



Operating Standard

Title: Administrative Policy & Operating Standard Framework

Number: A1000.00

Type: Administrative

Responsible: President

Related Policies: All Administrative Policies within the Administrative Policy Manual

Linked Operating Standards: A1000.05

Related Laws: None

Related External Standards: None

HLC Criterion: 1A, 1B, 2A, 2B, 2C, 4A, 4C

1.0 Statement

Shawnee Community College affirms that effective governance requires a clear distinction between the Board's role in setting policy direction and the Administration's role in implementing policy through values, practices, and systems.

This framework is rooted in the College's commitment to transparency, shared responsibility, and continuous improvement in service to students, employees, and community with the ultimate aim of advancing student success and community trust. It establishes how Board Policy, Administrative Policy, and Operating Standards interrelate, ensuring alignment with the College's mission and values.

All Administrative Policies and Operating Standards are issued under the authority delegated to the President by the Board of Trustees.

2.0 Purpose & Scope

This standard provides the foundational framework for the College's Administrative Policy Manual and its supporting Operating Standards. It clarifies the hierarchy of governance instruments, defines their respective purposes, and establishes how they work together to achieve institutional effectiveness.

As the initial standard under the Shared Governance policy, this document establishes the framework upon which all subsequent Administrative Policies and Operating Standards will be built.

It applies to all Administrative Policies and Operating Standards issued under presidential authority through the College's shared governance system.

3.0 Definitions

For the purposes of this framework, the following definitions apply:

- **Administrative Policy** – Values-driven commitments adopted under presidential authority that articulate and guide the College’s culture, behaviors, and impact on students, employees, and community. Administrative Policies provide the foundation for Operating Standards.
- **Board Policy** – Statements adopted by the Board of Trustees that establish Strategic Outcomes (desired results related to college purpose), Executive Limitations (boundaries for presidential action), Delegation of Authority (Board-President relationship), and Bylaws (Board operations).
- **Operating Standard (OS)** – Administrative tools that translate Administrative Policies into actionable processes, procedures, and measurable practices.
- **Shared Governance** – The College’s administrative system for developing and reviewing policies and standards through councils, teams, and Cabinet, with final approval by the President.

Common definitions used across Administrative Policies and Operating Standards are maintained in the Master Definitions List (see A1000.15)

4.0 Framework Hierarchy

4.1 Board Policy

- Adopted by the Board of Trustees.
- Defines Strategic Outcomes, Executive Limitations, Delegation of Authority, and Bylaws.
- Establishes direction and boundaries but does not prescribe operational detail.

4.2 Administrative Policy

- Authorized under the President’s delegated authority.
- Express the College’s values, institutional commitments, and desired impact.
- Provide the foundation for consistency and integrity in operations.

4.3 Operating Standards

- Administrative tools that implement Administrative Policy.
- Vary in detail depending on purpose.
- May connect directly to Shawnee Community College Effectiveness System (SCCES) and Monitoring Reports where outcomes or compliance are measurable.
- Each Operating Standard will explicitly identify the Administrative Policy it supports.
- See A1000.05 Developing Operating Standards for detailed drafting and review guidance.

5.0 Guiding Principles

- **Alignment** – All OSs must identify the Administrative Policy (or policies) they support.
- **Values First** – Administrative Policies remain principle-based and aspirational; OSs serve as their practical extensions.
- **Flexibility** – Not every OS requires the same level of detail; A1000.10 provides decision prompts for inclusion.
- **Transparency** – Policy and OS development occurs through Shared Governance to ensure broad input and communication.
- **Integration** – When relevant, OSs should connect to SCCES and Monitoring Reports to demonstrate institutional effectiveness.
- **Continuous Improvement** – Policies and OSs are reviewed regularly to ensure ongoing effectiveness and institutional learning.

6.0 Roles & Responsibilities

- **Board of Trustees** – Establishes Board Policy.
- **President** – Issues Administrative Policies and OSs under delegated authority.
- **President's Office** – Serves as the official repository of all Board Policies, Administrative Policies, and Operating Standards; ensures publication of current versions on the College's website; and maintains archival copies.
- **Shared Governance Councils** – Review, refine, and recommend Administrative Policies and OSs.
- **Executive Council** – Serves as the coordinating council for Administrative Policies and Operating Standards, develops institution-wide policies and standards, integrates recommendations from other Councils, and makes final recommendations to the President.
- **Cabinet** – Ensures alignment, coordination, communication, and resource allocation across Councils and Teams. While membership may overlap with Executive Council, Cabinet's role is strategic and operational, while Executive Council's role is governance.
- **Teams** – Implement Strategic Plan initiatives and resolve day-to-day operational issues. Teams do not originate Administrative Policies or Operating Standards but may identify issues that require Council-level policy or standard development.
- **Office of Institutional Effectiveness (OIE)** – Advises on SCCES and Monitoring Report integration.

7.0 Oversight & Review

- The President's Office will ensure that the **latest approved versions** of Board Policies, Administrative Policies, and Operating Standards are always available on the College website.
- Each August, the President's Office will compile and publish updated archival PDF manuals of:
 - o Board Policy Manual
 - o Administrative Policy Manual

- o Shared Governance Manual
- Archived PDFs will be posted on the College website for transparency and retained by the President's Office for historical reference.
- In the event of conflict, the website version will be considered the official record.
- Administrative Policies and OSs will undergo review at least once every five years, or sooner if required.
- All changes will be documented in a Change Log within each policy or standard.
- This framework may be amended as needed to reflect evolving governance practices or future distinctions between Board and Administrative Operating Standards.

Change Log		Governance Unit: Executive Council
Date	Description of Change	
9.25.25	Initial Adoption	