

# Pine Technical and Community College Policy

## 1.PTCC.1: Policy and Procedure Development and Revision

**Chapter:** 1 – College Organization and Administration

**Date:** 3/12/2025

### Part 1: Purpose

Policies and procedures are enacted to direct the interaction between the College and its constituents and community members. Policies are written statements that translate the College’s mission, values, and obligations into daily actions by making explicit to the College community the behaviors for which its members will be held accountable.

Pine Technical and Community College (PTCC) may establish policies and procedures for operation within the authority delegated by the Minnesota State Colleges and Universities Board of Trustees. Policies, by definition, provide direction on what is to be done. Procedures detail the process implementation, or how it is done, so that compliance with policy and uniformity in applications are ensured.

Policies may be developed in response to Minnesota State Colleges and Universities policies and guidelines, state and federal statutes, state of Minnesota department policies (MMB, Finance, Administration), or areas of policy identified by college staff, faculty, or administration. All policies are made public on the College website.

Procedures may be developed in support of a Minnesota State policy or a local policy. It is not required that a procedure has an associated policy. Procedures may be made public on the College website, but are not required to be published externally.

Policy and procedure development and revision shall be done collaboratively with employees and students of the college, as applicable. As an Appreciative Campus, policies and procedures shall be developed in such a way as to support access for all citizens of East Central Minnesota without bias.

### Related Documents:

MinnState Board Policy 1A.1

1.PTCC.1.1 Policy and Procedure Development, Approval, and Review Procedure



*Adoption: 3/21/2017*

*Last Reviewed: 3/12/2025*

*Next Review Date: 3/12/2030*

*Cabinet Approved: 3/12/2025*

*Custodian of Policy: Chief Human Resources Officer*

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**Policy History:**

*Date and Subject of Amendments:*

*03/12/2025 – Added Appreciative Campus language and included reference to procedures*