

**POLICY COORDINATION COMMITTEE (PCC)**  
**NDSU Policy Manual Process**  
**Policy Revisions, New Policies, Housekeeping Changes, Policy Coordination Committee Process**  
**(Rev. 11/17/08)**

**POLICY REVISIONS**

The following is the process for revising a policy in the *NDSU Policy Manual*:

1. Obtain a copy of the policy to be revised from the web (<http://www.ndsu.edu/policy>) and save it as a Word document.
2. Insert a draft # and date at the top right hand corner of the policy to identify the version. (This draft number and date should be changed each time revisions are made to the policy before it's approved and sent to the President.)

**EXAMPLE: SECTION 714: POLICY COORDINATION COMMITTEE**

**Draft #1 (5/1/08)**

3. Check the "Source" listing. All policies should have one or more of the following listed below as a possible source:
  - NDSU President (this should appear on all policies)
  - State Board of Higher Education (SBHE) Policy \_\_\_\_\_ (number)
  - North Dakota University System Human Resource Council (NDUS HRC) Policy \_\_\_\_\_ (number)
  - North Dakota Century Code (N.D.C.C.) \_\_\_\_\_ (statute number)
  - University Senate
4. Make all changes in legislative format by using the Tracking function in Word (found on the Review tab for Word 2007 or on the toolbar under *Tools* → *Track Changes* in previous versions of Word.) Items deleted will be noted ~~as-strikeout~~ and additions will be underlined.
5. Use consistent numbering throughout the policy (1, A, III, etc):

**EXAMPLE:**

1.	1.1	1.	A.	I.
	1.1.1		B.	a.
2.		2.		II.
	2.1		A.	a.
	2.1.1		B.	b.

6. Include verbatim any language that is used directly from SBHE or NDUS HRC policy and/or state or federal statute.
7. Include any information that represents NDSU's interpretation of SBHE, NDUS HRC, N.D.C.C., or Federal language (or that represents an NDSU process for implementing a SBHE, HRC, N.D.C.C. or Federal policy or change) in *italicized print* and indicate it as an NDSU interpretation. When copying a policy from the web, please be sure to keep all previously italicized print *italicized*.

**EXAMPLE: OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))**

**If only one person engages in travel exceeding any geographic point 300 miles beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first 300 miles.**

***(NDSU Interpretation)***

***When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by 300 miles.....***

**NOTE:** NDSU interpretation and/or policy can be **more** restrictive than the SBHE policy or state/federal statute that it emulates; however, it cannot be **less** restrictive.

8. Attach a Policy Change Cover Sheet (available from the Office of the VPFA) to the policy. Information on the cover sheet should include:
  - The name and number of the policy
  - A summary of the proposed policy changes
  - The name of the office, department, area, etc. submitting the changes
  - The date changes were submitted for consideration.
9. Submit a copy of the policy with the proposed changes made **in legislative format** and a **completed** policy change cover sheet to the PCC via the Office of the VP for Finance and Administration (VPFA).

## NEW POLICIES

1. Obtain a sample policy template from the Office of the VPFA for use in developing the policy.
2. Insert a draft # and date at the top right hand corner of the policy to identify the version. (This draft number and date should be changed each time revisions are made to the policy before it's approved and sent to the President.)

**EXAMPLE: SECTION XXX: (*Name of New Policy Here*)**

**Draft #1 (5/1/08)**

3. Indicate a Source for the new policy. If the information or concept for the new policy originated because of a new or changed item(s) listed below, that item would be considered as the source. All policies should have at least one of the following listed as a possible source:
  - NDSU President (this should appear on all policies)
  - State Board of Higher Education (SBHE) Policy \_\_\_\_\_ (number)
  - North Dakota University System Human Resource Council (NDUS HRC) Policy \_\_\_\_\_ (number)
  - North Dakota Century Code (N.D.C.C.) \_\_\_\_\_ (statute number)
  - University Senate (new process, procedure, practice. etc. initiated by this group that is campus wide in its practice.)
4. Make all changes in legislative format by using the Tracking function in Word (found on the Review tab for Word 2007 or on the toolbar under *Tools* → *Track Changes* in previous versions of Word.) Items deleted will be noted and additions will be underlined.
5. Use consistent numbering throughout the policy (1, A, III, etc):

**EXAMPLE:**

1.	1.1	1.	A.	I.	a.
	1.1.1		B.		b.
2.	2.1	2.	A.	II.	a.
	2.1.1		B.		b.

6. Include verbatim any language that is directly used from SBHE or NDUS HRC policy and/or state or federal statute.
7. Include any information that represents NDSU's interpretation of SBHE, NDUS HRC, N.D.C.C., or Federal language (or that represents an NDSU process for implementing a SBHE, HRC, N.D.C.C. or Federal policy or change) in *italicized print* and indicate it as an NDSU interpretation.

**EXAMPLE: OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))**

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**NOTE:** NDSU interpretation and/or policy can be **more** restrictive than the SBHE policy or state/federal statute that it emulates; however, it cannot be **less** restrictive.

8. Attach a Policy Change Cover Sheet (available from the Office of the VPFA) to the policy with the following information:
  - The name of the policy
  - A summary of the proposed policy
  - The name of the originating office, department, area, etc. submitting the policy
  - The date policy was submitted for consideration
9. Submit a copy of the proposed policy and a **completed** policy change cover sheet to the PCC via the Office of the VP for Finance and Administration (VPFA).
10. The General Counsel's Office/Equity, Diversity & Global Outreach Office will determine the placement (section and number) of the policy in the Policy Manual.

