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I. PURPOSE

The purpose of this procedure is to categorize the types of various institutional operations and to provide guidance regarding the appropriate adoption, documentation, and maintenance activities for each type. The College implements categories for adopting, documenting, and maintaining institutional operations:

1. Policies
2. Procedures

3. Processes
4. Practices

II. POLICIES

A. Appropriate Uses

Policies are typically, but may not always be limited to, general statements of the College's position regarding specific subject matter. Subject matter appropriate for adoption as a policy includes but is not limited to:

- High-level statements relating to organizational governance and institutional goals,
- High-risk compliance requirements and institutional operations,
- Institutional approaches or positioning that have high public impact and visibility,
- Cross-divisional matters necessitating a unified institutional position or approach, and
- Procedures that have become significantly standardized and are institutionally important enough to require policy-level permanence.

B. Adoption

Policies may be suggested by any trustee or employee to the President, an appropriate divisional leader given the policy's subject matter, General Counsel, or to any employee body or student body responsible for advising the Board of Trustees or the President. After receiving a suggestion, the Board or the President shall decide if a policy should be developed based on the suggestion and, if so, task the appropriate executive leaders with the assistance of General Counsel with the development of the policy. The draft policy shall be presented to President's Council for preliminary review and revision before being presented to the President for final review, revision, and approval to be sent to the Board. If passed by the Board, the policy becomes formally adopted and goes into effect immediately unless the policy states otherwise.

C. Documentation Location

Policies are documented on the College's website, with archives kept in the College's file management system.

D. Maintenance

Maintenance of each policy is the responsibility of the employees primarily responsible for carrying out the requirements of each respective policy. Executive leaders shall periodically review policies in their respective divisions as needed to ensure that policies remain up to date.

III. PROCEDURES

A. Appropriate Uses

Procedures include specific operational details required for the implementation and fulfillment of College policies, with all procedures being attached to a governing policy. Procedures are primarily, but may not always be limited to, operational concerns that are cross-divisional or require high visibility. Subject matter appropriate for adoption as a procedure includes but is not limited to:

- Operational matters that require significant cross-divisional cooperation to ensure successful completion,
- Operational matters that are primarily the concern of a single division but whose impact or importance is significant enough to merit broad institutional awareness, and
- Practices whose importance or cross-divisional operations have reached a point where elevation to procedural-level awareness or permanence becomes warranted.

B. Adoption

Procedures may be suggested by the President, President's Council, or any employee whose role is sufficiently connected to the subject matter of a relevant policy. After receiving a suggestion, the President shall decide if a procedure should be developed based on the suggestion and, if so, task the appropriate executive leaders with the assistance of General Counsel with the development of a procedure. The draft procedure shall be presented to Executive Leadership, or President's Council when necessary or expedient, for preliminary review and revision before being presented to the President for final review, revision, and approval. If approved by the President, the procedure becomes formally adopted and goes into effect immediately unless the procedure states otherwise.

C. Documentation Location

Procedures are documented on the College's website, with archives kept in the College's file management system.

D. Maintenance

Maintenance of each procedure is the responsibility of the employees primarily responsible for carrying out the requirements of each respective procedure. Executive leaders shall periodically review procedures in their respective divisions as needed to ensure that procedures remain up to date.

IV. PROCESSES

A. Appropriate Uses

Processes include specific operational details required for the implementation and fulfillment of College policies and procedures. Processes are limited to operational concerns where the vast majority or entirety of operations are limited to one division or department.

B. Adoption

Processes are adopted and implemented at the divisional or departmental level. Each division or department may decide upon appropriate vetting and adoption procedures.

C. Documentation Location

Processes are documented internally by each respective division or department. Divisions and departments are encouraged to keep archives in the College's file management system.

D. Maintenance

Maintenance of each process is the responsibility of the employees primarily responsible for carrying out the requirements of each respective process. Employees are encouraged to review processes annually.

V. PRACTICES

A. Appropriate Uses

Practices are operational matters similar to processes that have not reached a level requiring written documentation.

B. Adoption

Practices are not formally adopted and may change as circumstances evolve.

C. Documentation Location

Practices are not documented. Employees are encouraged to monitor practices to determine whether they should be documented as processes.

D. Maintenance

Practices are not documented and thus are not formally maintained. Employees are encouraged to continuously evaluate practices to determine if they should be modified or abandoned.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None

Policy Manual Cross-References	None

PROCEDURE HISTORY

November 4, 2026	Adopted.