

RED LAKE NATION COLLEGE

Administrative Policies and Procedures



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Definitions

Policy – Policies are instructions on matters of governance that the Board of Regents deems important to the system and operations of the College, in accordance with governing law.

Procedure – Procedures are strategies or courses of action that meet the criteria of established policy. Procedures may be approved by the College President.

Purpose of Administrative Policies

Red Lake Nation College establishes administrative policies to align operations, set behavioral expectations, and communicate policy roles and responsibilities when appropriate to do so through a broad policy in accordance with the established criteria.

Purpose of Administrative Procedures

Red Lake Nation College establishes administrative procedures to guide the actions and behaviors of staff and faculty members. These procedures are used to clarify policies and instruct the courses of action in order to achieve the inherent purpose of the associated policy.

Criteria for Administrative Policies and Procedures

Administrative policies must:

- be warranted in order to (a) implement Board of Regents policy; (b) achieve compliance with laws, rules, or regulations; or (c) address a risk to the institution that cannot be adequately addressed elsewhere;
- apply college-wide;
- promote operational efficiency and effectiveness

Administrative policies will either require or prohibit specific actions of faculty, staff, or students, as well as external individuals who use Red Lake Nation College resources or services, as appropriate.

The Governance Committee has been delegated authority from the President to establish administrative policies. New administrative policies or revisions to existing administrative policies can be made by any staff or faculty members at Red Lake Nation College, but the authority to develop or revise policy remains with the Governance Committee under the authority of the President. The Board of Regents also has the authority to develop new administrative policies. The Board of Regents will consult with the College President on the development of any new policies or policy revisions.

New or revised procedures may be approved by the College President.

Developing a New Administrative Policy or Procedure

1. Any staff or faculty member may bring a suggestion for a new administrative policy or procedure to the Governance Committee.
2. The Governance Committee will then review the suggestion and determine if there is already a policy or procedure in place or if there is merit to the suggested policy or procedure.
3. If the Governance Committee determines there is merit, existing policies and procedures will be reviewed and the Committee will determine if existing policies and procedures can be combined or revised to meet the need.

Prepare and Submit a Policy or Procedure Plan

1. The Governance Committee will prepare a policy or procedure plan, ensuring that the proposed policy meets the established criteria; that it contains all the required information; and that it is concise and consistent in format.
2. Once completed, the Governance Committee will make recommendations for action to the College President.

3. If the College President approves the new policy, it will be brought to the next Board of Regents meeting for review. If the College President does not approve the new policy, it will be sent back to the Governance Committee with recommendations.
4. The Board of Regents will review the new policy and either approve or reject. If the new policy is rejected, the Board of Regents will indicate whether the new policy either needs revision or the rationale for rejecting the policy completely.
5. In the case of procedural changes, the College President may approve the new procedure and instruct the Governance Committee to implement it or reject the new procedure and provide recommendations for further action.

Implementing New Policies and Procedures

1. If the new policy or procedure requires formal training, the Governance Committee will ensure that the training is deployed.
2. New or revised policies and procedures will be communicated via email and paper copies to the appropriate audiences.
3. The policies and procedures will be published in subsequent versions of catalogs, manuals or addendums.

Routine Maintenance of Administrative Policies and Procedures

The Governance Committee is responsible for ensuring that all policies and procedures are current, accurate and readable and reviewed at least every five years.

1. Minor changes to policies and procedures do not require the approval of the Board of Regents or the College President and are the responsibility of the Governance Committee. Minor changes include:
 - New contact information
 - Additional related references
 - Office name changes
 - Rate changes, if applicable

Comprehensive Review of Existing Administrative Policies and Procedures

Comprehensive review of policies and procedures is the responsibility of the Governance Committee. Comprehensive review of all policies and procedures takes place every five years or on an as-needed basis.

The purpose of a comprehensive review is to take an in-depth look at existing administrative policies and procedures to:

1. determine if a policy or procedure is still needed or if it should be combined with another administrative policy or procedure;
2. determine whether the purpose and goal of the policy is still being met;
3. determine if changes are required to improve the effectiveness or clarity of the policy and procedure; and
4. to ensure that appropriate education, monitoring and ongoing review of the policy is occurring.

Steps to Comprehensive Review of Administrative Policies and Procedures

1. Policies and procedures that require review may be identified by any staff or faculty member at RLNC.
2. Those suggestions will be on the agenda for the next Governance Committee meeting.
3. If the Governance Committee determines changes must be made, the Committee will follow the same steps of preparing and submitting a policy plan.