

## POLICIES

### **I. Procedure**

#### **A. New Policies**

1. The Western Dakota Technical College (WDTC) Policy Committee will review each proposed policy during at least one meeting.
2. The WDTC Policy Committee will forward to the WDTC Cabinet policies recommended for approval.
3. The WDTC Cabinet will review each proposed policy during at least one meeting before voting to approve forward to the WDTC President. The WDTC Cabinet may elect to send policies back to the WDTC Policy Committee with recommended revisions or make changes to the proposed policy. The WDTC Cabinet will forward to the WDTC President policies recommended for approval.
4. The WDTC President may elect to send policies back to the WDTC Cabinet and/or the WDTC Policy Committee with recommended revisions. The WDTC President will forward policies recommended for approval to the local governing Board.
5. The local governing Board will review each policy proposal during at least one meeting before voting to approve or not approve. The Board may elect to have additional readings as necessary. The Board may elect to send policies back to the WDTC President, WDTC Cabinet, and/or the WDTC Policy Committee with recommended revisions.
6. Approved policies will be effective on the date recommended by the WDTC Policy Committee.

#### **B. Policy Reviews**

1. The WDTC Policy Committee will review all policies at least once every two years. The Committee may review policies sooner if it determines a need to do so.
2. Minor revisions of current policies that do not change the intent of a policy and non-substantive changes will be approved after review and recommendations for approval by the WDTC Policy Committee, one reading and approval by the WDTC Cabinet, and approval by the WDTC President.
3. Revisions not deemed as minor or non-substantive changes require the same approval process as new policies.

### **II. Definitions - none**

Legal References: None