

CCSN Policy	Section: General CCSN Policies	Number: GEN 1
Title: Formulation, Issuance, & Revision of CCSN Policies		Policy Effective Date: <u>07/25/05</u>
Approved:		
<u><i>R. Carpenter</i></u>		<u><i>July 25, 2005</i></u>
CCSN President		Date
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1. POLICY PURPOSE AND BACKGROUND

The purpose of establishing a CCSN Policy Manual is to provide a resource document that encompasses institutional policies related to:

- activities associated with implementing the overall teaching mission of the College and services to constituents;
- business transactions and contractual obligations;
- compliance with Board of Regents, Nevada Revised Statutes, and mandates established by other regulatory bodies and
- issues of broad institutional impact.

The CCSN Policy Manual will:

- ensure that policies and procedures will be preserved after key personnel leave a unit;
- ensure that all official policies are formally approved, disseminated in a consistent format, and maintained centrally;
- keep CCSN policies current and readily available electronically in a timely manner, assure compliance, support policy objectives, establish accountability, and ensure that the CCSN community will have access to well-articulated and understandable policies and procedures;
- define a CCSN policy;
- provide a standard policy format;
- outline the steps for formulating, approving, issuing, and amending policies;
- describe the roles and responsibilities of the individuals and groups involved in the process;
- define terminology used.

2. POLICY STATEMENT

To comply with this policy, *all* CCSN policies will be developed and revised according to the following requirements:

- presented in this approved format;
- maintained centrally;
- accessible electronically to interested persons;
- regularly reviewed and kept current;
- clarify individual responsibilities;
- capable of efficient implementation;

- indicate the significance of the policy for CCSN as a whole or for relevant members of the CCSN community.

A CCSN policy is defined by ***all*** of the following criteria:

- broad application throughout CCSN;
- under the authority of the President;
- ensures compliance with applicable laws and regulations, promotes operational efficiencies, supports CCSN's mission, and/or reduces risks;
- mandates actions or constraints for compliance;
- subject matter requires approval by the President, after review by the CCSN Code Officer, Vice Presidents, and/or the Faculty Senate.

All policies meeting the established criteria must be included in the on-line CCSN Policy Manual and must be managed within the context of this process for policy formulation, issuance, and revision. NOTE: Policies that do not meet the established criteria may be developed at the division or department level and will be maintained and disseminated within the appropriate area. Rules that do not meet all of the above criteria are not governed by this document. They will be referred to as protocols, not policies, and shall not supersede CCSN policies.

This online manual is the governing document and will replace all earlier printed versions. Printed versions will no longer be provided or distributed. A printout of this manual and each change to this manual, created from the original text source for the online version, is retained permanently as an official record with the Administrative Code Officer and is available for inspection.

Whenever revisions in policy are made by federal or state law, the Board of Regents, or the President of CCSN, revisions to this manual will be updated.

The policy manual will be organized in accordance with specific subject areas, tables of contents and indexes of the specific policies alpha numerically by approved functional areas. The functional areas are:

- AAD; Academic Affairs
- ADM; Administrative Operations
 - HRS; Human Resources
 - OMD; Operations and Maintenance
 - PSD; Police and Public Safety
- CLS; Classified
- EXO; Executive Office
- FAC; Faculty
 - ACF; Academic Faculty
 - ADF; Administrative Faculty
- FIN; Finance
- GEN; General
- OIT; Information Technology
- SSD; Student Services

3. AUTHORITY AND CROSS REFERENCES

The basis for this policy is provided in the following:

- Nevada Constitution Article 11 sections 4, 6, 7, 8, and 9.
- Nevada Revised Statutes sections 396.110; 396.230; 396.240
- Board of Regents Handbook Title 2, Chapter 1, section 1.5

4. KNOWLEDGE OF THIS POLICY

All CCSN personnel charged with policy or procedure formulation and revision should be knowledgeable about this policy.

5. DEFINITIONS

Coordinator: The individual or group assigned by the President, appropriate Vice President, or Faculty Senate to develop or revise a policy.

Policy: A policy is a governing principle, plan, course of action, or understanding that guides or channels thinking and action. *It answers the questions "What will be done?" under certain circumstances and "Why?" to guide appropriate personnel in making decisions.* It may also specify delegations of responsibility and authority for particular decisions. It is the formal guidance needed to coordinate and execute activity throughout the organization. Policy provides the operational framework within which the organization functions. A policy should be clearly distinguished from the procedure that implements the policy.

Procedure: A procedure is the "how" of a decision presented in the policy statement. It is a step-by-step outline of action that spells out, in sequence, *who does what and when within a logical cycle.* A procedure should be clearly distinguished from a policy.

Protocol: A protocol is a governing principle, plan, course of action, or understanding that guides or channels thinking and action within a department or other area.

Purpose and Background Statement: The purpose should clearly summarize the goal the policy seeks to achieve. The purpose statement should answer two questions for the reader: "What information will I find here? Why was this section issued?"

References and Authorities: The references and authorities are the sources upon which the policy and procedure in this section are based, such as USCA, NRS, NAC and Board of Regents Handbook sections, CCSN bylaws and CCSN manuals or directives. Related policies may also be cited.

Standard Policy Format: The prescribed format of a CCSN policy contains the following sections:

POLICY

The heading must include the policy section, number, title, effective date, approval signature and date. If a section is not applicable to a particular policy, it must be annotated N/A.

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6. RESPONSIBILITIES

The responsible parties that are not applicable to this particular policy are annotated N/A.

The President:

- Final approval authority
- Implementation

Vice Presidents (List applicable VPs):

N/A

CCSN Faculty Senate:

N/A

CCSN Administrative Code Officer:

- Coordination, creation, review, recommendation, dissemination, and maintenance
- Technical changes (nomenclature and verbiage)

Standing Committees:

- CCSN Policies and Procedures Manual Committee
 - Formulation and review

Coordinator:

- CCSN Administrative Code Officer

7. EXCEPTIONS

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s) when advised by competent legal authority that this policy or related procedure(s) is wholly or in part in conflict with laws or procedures of a superior governing body. The President shall notify the appropriate CCSN personnel of the suspension or rescission and cause any necessary changes to be made to this policy.

8. CONTACT INFORMATION

Direct questions about this policy to the following offices:

Subject	Contact
CCSN Policy Questions	CCSN Administrative Code Officer
How to write Policies and Procedures	Member of Policies and Procedures Committee and CCSN Administrative Code Officer and staff

9. HISTORY

06/14/05 - Approved

Policy Last Updated: 07/21/05