



## Policy

**Title: Development of College Policy**

**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.

**Approved:** Original copy signed by the Chair of the Board  
(Daniel Vandermeulen, Chair of the Board)

May 23, 2019  
(Date)

**Sponsorship:** Governance

**To Be Reviewed:** May 23, 2024

**Review and Revision Date:** December 16, 2008, May 23, 2019

**First Approval Date:** July 4, 1997

**Stakeholders Consulted:** (Policy Review Committee May 14, 2019); (Senior Management Team, June 24, 2014); (Senior Leadership Team, April 16, 2019)

**Reference to other Documents:**

**Definitions:**

**Policy** is a general statement of intention and direction which provides long-range leadership by stating the College's values and goals.

**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.

**Substantive** means having a firm, fundamental, separate and independent existence or function.

**Purpose:**

The development, approval, implementation, and review of College policies are important to the proper direction and operation of the College.

**Guidelines:**

## 1. Development, amendment or rescindment:

- A. Policies being developed will receive three readings.
  - 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.
  - 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.

## 3. Review

Policies will be reviewed at least every five years.

## 4. Policy content and format

- 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.
- B. A policy statement may include guidelines to assist management in discretionary decision making.