



# Northern Marianas College Procedure

Procedure No.: 9009.1 Procedure Title: Procedure Approval Process  
Issuing Date: 4.4.2014 Adoption Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
Office of Origin: Dean of Student Services  
Procedure Approval Authority: College President *[Signature]*  
Board Policy No. associate with this procedure: None  
This Procedure Supercedes/Replaces: None

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*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

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**Overview/procedure description** The purpose of this procedure is to outline the process for adopting new administrative procedures, or amending or deleting existing ones.

**Areas of Responsibility** Policy stewards designated by the College President are responsible for developing administrative procedures, with input from the Management Team, for policies adopted by the Board of Regents and for soliciting input from College Council and from staff employed in operational areas affected by proposed procedures. College Council as a whole may recommend new administrative procedures or an amendment to existing ones to the College President.

**Procedure details**

- 1. Initiation of an administrative procedure.** Using the NMC Procedure Template, the policy steward provides a draft procedure to managers in operational areas directly impacted by procedure. The policy steward may also elect to send the draft to various working committees or councils as appropriate for the topic. This initial step is intended to help policy stewards refine procedural language for presentation to key governance groups.
- 2. Input Solicitation.** Policy stewards introduce proposed procedures to College Council for additional recommendations. College Council is provided a minimum period of two weeks from the date of introduction to provide final recommendations to the President on proposed procedure, which period may be waived by majority vote of the Council. All salient comments and recommendations are summarized in the "Reference" section of the NMC Policy Template.
- 3. President's Approval.** Recommendations from College Council and comments from policy steward are submitted to College President for review, revision, and approval. Legal counsel performs review as

requested by the College President. Approved procedure bears the signature and date of the College President.

4. **President's Authority.** For the purposes of efficiency and alignment with approved Board Policy, the College President has unilateral authority to approve technical changes to an administrative procedure, or to delete those procedures that pertain to governed practices and conditions no longer in effect. The College President may also, within her discretion, elect to propose such changes through the procedure approval process. All such technical changes or deletions of procedures will be posted for information purposes.
  
5. **Dissemination of Approved Procedures.** Notice of the approved procedure will be sent to the all-NMC e-mail distribution list and posted online at: [www.marianas.edu/procedures](http://www.marianas.edu/procedures) along with limited paper distribution.

**References:**

Introduced at College Council on April 4, 2014.

**September 5, 2014 Recommendations from College Council:**

1. Under Areas of Responsibility, insert “with input from the Management Team” to acknowledge that policy stewards are responsible for obtaining input from the Management Team in the development of procedures.
2. Remove “Step 2: Submission to Management Team” from introduced draft.
3. Insert, “which period may be waived by majority vote of the Council”, under Input Solicitation section to allow for urgent action on review of procedures as needed.
4. Insert “Revision” as within the authority of the President under President’s Approval section.