COLLEGE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Procedure Manual: Establishing, Maintaining, and Revising	BH - I	2	TBD

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
B - Local Governance	Administrative Rules and Regulations	BH (LOCAL)	TBD

PURPOSE

College Procedures are a set or system of rules that govern the actions and processes for managing the College and they fall under the authority of the College President. These procedures are meant to establish consistency, responsibility, and accountability in the management of the College. College Procedures may be created to enact:

- legal requirements
- board-adopted Policies, or
- actions necessary to ensure the efficient operation of the college.

College Procedures are compiled in a document entitled McLennan Community College Procedures Manual ("College Procedures", for short).

PROCEDURE

All College Procedures should be drafted from the "McLennan Community College Procedures Template," which can be requested from the President's Office. The standard template includes the use of a Header and the Body or Narrative and adheres to a distinct set of formatting guidelines to ensure readability, accessibility, consistency, and clarity. The formatting guidelines can be found in College Procedure BH-III Procedure Manual: Formatting.

New and Updated Procedures

New or updated procedures at McLennan Community College require the approval of the President. The process for proposing a new procedure or an update to an existing procedure is as follows:

1. New or updated procedures are proposed by Leadership Team members with input from the appropriate departments, faculty or staff members.
2. The new procedures or edited version of an existing procedures (using Track Changes in Microsoft Word) should be sent to the Leadership Team member whose areas is responsible for the implementation of the procedure.
3. The Leadership Team will discuss the new or updated procedures and the President may send it back for revision, reject it, or approve it.
   a. If the decision is made to revise, the revision may be done by a Leadership Team member or the original proposer may be asked for more input. After revision, the new or updated procedure will be discussed again by the Leadership Team.
   b. If the new or updated procedure is rejected by the President, nothing further is needed.
   c. If the new or updated procedure is approved by the President, it will be published (College Procedures).

Publishing New and Updated Procedures

Once approved, new or updated procedures are published to the campus community by the President's Office.

1. For new procedures, a new procedure document is created using the current procedure template and a number is selected.
2. For updated procedures, Date Adopted and Version (maintaining the list of previous approvals) are updated.
3. The new or updated procedure is sent via email to all faculty and staff. Updated procedures will include a redlined version showing changes from the original.
4. The new or updated procedures is added to the College Procedures Manual at https://www.mclennan.edu/employees/policy-manual/index.html.

Procedure Review

Procedures should be reviewed for updates at least once every five years, or as needed due to organizational or legal changes.