



Development of College Policy Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

The Board of Governors will provide leadership to Northern Lakes College through the formulation, implementation, and evaluation of college policies and delegate responsibility for administration of these policies to the President.

Sponsor:	Governance
Policy Owner:	President & CEO
Policy Administrator:	Executive Assistant, President & CEO and Board of Governors
Approved By:	Board of Governors
Approval Date:	May 23, 2019
Effective Date:	May 23, 2019

Objective:	The development, approval, implementation, and review of college policies are important to the proper direction and operation of the College.
Guidelines:	<ol style="list-style-type: none"> 1. Development, amendment, or rescindment: <ol style="list-style-type: none"> A. Policies being developed will receive three readings. <ol style="list-style-type: none"> i. At any given meeting, not more than first and second reading shall be completed. ii. Third reading shall be the final reading. iii. For exceptional circumstances, the Board may conduct the third reading at the same meeting as first and second readings, provided a motion to do so is passed unanimously. B. Policies being amended will receive one reading if there are no substantive changes required. C. Draft policies will be distributed to stakeholders for comment and recommendations. <ol style="list-style-type: none"> i. Draft policies will be distributed to stakeholders within one week of the first and second readings and will state the timelines for response. ii. The Board may defer a reading if it is deemed beneficial to obtain additional information. iii. Typical College stakeholders may include: Council of Community Education Committees, Student Association, Faculty Association, Staff Association, Academic Council, Policy Review Committee, and Senior Leadership Team. 2. Implementation The President will be responsible for the implementation of College policy and will delegate that responsibility as is appropriate.

	<p>3. Review Policies will be reviewed at least every five years.</p> <p>4. Policy content and format</p> <p>A. A policy statement will contain the following essential components: title, identification, purpose or outcome statement, reference, date of third and final reading, and anticipated date for review.</p> <p>B. A policy statement may include guidelines to assist management in discretionary decision-making.</p>
Definitions:	<p>Policy is a general statement of intention and direction, which provides long-range leadership by stating the College's values and goals.</p> <p>Guideline is a statement or a set of statements that give guidance to developing procedures or regulations related to a College policy or a College procedure.</p> <p>Substantive means having a firm, fundamental, separate and independent existence or function.</p>

Related Northern Lakes College Documents:	N/A
Related External Information:	N/A
Stakeholders Consulted:	<p>Policy Review Committee: May 14, 2019</p> <p>Senior Leadership Team Committee: Apr 16, 2019</p> <p>Senior Management Team: Jun 24, 2014 (defunct)</p>
Next Review Date:	May 23, 2024
Revision History:	<p>July 4, 1997: New</p> <p>December 16, 2008</p> <p>May 23, 2019</p>