



**Policy Series #: 1000 - Administration**  
**Policy Manager: Kent Hanson**  
**College Policy & Procedure Development Policy**

**PURPOSE:** The purpose of this policy is to clarify the process Riverland Community College will follow to create, review and adopt suitable policies and procedures that will assist in the operations and governance of the College.

**APPLICABILITY:**

Riverland Community College is authorized by Minnesota State Colleges and Universities (MnSCU) to adopt suitable policies to assist in operations and governance of the College. The College is subject to the guiding policies of MnSCU and Minnesota Management and Budget (MMB).

Each proposed College policy/procedure or change shall be researched and written by an administrator with assistance and input from parties of interest or knowledge.

Each policy shall be approved by the President’s Cabinet/Council. Policies will be suspended or decommissioned through a similar process.

Access to adopted and official policies and procedures shall be made available to the public upon request and posted on the college website.

<u>Policy Series</u>	<u>Appointed Series Managers:</u>
1000 Organization and Administration	President
2000 Students	Dean of Student Affairs
3000 Educational	Vice President of Academic & Student Affairs
4000 Human Resources	Vice President of Employee & Public Relations
5000 Administration Services, Technology	Chief Financial Officer & Director of Technology
6000 Facilities	Physical Plant Manager & Safety Officer
7000 General Finance	Chief Financial Officer
8000 College Relations	Dean for Institutional Advancement

**DEFINITIONS:** N/A

**DOES THIS POLICY HAVE A PROCEDURE?** No.

**LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:**

- Riverland Community College Policy Statement
- Riverland Community College Policy & Procedure Process

Date & Subject of Revisions: