

Appendix A
NPC Policy 7.900
Policy Development Procedures

DEFINITIONS

Policy Tool Kit: A policy tool kit is a repository of resources to help guide in the development of policies and procedures.

Policy Stakeholders: Policy stakeholders include anyone who may be affected by or have an interest in a particular policy.

ROLES

Policy Officer (Vice President of Administration)

- Manages the policy development and review process
- Publishes policies and related information
- Notifies the college community of new and revised policies

Responsible Vice President

- Executive Leadership Team Members
- Oversees the development and revision of policies within his/her division
- Determines department level oversight of each policy
- Implements the policy and coordinates necessary training

POLICY DEVELOPMENT AND REVIEW PROCESS

Step 1: Identify the Need

- Determine whether a new policy or a policy revision is necessary.
- Confirm a similar policy does not already exist or is not under development.
- Evaluate whether the subject matter should be a procedure or operational guideline instead of a Board policy.

Step 2: Policy Draft

- For a new policy, use the standard policy template.
- Submit the proposed policy to responsible Vice President for consideration.
- Solicit input from stakeholders of the policy.

Step 3: Request to Proceed

- For new policies, submit the policy proposal request form.
- For policy revisions, the responsible Vice President submits request to the Policy Officer via email.

Step 4: Draft Submission

- Policy Officer, in conjunction with responsible Vice President, determines if the policy requires review by the Attorney General's Office.
- Policy Officer establishes a policy review timeline and submits draft policy to the Executive Leadership Team for consideration.

Step 5: Comment Period

- After Executive Leadership Team has reviewed, the Policy Officer and the responsible Vice President finalize any changes.
- Policy Officer initiates posting of draft policy for a 14-day comment period.

Step 6: Board Approval

- Once comment period ends, Policy Officer reviews any comments with responsible Vice President and determines if further changes are needed.
- If no further changes are needed, the policy is presented to the Board of Trustees for approval at the next regular Board Meeting.

Step 7: Final Steps

- Upon Board approval, the approved policy is published on the College's website within 10 business days.
- Communicate approval to stakeholders and initiate appropriate training or compliance actions, if necessary.