College Policy & Procedure Development Policy  
Riverland Policy # 1A

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. Riverland Community College policies and procedures are officially sanctioned rules and processes for the College. Policies and procedures are used to empower employees with the direction and consistency needed for successful process improvement. A policy must be reviewed and discussed through the appropriate processes before receiving final approval. This document explains the development and key points for Policies and Procedures, and provides a template for policy creation and review.

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

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

Each policy shall be approved by Riverland 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.

<table>
<thead>
<tr>
<th>Policy Series</th>
<th>Appointed Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Organizational</td>
<td>President; President’s Cabinet</td>
</tr>
<tr>
<td>2000 Students</td>
<td>Vice President of Academic &amp; Student Affairs</td>
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<tr>
<td>3000 Educational</td>
<td>Vice President of Academic &amp; Student Affairs</td>
</tr>
<tr>
<td>4000 Human Resources</td>
<td>Chief Human Resources Officer</td>
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<tr>
<td>5000 Administration</td>
<td>President’s Cabinet, Department Supervisors</td>
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<tr>
<td>6000 Facilities</td>
<td>Chief Financial Officer, Physical Plant Supervisor &amp; Safety Officer</td>
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<tr>
<td>7000 General Finance</td>
<td>Chief Financial Officer</td>
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<tr>
<td>8000 College Relations</td>
<td>Dean of Institutional Advancement</td>
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SCOPE: Campus Community
DEFINITIONS:

Policies:
- Describe the rules that apply throughout the College and are guides to decision making under a given set of circumstances.
- Range from a philosophy to a specific rule, and reflect the College’s mission, vision, or values.
- Include WHAT the rule is, WHY it exists, WHEN it applies and WHO it covers.

Procedures:
- Describe the critical steps taken to achieve the policy intent.
- Are brief, concise, factual and to the point, and usually expressed using lists (i.e. series of steps).
- Include HOW to achieve the necessary results.
- Refer the reader to related documents, forms, work instructions/department rules.

Guidelines:
- Provide SUGGESTIONS, or best practices, and are not usually requirements, but are strong recommendations.
- Considered a good idea.
- Reactive to change and continuous improvement.
- Must be shared with stakeholders.
- Not specifically part of a policy or procedure.

DOES THIS POLICY HAVE A PROCEDURE? Yes

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:
- Policy and Procedure Development Guide
- Policy Template

Submit completed form and policy to the Cabinet Member responsible for the division affected by the proposal. This section to be completed by President’s Office.

Date of Implementation: February 15, 2019
Date of Adoption: October 24, 2019
Responsible Division / Author: President’s Office
Date & Subject of Revisions: October 2012 new; February 2019 revised policy language to include guide and form template; September 2019 revised steps for student and educational policies.
Riverland Community College
Policy and Procedure Development Guide

Riverland Community College Policies and Procedures are officially sanctioned rules and processes for the College. Policies and procedures are used to empower employees with the direction and consistency they need for successful process improvement. A policy must be reviewed and discussed through the appropriate processes before receiving final approval by Riverland Council. This document explains the development and key points for Policies and Procedures, and provides a template for policy creation and review.

**Policies:**
- Describe the rules that apply throughout the College and are guides to decision making under a given set of circumstances.
- Range from a philosophy to a specific rule, and reflect the College’s mission, vision, or values.
- Include **WHAT** the rule is, **WHY** it exists, **WHEN** it applies and **WHO** it covers.

**Procedures:**
- Describe the critical steps taken to achieve the policy intent.
- Are brief, concise, factual and to the point, and usually expressed using lists. *(i.e. series of steps).*
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**Guidelines:**
- Provide **SUGGESTIONS**, or best practices, and are not usually requirements, but are strong recommendations.
- Considered a good idea.
- Reactive to change and continuous improvement.
- Must be shared with stakeholders.
- Not specifically part of a policy or procedure.

Many departmental/divisional procedures and guidelines, although useful and important, do not meet the criteria above, and therefore are not considered College Policies.

**Process:** Any individual or constituency group with an interest in contributing ideas/thoughts may submit a policy or procedure proposal. The President may also convene task forces or seek consultation from any department to develop a proposed policy or procedure change. Before the adoption of any change in College policy or procedure other than a technical change, the policy draft must be discussed with appropriate bargaining and/or student groups in a meet and confer setting (this does not include forms).

