

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Board Policy/Administrative Regulations Development and Approval*

**EFFECTIVE DATE:** February 14, 2017; amended September 09, 2021

**BOARD POLICY REFERENCE:** BE and BH

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## PURPOSE

The Blinn College District Board of Trustees (“Board”) shall have the sole right to adopt local Board policies. Local Board policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

The Blinn College District Board of Trustees has designated the Chancellor or designee to be responsible for developing and enforcing procedures for the operation of the College District. These procedures shall constitute the administrative regulations of the College District.

Administrative regulations exist to clarify and implement Board policy and to provide administrative direction in areas delegated by the Board. All areas not specifically covered by Board Policy or a governing statute are delegated areas. No administrative regulation shall be in conflict with Board policy.

All College Local policies and administrative regulations shall be regularly reviewed on at least a three-year cycle with the following pairings;

Year 1

Section A: Basic District Foundations

Section B: Local Governance

Year 2

Business and Support Services

Personnel

Year 3

Instruction

Students

Community and Governmental Relations

When the need arises to develop a new or revise an existing Board policy or administrative regulation, the process outlined below shall be adhered to.

## **PROCESS**

### **Administrative Regulations:**

All proposed administrative regulation additions and revisions should be submitted to the Office of the Executive Vice Chancellor.

Prior to the request being submitted to the Office of the Executive Vice Chancellor, the appropriate Vice Chancellor who oversees the particular area must approve the requested change.

Upon receipt of the request, the Executive Vice Chancellor will review and approve the request for content, style, and compatibility with existing College District policy and administrative regulations.

Following the review and approval by the Executive Vice Chancellor, the proposed administrative regulation will be reviewed by the College District's legal counsel and forwarded to the Chancellor for approval. The Chancellor may review and approve the proposed administrative regulation.

Upon approval from the Chancellor, administrative regulations shall be posted in the College's official administrative regulation manual.

### **Board Policies:**

All proposed changes to LOCAL Board policies should be submitted to the Office of the Executive Vice Chancellor. LEGAL Board policies are updated through the Texas Association of School Boards and cannot be changed by the College District.

Prior to the request being submitted to the Office of the Executive Vice Chancellor, the appropriate Vice Chancellor who oversees the particular area must approve the requested change.

Upon receipt of the request, the Executive Vice Chancellor will review and approve the request for content, style, and compatibility with existing College District policy and administrative regulations.

Following the review and approval by the Executive Vice Chancellor, the proposed Local Board policy revisions will be reviewed by the College District's legal counsel and forwarded to the Chancellor for review and approval. The Chancellor may review and approve the proposed Local Board policy.

Upon review and approval from the Chancellor, Local Board policies will be reviewed by the appropriate Board Committee. Upon Board Committee approval, the Local Board policy will be placed on a Regular meeting Agenda for full Board consideration. If the full Board approves of the requested revision, the revisions will be sent to the Texas Association of School Boards to be updated in the College District's Board policy manual.