**HOUSEKEEPING CHANGES**

Changes such as department name changes should be made in legislative formatting and submitted to the Office of the VPFA. The changes will be presented to the PCC as housekeeping, which do not require further approval. The Office of the VPFA will then make these changes to the online policy manual.

**POLICY COORDINATION COMMITTEE PROCESS**

1. The Office for the VPFA will add the policy to the meeting agenda and will distribute it to the committee for their review prior to the next scheduled meeting, if possible. Deadlines to submit policy changes will be generally one week prior to the next PCC meeting to allow the Office for the VPFA to complete and distribute the agenda and policy manual changes to the PCC members for review prior to the meeting. Policies should not go directly to the Senates without going through the PCC first, unless it's a University Senate policy and the changes are made by the University Senate.
2. The individuals responsible for presenting policy changes to the PCC from the initiator are:

	<b><u>Policy Manual Section</u></b>	<b><u>Area</u></b>	<b><u>Liaison</u></b>	<b><u>Office</u></b>
(Flexibility in areas on who initiates changes)	100	General Employment	Evie Myers	Equity, Diversity& Global Outreach
	200	Broadbanded Staff	Broc Lietz	HR/Payroll
	300	Faculty	Rick Johnson	General Counsel
	400	Purchasing	Gina Haugen	VPFA
	500	Accounting	Gary Wawers	Controller
	600	Students	Kate Haugen	VPFA
	700	General Administration	Gina Haugen	VPFA
	800	Restricted Fund	Gary Wawers	Controller

3. The PCC discusses proposed changes, checks for policy numbering and takes one of several actions:

<b>Type of Policy Change</b>	<b>Approvals Needed</b>	<b>Routed for Input</b>	<b>Routed for Information</b>
Federal or state law; SBHE policy change which is clear-cut in its administration; Changes which are house-keeping items	President		Offices/VPs responsible to administer the policy in question President's Council University Senate Staff Senate Student Senate
SBHE policy change which may differ by campus in its administration	President	Offices/VPs responsible President's Council University Senate Staff Senate Student Senate	
SBHE policies which require a campus-specific policy (excluding faculty governance issues)	President	Offices/VPs responsible President's Council University Senate Staff Senate Student Senate	
Policies concerning curriculum, methods of instruction, research, faculty status, and aspects of student life which relate to the educational process	President University Senate	Offices/VPs responsible President's Council University Senate	Staff Senate Student Senate
NDSU-originated administrative policies	President	Offices/VPs responsible President's Council University Senate Staff Senate Student Senate	

**NOTE:**

The Office of the VPFA will route the policies to the appropriate entities on campus. If changes are made in the routing procedure by the Executive Committee of University Senate (for example, the routing was for information but the Executive Committee determines it will be on the agenda for approval), the PCC will be notified via the VP for Finance and Administration Office.

4. After the policy has been routed to the various groups (either for input or information), it's reported back to the PCC for one or more of the following actions:
    - a. *If there are no changes*, the VPFA Office will forward the policy to the General Counsel for review. The policy change cover sheet **must include** a description of which groups have reviewed the policy and **on what dates**. This information can be found at:
      - University Senate ([http://www.ndsu.edu/ndsu/deott/univ\\_senate/](http://www.ndsu.edu/ndsu/deott/univ_senate/))
      - Staff Senate ([http://www.ndsu.edu/ndsu/staff\\_senate/meetings.shtml](http://www.ndsu.edu/ndsu/staff_senate/meetings.shtml))
      - Student Senate minutes (Student Government Office 1-8461)
      - President's Council email routing ( Aubrey Ketterling 1-8204)
    - b. General Counsel will review for form and legal sufficiency, attach a policy approval form, and submit it to the President's Office for his approval and signature.
    - c. *If additional changes have been suggested by either the Senates or the Council*, PCC will discuss these changes. If a consensus is reached by the committee concerning the changes, the initiator of the policy will 1) make the suggested changes in legislative format, 2) update the version number and date of revision, and 3) resubmit the policy to the VPFA Office for review at the next scheduled PCC meeting.
    - d. After PCC review (and if no further changes are made by the committee), the policy will again be routed to the Senates and the Council for their review.
    - e. If approved by the groups, the policy will return to PCC, and (a) and (b) will occur. If additional changes are necessary, (c) and (d) will be repeated until the policy is approved and can be forwarded to the President for his signature.
    - f. During the academic year, the President will sign a policy only after circulation to, and approval by, the appropriate Senates and the Council.
    - g. During the summer, the President will sign a policy prior to circulation to the appropriate groups if it represents a law or SBHE policy that goes into effect prior to the beginning of the academic year. The cover sheet should then indicate: "Law (or SBHE) change. University/Staff/Student Senate will be sent this for information at their September meeting."
  5. When the policy is approved and signed by the President, it is returned to VPFA Office.
  6. VPFA Office will add the effective date of the new policy or the date of revision(s) to the HISTORY section of the policy, based on date signed by the President, and will publish it to the electronic Policy Manual on the web.
  7. VPFA Office will retain the final electronic copy of the policy or revision(s) and also the final hard copy signed by the President and will provide the Office of the President with a final hard copy printed from the web.
  8. VPFA Office will notify the Equity, Diversity & Global Outreach (Evie Myers), HR/Payroll (Jill Spacek), and General Counsel (Debra McDonough) offices via email when a specific policy has been updated on or added to the web.
  9. Office of the General Counsel (Rick Johnson) is responsible for providing information on policy updates to University Relations for publication in "It's Happening at State" and to the electronic Faculty, Staff and VPDNDRCH listservs.
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