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## **COLLEGE POLICIES**

Procedure: **POLICY AND PROCEDURE DEVELOPMENT AT WNCC**

Policy No.: 1-1-1 (formerly 3-14)

Department: President's Office

Contact: President's Office

Policy: WNCC shall operate under policies and procedures recommended by the College Council and approved by the College president. These policies and procedures shall conform to UCCSN Code, Nevada Revised Statutes, and other regulatory directives.

[College Council](#)  
[Development](#)  
[Approval](#)  
[Distribution](#)

### Section 1. Composition of College Council

A. College Council members shall be:

1. College President
2. Vice President Academic Affairs
3. Vice President Finance and Administration
4. Vice President of Human Resources and General Counsel
5. Faculty Senate Chairperson
6. Administrative Faculty Senate Chairperson
7. Classified Council Chairperson
8. United Students Association President or representative
9. Division Chair representative (rotating)
10. SPFIE Representative

### Section 2. Development of College Policies and Procedures

- A. Proposal for new or modified policies or procedures shall be submitted to the College Council through Academic Affairs Council, Faculty Senate, Administrative Faculty Senate, Classified Council, United Students Association or appropriate College committees. Proposed changes will be distributed, in writing by the originator of the policy change, to the college community within 7 calendar days of the College Council meeting wherein it

was presented as an email attachment.

- B. All proposed policies and procedures, new and modified must be reviewed by those bodies represented on College Council and action must be taken within 60 calendar days.

### **Section 3. Approval of Policies and Procedures**

- A. New and modified policies and procedures shall be recommended by a majority vote of the College Council and approved by the College President.

### **Section 4. Distribution of College Policies and Procedures**

- A. Approved policies and procedures shall be available in the College's libraries.
- B. Approved policies and procedures shall be available on the College's web site.
- C. Approved policies and procedures shall be distributed by the President's Office via email attachment to the college community within 7 calendar days of approval by the College Council.

Date adopted: October 9, 2001 Date last revised: May 11, 2004; January 25, 2005; November 21, 2006

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UCCSN Code: Title 2, Chapter 1, Section 1.3 (1.3.4); Section 1.4 (1.4.6 and 1.4.8)  
WNCC Bylaws

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Please direct comments about this page to the Assistant to the President  
URL <http://www.wncc.edu/policymanual/1-1-1.htm>