMATION AND ADMINISTRATIVE PROCEDURES

POLICY vs. PROCEDURE

Board Policy – The formation and adoption of written statements that constitute basic Board leadership and provide direction to the President and staff of the College in matters of decision-making and/or specific actions, including but not limited to, Board organization/authority, vision, mission, values, guiding principles and goals for the College, human resources and student matters, business operations, contracts, budget, instruction, and community relations.

Board policy is subject to review, revision, and change; however, unless circumstances require immediate action, Board Policy I.D.100 dictates that, “no policy shall be voted upon at the first meeting during which it is discussed.”

Board policy is maintained by the President’s Office and can be accessed on-line at www.roguecc.edu/BoardPolicies or by contacting the President’s Office at 541-956-7001.

Administrative Procedure – Guidelines for staff administered by College Management and used for specification of a required action(s) in specific situation(s). Administrative procedures are used at RCC to provide clear and positive direction, and are designed to coincide with and carry out the intentions of Board Policy.

General Information – General information about miscellaneous issues of interest to college faculty and staff are also included within the administrative procedure for reference.