

Subject: Development and Maintenance of Policies and Procedures

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1. Purpose

This policy provides guidelines for the development, generation, issuance, review, and maintenance of Tidewater Community College policies and their associated procedures.

2. Policy

Tidewater Community College will promulgate well-articulated and understandable policies and procedures to which the college community will have ready access. TCC policies and procedures will conform to and compliment the policies and procedures of the Virginia Community College System and the laws and regulations of the Commonwealth of Virginia. Should circumstances arise in which a college policy or procedure is in conflict with that of the VCCS or with a law or regulation of the Commonwealth, the requirements of the VCCS or of the Commonwealth will take precedence and the TCC policy or procedure will be modified to be in compliance.

TCC policies and implementing procedures will be:

1. formally approved;
2. presented in a common format;
3. maintained centrally and accessible to all interested parties; and
4. kept current within the framework of an organized system of change control.

This policy governs those policies and procedures that are generally applicable to the TCC community. Matters pertaining only to the internal procedures of a specific campus, department, or office are not considered within the scope of this policy. Internal policies that apply to the operations of an individual campus, department, or office may not conflict with TCC policies.

2.1. Development and Approval of TCC Policies and Procedures

Final authority for approval of TCC policy and changes thereto rests with the College President. The President's Executive Staff will formulate and recommend policy to the College President. Organs of the college's governance system may recommend policy through an appropriate member of the President's Executive Staff.

Upon approval of a college policy, responsibility for developing the implementing procedure(s) will be assigned to a member of the President's Executive Staff. The cognizant Executive Staff will also be responsible for periodically reviewing and recommending updates to the policy through the full President's Executive Staff and to the College President and for insuring that the procedure(s) continue to support the updated policy.

2.2. Management of TCC Policies and Procedures

The TCC website is the official repository of current college policies and procedures and is available electronically to all employees, students, and other constituents of the college. For the record, the President's Chief of Staff will maintain a signed copy of each version of all college policies and procedures.

2.3. Review and Updating of TCC Policies and Procedures

Each TCC policy and its implementing procedures will be reviewed at the first anniversary of its initial approval. The review will insure that the policy remains consistent with requirements of higher authorities as well as the continued appropriateness and efficacy of the policy and procedures to the TCC context. Each review will include a recommendation regarding the periodicity of subsequent reviews based on the nature of the policy and procedures and their susceptibility to change.

3. Responsibilities

The cognizant Executive Staff in collaboration with the President's Chief of Staff will develop and promulgate procedures to implement this policy and will oversee the collection, review, and distribution of new and revised policies and procedures.

The President's Executive Staff are responsible for the accuracy and timeliness of TCC policies and procedures relating to their areas or departments. For each Executive Staff, this responsibility includes:

1. identifying areas of operation within the respective functional areas for which he or she is responsible that are in need of new or revised policy or procedures;
2. recommending appropriate policy statements;
3. developing and maintaining procedures that implement approved policies;
4. conducting periodic review of policies for which he or she is responsible and recommending changes; and
5. notifying affected members of the college community of new policies and procedures or changes and updates thereto.

Each member of the President's Executive Staff is responsible for assuring adherence to established policies and procedures within his or her respective organization.

4. Procedures

The President's Chief of Staff will maintain the master list of policies and policy numbers. An approved copy of each policy will be kept on file. The policies and procedures will be maintained in an "online policy manual" on the TCC website from which users may print copies should a paper version be required.

4.1. General

The procedures to initiate, review, and approve new or revised policies are as follows.

1. The need for a new or revised policy is identified by the appropriate Executive Staff.
2. An initial draft of the new or revised policy and implementing procedure will be prepared and circulated among the full President's Executive Staff for review and comment. As part of this review, the cognizant Executive Staff and the President's Chief of Staff will determine the presence of any potential conflicts with existing policies or procedures. The cognizant Executive Staff in collaboration with the President's Chief of Staff will determine that the suggested policy number or revision is appropriate.

