

Pine Technical and Community College Procedure

1PTCC.1.1: Policy Development, Approval and Review

Chapter: 1 – College Organization and Administration

Section: A – College Operations

Procedure for 1PTCC.1: Development and Revision of Policies

Chapter: 1 – College Organization and Administration

Section: A – College Operations

Date: 2/28/2019

Part 1: Policy Development

All policies for Pine Technical and Community College will be created in the format outlined below.

Proposed policies or policies with significant modifications may be initiated by any college employee or group of college employees. Prior to submission, the employee shall vet the proposal or modifications to appropriate stakeholders to ensure viability and collective input. Proposals will be submitted to the responsible cabinet member listed below who will sponsor the proposal through the approval process.

Part 2: Policy Approval and Storage

Once submitted to cabinet, the sponsor will bring the proposal to the following groups to obtain approval, as appropriate.

- Policy will be dispersed for comment and feedback via electronic means.
- Academic Affairs Standard Council (for curricular matters) and/or Faculty Shared Governance Council (for general faculty matters).
- Cabinet Meeting for consensus and Presidential approval.

All policies will be brought forward to the Cabinet for adoption and Presidential approval. Adopted policies will be stored in the electronic warehouse and posted to the college website.

Part 3: Policy Review

Responsibility for the review of policies lies with the leadership of the organizational unit responsible for that policy. Each policy shall be reviewed every five years.

Organizational Unit Responsibilities by Policy Chapter

Chapter 1 – College Organization and Administration

Section A: College Operations

Section B: Equal Education and Employment Opportunity

Section C: Code of Conduct & Ethics

Creation/Revision Responsibility: Chief Human Resources Officer

Chapter 2 – Students

Creation/Revision Responsibility: Vice President of Academic and Student Affairs

Chapter 3 – Educational Policies

Creation/Revision Responsibility: Vice President of Academic and Student Affairs

Chapter 4 – Human Resources

Creation/Revision Responsibility: Chief Human Resources Officer

Chapter 5 – Administration

Creation/Revision Responsibility: Vice President of Administration

Chapter 6 – Facilities Management

Creation/Revision Responsibility: Vice President of Administration

Chapter 7 – General Finance Provisions

Creation/Revision Responsibility: Vice President of Administration

Chapter 8 – College Relations

Creation/Revision Responsibility: President

Policy and Procedure Numbering System

Numbering Examples:

1PTCC.1 – Policy

1PTCC.1.1 - Procedure

2PTCC.2 – Policy

2PTCC.2.1 – Procedure

Related Documents:

Minnesota State Board Policy 1A.1

PTCC Policy 1PTCC.1

Date of Adoption: 4/10/2019



Pine Technical &
Community College

Last Reviewed: 3/27/2024

Next Review Date: 3/01/2029

President Approved: 4/10/2019

Custodian of Policy: Chief Human Resources Officer

Procedure History:

Date and Subject of Amendments:

MM/DD/YY – explanation of the amendment