North Hennepin Community College

Policy Information

Number: 1A.1

Name: Policy Development and Implementation
Effective Date: December 15, 2020

Next Review Date: AY 2025–2026

Regulatory Authority
- [Minnesota State Board Policy 1A.1](#)

Part 1. Policy Background.

The Policy Development and Implementation Policy guides the development, review, approval and communication processes for both existing and newly proposed North Hennepin Community College policies and procedures. This policy also establishes a standard format for policies and procedures, and a numbering system compatible with Minnesota State Board Policies and System Procedures for easy reference. Nothing in this policy serves to supersede or alter existing collective bargaining agreement language.

Part 2. Definitions.

Subpart A Bargaining Unit.
AFSCME, MAPE, MMA, and MSCF are the bargaining units. For the purposes of this policy, administrators and members of the Commissioner's Plan are not considered representatives of bargaining units.

Subpart B Policy.
Policies are written statements that govern institutional decisions or actions. College policies comply with existing external mandates and promote consistency of action. College policies generally affect the entire institution.

Subpart C. Procedure.
Procedures are written statements of specific processes necessary to implement policy.

Part 3. Policy Committee.
A process for policy development, approval, and dissemination shall be guided by the Policy Committee. The Policy Committee shall include:

1. Provost

2. Student Affairs Administrator

3. Chief Human Resource Officer

4. Associate Vice President of Diversity, Equity, and Inclusion

5. Academic Dean

6. 1 MSCF member

7. 1 AFSCME member

8. 1 MAPE member

9. 1 MMA member

10. 1 student

The Policy Committee will select two co-chairs from the appointed members of the bargaining units or the student representative, taking into account familiarity with the Policy Committee processes and institutional tenure. Co-chairs should rotate among committee members on an annual basis.

The Policy Committee values members who have completed equity training (SEED, etc.).

Part 4. Approval Process.

The need for a new policy or procedure may arise at any time, and any member of the campus community, including employees and students, may propose policy or request policy review. In addition, the Policy Committee shall review existing policies and procedures a minimum of every five years. The review process will continue, update, or rescind existing policies and procedures to meet the current needs of the campus community.

Subpart A. Standard Review, Approval, and Communication Process.

1. Requests for new policies or specific policy review may be submitted to any member of the Policy Committee for consideration. Requests may include suggested policy language, statements of need, desired outcome, and other relevant information.

2. The Policy Committee will convene at the start of each academic year to construct a list of policies and procedures for review during the year. That list will include policies and procedures reaching the end of their five-year effective period, policies and procedures the campus community requests be reviewed, and any new policies or procedures submitted to the Policy Committee for consideration. The first meeting of the year will also include an orientation to issues of diversity, equity and inclusion conducted by the Associate Vice President of Diversity, Equity, and Inclusion.

3. The Policy Committee shall consider submitted proposals and policies up for review, evaluating and revising policies and procedures through the lens of equity and the needs of the campus community. The Policy Committee shall call upon content experts or consult

with external resources to assist with additional review, research, or revision of policies and procedures as needed.

4. The Policy Committee shall release drafts of policies and procedures to the college community for review and comment, and shall incorporate comments to the drafts as is appropriate.

    a. The Policy Committee shall maintain a summary of conversation related to comments and provide a rationale for committee decisions. This summary will be shared with the college community.

5. The Policy Committee shall disseminate final drafts to the leadership of each bargaining unit, the Shared Governance Council, the Diversity, Equity, and Inclusion Committee, and Student Senate for approval. Should any group have significant concerns or desire substantive revisions at this stage, the policy or procedure will be returned to the beginning of the process for consideration and review the following semester.

6. The Policy Committee shall present the approved drafts to the Executive Team for final recommendation and to the President for final approval. Policies and procedures become effective when approved by the President.

7. The Policy Committee Co-Chairs shall communicate the decisions of the President to the campus community as described in Part 6 below.

Subpart B. Expedited Review, Approval, and Communication Process.

Under extraordinary circumstances, a policy or procedure may require changes to ensure compliance with Minnesota State Board Policy or System Procedure or adherence to federal or state law. On these occasions, the Policy Committee shall seek input from content experts and key constituent groups to the extent possible in a shortened time frame. Final drafts with incorporated comments shall be presented to the Executive Team for a final recommendation and the President for final approval. Policies and procedures become effective when approved by the President. The campus community shall be notified of the change and the expedited policy or procedure will go through the Standard Review, Approval, and Communication process at the first available opportunity.

Part 5. Policy Format.

Subpart A. Numbering System.

North Hennepin Community College policies and procedures shall follow the same numbering system as used for corresponding Minnesota State Board Policies and System Procedures. Within the policy or procedure, content should follow the format below:

- Parts (numbered) and Subparts (lettered) for significant content distinctions.

- Within Parts and Subpart, items may be further separated by using numbers or bullets.

Subpart B. Required Elements and Standards.
1. The header of the policy or procedure shall include:

   a. Policy (or Procedure) Number
   b. Policy Name
   c. Effective Date
   d. Next Review Date
   e. Regulatory Authority (e.g. Minnesota State Board Policy, federal or state law, and hyperlink if one exists)
  2. The body of the policy or procedure may include:
   a. Background
   b. Purpose
   c. Definitions
   d. Process
  3. The footer of the policy or procedure shall include:
   a. Review Action and Date of Action
   b. Policy History

Part 6. Communication.

All policy and procedure decisions shall be communicated to the entire campus community via email. The Policy Committee Co-Chairs shall ensure that all final/active policies and procedures are posted, at a minimum, to SharePoint (Groups And Committees > Policy Committee > Policies), and to the NHCC website (About NHCC > College Policies, Procedures, Disclosures). Posted policies shall include Policy Number, Policy Name, Effective Date, and Next Review Date. Policies and procedures may also be included in the college catalog, student handbook and planner, or other college publication.

Part 7. Campus Review.

Review Action	Date(s)
Campus Community Review Period:	October 19–November 6, 2020
Diversity, Equity, and Inclusion Committee Review:	November 10–24, 2020
AFSCME Review:	November 10–December 1, 2020
MAPE Review:	November 10–December 11, 2020
MMA Review:	November 10–December 11, 2020
Shared Governance Council Review:	December 11, 2020
Student Senate Review:	December 3, 2020
President Rolando Garcia Approval:	December 15, 2020
Campus Community Dissemination:	December 15, 2020

History

- Adopted 21-Oct-2000

- Significantly revised Fall 2011 to create an inclusive and transparent process that requires input from all campus constituents. Effective 23-Dec-2011.

- Reviewed with minor modifications Fall 2017.

- Reviewed Fall 2020 to revise structure of the Policy Committee and infuse equity considerations into the policy creation and review process.