3. Depending on the nature of the policy, it may be provided to one or more organs of the college's governance system with cognizance over the subject matter for review and comment.
 - a. The cognizant Executive Staff initiating the new/revised policy will provide the affected faculty and/or staff with the proposed policy additions and/or changes clearly identified, including rationale when needed.
 - b. Feedback will be gathered by the cognizant Executive Staff (or his/her designee) from the affected group over a period of no less than two weeks.
4. The cognizant Executive Staff responsible for drafting the policy will consider those comments received during the review process and incorporate such changes in the draft policy or implementing procedure as deemed appropriate.
 - a. The resulting draft policy will be presented to the full President's Executive Staff for endorsement to the President for approval.
 - b. If only the implementing procedure is being changed, the cognizant Executive Staff will present the revised document to the full President's Executive Staff for discussion of the change(s) and the reason(s) therefore.
5. Once the final version of the policy has been approved, the cognizant Executive Staff will provide it to the college Webmaster for posting in the appropriate section of the online policy manual on the TCC website. The cognizant Executive Staff will also circulate the revision to the appropriate constituents, with changes clearly identified and rationale included when necessary.
6. The cognizant Executive Staff will announce the new or changed policy or procedure via e-mail message(s) to the college. This announcement will normally be published within two weeks of the approval of the new or revised policy/procedure. Such announcement should briefly describe the changes, and then refer readers to the TCC website for the actual policy and procedure.
7. The cognizant Executive Staff will maintain a file that contains pertinent backup materials applicable to the development of each new or revised policy and procedure. Included in that file will be copies of the various drafts, comments resulting from their review and revision, and a signed copy of the approved version of the policy and procedure. The original signed copy will be maintained by the President's Chief of staff.

4.2. Policy Format

TCC policies will be written and maintained in the following format to provide consistency from one policy to another:

Header Information

- a. TCC policy number
- b. Revision number
- c. Subject
- d. Effective date

Table of Contents—hyperlinked to sections in the policy for ease of reference by online readers.

Section 1: Purpose—the reason for the policy, including, when appropriate, identification of the higher authority law, regulation, or policy causing the necessity for the TCC policy.

Section 2: Policy—a statement of the philosophy, position, rule, regulation, or direction.

Section 3: Responsibilities—a description of duties for implementation of the policy that are assigned to college officials and other parties, as necessary.

Section 4: Procedures—the specific actions to be taken to conform with established policies, allowing for the orderly implementation of those policies. If the TCC policy is implemented via a separately published set of procedures—either generic (e.g., the Commonwealth Accounting Policies and Procedures (CAPP) Manual) or TCC-specific—a hyperlink to the procedure(s) will be provided.

Section 5: Definitions—meanings or interpretations of words or terms specific to their usage in the policy or procedures.

Section 6: References—list of authorities for the TCC policy or the law, regulation, or policy of higher authority implemented by the TCC policy, including hyperlinks to online versions of the references where available.

Section 7: Review Periodicity and Responsibility—identification of the college official responsible for reviewing and recommending changes to the policy and implementing procedures and the frequency of such reviews.

Section 8: Effective Date and Approval—a statement of when and by whom the current version of the policy was approved. For the record copy, signature blocks are provided for the approving authority and for the college official responsible for developing the implementing procedure.

Section 9: Review and Revision History—a chronological statement of the history of the policy and implementing procedure, including dates of reviews and by whom. In the event a revision is issued, this section will include a brief statement of the nature of the change(s), the date of approval, and the approving official.

In cases where a section has no contents—for example, if no definitions are necessary—the section will be retained for uniformity and a statement of non-applicability will be included. Supplementary information, such as forms used in the procedures, may be added as appendices to the policy.

