

## PROCEDURES

### **I. Purpose**

Developing and revising procedures is encouraged to guide the actions of Western Dakota Technical College (WDTC) faculty, staff, and administrators in the execution of official WDTC policies.

### **II. General Statement of Policy**

- A. The adoption, revision, and repeal of procedures that guide the execution of official WDTC policies is a responsibility of the local governing Board. The WDTC Policy Committee shall be responsible for assisting and guiding in the development of procedures, reviewing procedures, and proposing procedures, as needed, or as suggested by faculty, staff, students, industry, the local governing Board, and other constituents.

### **III. Definitions - None**

### **IV. Reporting Procedures – None**

### **V. Dissemination of Policy and Training**

- A. This policy shall appear on the WDTC website on the policy webpage.
- B. New employees are informed of the location of WDTC policies during new employee orientation.
- C. Employees are notified a minimum of once per year of the location of policies by the Compliance Officer.

Legal References: None

Board Approved 3/19/2018; Committee Reviewed 10/25/2019; Committee Reviewed 8/5/2020; Committee Reviewed 11/23/22; Committee Reviewed 7/9/2024