

# St. Cloud Technical and Community College Policies and Procedures Chapter S0 – Policies and Procedures

## S0.1 College Policy/Procedure Creation Policy

**Purpose:** In order to bring all the policies and procedures for St. Cloud Technical & Community College into an organized and uniform format, the following have been developed for the reformatting of existing and the creation of future policies and procedures.

**Policy:** All policies and procedures for St. Cloud Technical & Community College will be created in the format of this policy and procedure. All current policies and procedures will be changed into this new format during their periodic review.

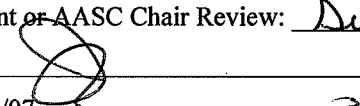
The Presidents Office will be responsible for storing the official (signed) college policies/procedures and will make sure that all new and revised policies/procedures have followed policy S0.1 and procedure S0.1.1.

Proposed policies/procedures may be created by any college employee or group of college employees.

Any forms needed for a policy/procedure will become part of the policy/procedure.

The proposed policy/procedure must be in the approved format (form S0.1F1) attached to this policy with the word "DRAFT" in the upper right corner of each page.

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Faculty Senate President or AASC Chair Review: Dusan Schlicht Date: 05/18/10  
College President:  Date: 5/18/10  
Date of Adoption: 5/11/07  
Date of Implementation: 5/11/07  
Date repealed or replaced: 5/11/10

# St. Cloud Technical and Community College Policies and Procedures Chapter S0 – Policies and Procedures

## S0.1.1 College Policy/Procedure Creation Procedure

A proposed policy/procedure will be sent to the Presidents Office where it will be assigned an “S” number as shown in Appendix “A”.

See Appendix “B” for Policy Initiation/Revision Process.

After approval of the policy, “DRAFT” will be removed from the document(s) and the approved policy and procedure become official. If the proposed policy/procedure is not approved, the number assigned to it will be available for use for any new proposal.

For historic purposes, when a policy/procedure is repealed or revised, the old policy will go into archive storage.

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Faculty Senate President or AASC Chair Review: \_\_\_\_\_ Date: \_\_\_\_\_

College President: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Adoption: 05/11/07

Date of Implementation: 05/11/07

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**St. Cloud Technical and Community College** Form:S0.1.F1  
**Policies and Procedures**

**Chapter** \_\_\_\_\_ – \_\_\_\_\_  
(number) (Chapter name)

**S** \_\_\_\_\_  
(number) (Title)

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Faculty Senate President AASC Chair Review: \_\_\_\_\_ Date: \_\_\_\_\_

College President: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Adoption:

Date of Implementation:

Date repealed or replaced: 5/11/10

## APPENDIX "A"

### Policy/Procedure Numbering System

#### **Chapter S0 – Policies and Procedures**

- S0.1 – College Policy/Procedure Creation
  - S0.1.1 – College Policy/Procedure Creation

#### **Chapter S1 – College Organization and Administration**

*Creation/Revision Responsibility: President's Office*

- S1.1 – policy
  - S1.1.1 – procedure
    - S1.1.F1 – first form for policy (if needed)
    - S1.1.F2 – second form for policy (if needed)
    - S1.1.1.F1 – first form for procedure (if needed)
    - S1.1.1.F2 – second form for procedure (if needed)

- S1.2 – policy
  - S1.2.1 – procedure
    - S1.2.F1 – first form for policy (if needed)
    - S1.2.1.F1 – first form for procedure (if needed)

#### **Chapter S2 – Students**

*Creation/Revision Responsibility: Vice President for Student Affairs*

#### **Chapter S3 – Educational Policies**

*Creation/Revision Responsibility: Vice President for Academic Affairs*

#### **Chapter S4 – Human Resources**

*Creation/Revision Responsibility: Human Resources Director*

#### **Chapter S5 – Administration**

*Creation/Revision Responsibility: Vice President for Administration*

#### **Chapter S6 – Facilities Management**

*Creation/Revision Responsibility: Vice President for Administration*

#### **Chapter S7 – General Finance Provisions**

*Creation/Revision Responsibility: Vice President for Administration*

#### **Chapter S8 – College Relations**

*Creation/Revision Responsibility: Vice President for Institutional Advancement*

## **APPENDIX “B”**

### **Policy Initiation/Revision Process**

#### **1. Policy Initiation/Revision**

- Request form and policy number from Office of the President

#### **2. Discussion with responsible Administrator**

- See Appendix A

#### **3. Review #1 – in the following order**

1. Executive Leadership Team
2. AASC (for curricular matters)
3. Review with appropriate group, such as: Safety, Faculty Executive Board, and Student Senate, etc. (Include originator of policy in review process)
4. Shared Governance Council
5. All College, published once (Techtalk, college newsletter)

#### **4. Review #2 - in the following order**

- Shared Governance Council or AASC
- Executive Leadership Team

#### **5. Policy and Posting Storage**

- President’s Office – stores all policies and posts new policies in Techtalk with link to website.
- Director of IT – posts policy on website

