

## **5.25 Policy Development, Review & Approval Policy and Procedure**

### **Part 1. Purpose**

For effective communications and the orderly regulation of operations, Central Lakes College has an established process for the development, review, and approval of all policies. These policies will guide all aspects of the college's operations.

### **Part 2. Policy**

Clear, collaboratively developed policies and procedures will govern important areas of college operations. Policies will follow a logical development process, with opportunities for comment and input afforded to affected campus groups, including faculty, staff, and students. The process will culminate in the President's approval.

#### **Subpart A. Communication**

All college policies will be posted to a single website and communicated to the college community as new or revised policies are developed. The policy index will mirror MN State's numbering system, and all policies will be formatted using MN State's policy template.

#### **Subpart B. Responsibility**

Responsibility for policy development will be delegated to those with expertise in the affected area, with the appropriate administrator assigned.

### **Part 3. Procedure**

Policies will be numbered according to the following system and responsibility assigned to the administrator(s) as listed below:

- Chapter 1B: Equal Education and Employment Opportunity
  - Vice President of Human Resources & Culture, Dean of Students, Equity & Inclusion, and the Dean of Enrollment Management & Student Success
- Chapter 1C: Code of Conduct & Ethics
  - Vice President of Administrative Services and Vice President of Human Resources & Culture
- Chapter 2 – Students
  - Dean of Enrollment Management & Student Success and Director of Enrollment Services
- Chapter 3 – Educational Policies
  - Vice President of Academic and Student Affairs and Deans of Academic and Student Affairs
- Chapter 4 – Human Resources
  - Vice President of Human Resources & Culture
- Chapter 5 – Administration
  - Vice President of Administrative Services
- Chapter 6 – Facilities Management
  - Vice President of Administrative Services
- Chapter 7 – General Finance Provisions
  - Vice President of Administrative Services
- Chapter 8 – College Relations
  - Associate Vice President of Advancement

### **Subpart A. Policy Initiation, Development, and Approval**

Policy development may be initiated by the assigned administrator, their designee, or by a college committee or informal group.

1.1 Other employees or groups may request that a policy be developed in an area of perceived need by submitting a written request to the administrator assigned to that area.

1.2 Policy development will proceed according to the following sequence:

- a. An administrator, an employee, or a group requests a new policy or policy revision.
- b. The Office of the President issues the policy form and number.
- c. The policy is assigned to the appropriate author(s) or designee (s), as indicated in the chart above.
- d. A draft is prepared with input from committee(s) or other personnel with expertise.
- e. The draft is returned to the policy author(s) and then shared via email with the college community and Student Senate (for policies affecting students), whose members will have an opportunity to provide feedback for 2 weeks.
- f. Concurrently, the policy is forwarded to the Administrative Team and the Executive Team for review and comment.
- g. Input from the college community and groups listed above will be compiled and reviewed by the policy author(s). Academic policies and feedback from the review process will be sent to the AASC for review. College-wide policies and feedback from the review process will be sent to Shared Governance for review.
- h. The proposal and AASC or Shared Governance feedback will be forwarded to the policy author(s) for finalization.
- i. The final version of the policy will be prepared by the assigned administrator and forwarded to the President for final approval. Approval is announced and reflected in the Shared Governance Council meeting minutes.
- j. The Office of the President will distribute the finalized policy to the college community.
- k. The Office of the President will forward the finalized policy to the Director of Marketing and Public Relations for posting on the college's policy website. Policies affecting students will also be posted in the Student Handbook.

### **Subpart B. Policy Review**

The President or designee will establish procedures to ensure that each policy is reviewed at least once every five years. The policy shall be reviewed to determine whether it is needed, current, and complete, not duplicative or contradictory to other policies, and consistent with style and formatting requirements.

1.1 Administrators are expected to keep current with changes to MN State policy as well as State and Federal regulations in their assigned areas and forward proposed revisions to college policy promptly.

1.2 All policies will include the dates of approval and any subsequent revisions.

1.3 The President has the authority to approve revisions without further approval to ensure compliance due to changes in Federal or State laws or MN State regulations.

*Date of Implementation/Presidential Approval: 10/24/2001*

*Date of last review: 7/31/2025*