4.3. Location of Policies

To ensure ready access to college policies, the TCC website (<http://web.tcc.edu/policies/>) will include the official “College Policies and Procedures” webpage with the most current approved version of all college policies. The webpage will be maintained in a standard electronic format and will follow the structure described in section 4.4 below. The documents on the “College Policies and Procedures” webpage will constitute the only official college-wide policies for Tidewater Community College.

To maintain an organized system of change control, and to ensure consistency throughout the college, individual campus, division, or department webpages may not contain separate copies or versions of college policies or implementing procedures. Instead, such webpages that reference college policies and procedures must use hyperlinks to the documents on the official “College Policies and Procedures” webpage. This does not preclude departments from maintaining internal departmental policies and procedures on their webpages, provided the internal departmental policies and procedures are not identified as official college policies and procedures, and do not conflict with official college policies.

4.4. Structure and Organization of College Policies and Procedures

In order to maintain policies and procedures that are easy to locate, policies will be assigned a four-digit number in the applicable series as described below. This structure reflects the college’s administrative organization. The “College Policies and Procedures” webpage will list all policies by name and number and will provide links to them. Policies will be assigned a number according to the following system:

1000 General College Policies

Policies of a general nature affecting faculty, staff, and students.

1100 General Policies

1200 Equity

1300 Safety & Security

1400 Emergency Preparedness

1500 Employee Handbooks

2000 Academic and Student Affairs Policies

Policies governing development, delivery, and administration of academic and student services programs.

2100 Academic Affairs

2200 Student Affairs

2300 Educational Technology

2400 Grants and Sponsored Programs

3000 Administrative Policies

Policies that pertain to people who are employed by the college in any capacity; management and use of TCC's physical facilities and capital assets; and relationships with organizations and entities external to the college.

3100 Personnel

3200 Facilities

3300 Marketing & Creative Services

4000 Financial Policies

Policies governing fiscal operations of the college—budgeting, accounting, purchasing, contracting, fixed asset administration, sponsored program administration, student financial aid, student accounting, billing and collections, cashiering and banking, payroll, investing, financial reporting, and auxiliary services.

4100 Fiscal Services

4200 Materiel Management

4300 Financial Aid

4400 Auxiliary Services

5000 Information Systems

Policies governing the management, use, and security of the college's information technology and knowledge assets.

5100 Information Technology Resource Management

5200 Information Technology Security

5300 Learning Resources

6000 Workforce Development

Policies governing services that TCC provides to the region's employers, including military and other government entities, and the college's non-credit educational offerings and programs.

6100 Open Enrollment

6200 Customized Training

6300 Special Projects

5. Definitions

Policy. A statement of management philosophy and direction, established to provide guidance and assistance to the TCC community in the conduct of college affairs. A college policy will meet each of the following criteria:

1. It is a governing principle that mandates or constrains actions.
2. It has college-wide application.
3. It will change infrequently and sets a course for the foreseeable future.
4. It helps ensure compliance with higher authority law, regulation, or policy; enhances the college's mission; or reduces institutional risk.
5. It is approved by the College President.

Procedure. A set of specific actions to be taken to conform with established policies—allowing for the orderly implementation of those policies. Typically, approval authority for a procedure rests with the college vice president responsible for the functional area addressed by the policy being implemented.

6. References

<http://www.boarddocs.com/va/vccs/Board.nsf/Public>

7. Review Periodicity and Responsibility

The President's Chief of Staff shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This revision to the policy is effective upon its approval by the College President on February 23, 2016.

Policy Approved:

Policy Approved:

Edna V. Baehre-Kolovani, Ph.D.
President

Procedure Developed:

Susan M. James
Special Assistant to the President &
Chief of Staff

9. Review and Revision History

The initial version of this policy was approved February 12, 2009.

- Revision 1 provides updated procedural guidance and responsibility for review, revision, distribution, and accountability of TCC Policies and Procedures for cognizant Executive Staff and maintenance and storage of said policies and procedures by the President's Chief of Staff.

Approved February 23, 2016 by President Edna V. Baehre-Kolovani, Ph.D.