**Publication:** The Office of the President shall maintain policies and procedures in hard copy format and publish policies on the College’s website. Policies shall also be made available to the public upon request.

**Format:** College policies and procedures must be written in accordance with style and format standards, and must include date of implementation, date of approval, and date of revisions (if applicable). *A template is attached.*

**Other Considerations:**
- Use gender-neutral language – use “their” instead of “he/she.”
- Use short sentences and short paragraphs.
- Use common words (i.e. “use” instead of “utilizes.”)
- Use active, rather than passive language.
- Use “must” or “will” if action is mandatory, and use “may” if action is permissive, and avoid the word “shall” unless there is a legislative requirement that prescribes its use. (This word causes confusion between whether an action is mandatory or recommended.)
- Use department names, rather than position titles (if possible).
- Use links to generic web pages rather than specific web pages (if possible). For example, refer to “Student Administration Forms” rather than the specific URL for the form.
- Avoid the use of acronyms. If acronyms are necessary, use the full title/term first before using the acronym.
- Avoid the use of jargon, unnecessary technical expressions and fancy vocabulary.

**Periodic Review:** Policies are only as effective as the relevance and accuracy of their information. To ensure policies stay current and relevant, all policies will be reviewed on a cycle of a minimum of every three years unless deemed otherwise by responsible division. Key questions to be asked during the review are: Is the policy still relevant, accurate, and legal? Have certain technologies and processes changed since the policy was created? Does the policy correctly convey the mission, vision, and goals of the College? Upon review, summary documentation will be submitted to the Office of the President.
AASC Review relating to POLICY SERIES:
2000 STUDENTS
3000 EDUCATIONAL

1. Policy Author creates or revises policy.
2. Policy Author consults with desired individuals, departments, and/or groups (see consultation checklist below).
3. Policy Author forwards the policy to the AASC Recorder to be reviewed at the next AASC meeting as a first reading.
4. If changes are requested by AASC, the Policy Author will revise.
5. Policy Author forwards revisions to President’s Assistant.
6. President’s Assistant solicits campus-wide input via email or the employee newsletter, The Current. A 10-day review period allows all employees to review and comment via Riverland’s Policy Review SharePoint site.
7. If revisions are requested after campus-wide review, the Policy Author will revise accordingly, then submit to the AASC Recorder for a second-reading at AASC.
8. Upon final approval at AASC, the AASC Recorder forwards the policy to the President’s Assistant to be added to the Riverland Council agenda for final approval.
9. The President’s Assistant will post to the Riverland website.

President’s Cabinet Review relating to POLICY SERIES:
1000 ORGANIZATION
4000 HUMAN RESOURCES
5000 ADMINISTRATION
6000 FACILITIES & SAFETY
7000 FINANCE
8000 COLLEGE RELATIONS

1. Policy Author creates or revises policy.
2. Policy Author consults with desired individuals, departments, and/or groups (see consultation checklist below).
3. Policy is reviewed at President’s Cabinet.
4. If changes are requested by the Cabinet, the Policy Author will revise.
5. Policy Author forwards final revisions to President’s Assistant.
6. President’s Assistant solicits campus-wide input via email or the employee newsletter, The Current. A 10-day review period allows all employees to review and comment via Riverland’s Policy Review SharePoint site.
7. If revisions are requested after campus-wide review, the Policy Author will revise accordingly, then submit final policy to President’s Assistant.
8. Post final revisions and/or solicitation deadline, the President’s Assistant will add to the next Riverland Council agenda for review/final approval.
9. Upon final approval, the President’s Assistant will post to the Riverland website.

CONSULTATION: (a guide only - all areas may not apply)

☐ Reviewed by AASC (student and educational policies)
☐ Reviewed by FSGC (policies that impact faculty contract)
☐ Campus-Wide Input Solicited

Reviewed by Other Groups (if applicable):
☐ Student Senate
☐ AFSCME
☐ MAPE
☐ MMA
☐ Other _______________________

CONSULTATION: (a guide only - all areas may not apply)

☐ Reviewed by Cabinet/Council
☐ Reviewed by FSGC (policies that impact faculty contract)
☐ Campus-Wide Input Solicited

Reviewed by Other Groups (if applicable):
☐ Student Senate
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☐ Other _______________________

A member of Minnesota State