

Purpose: To review and recommend proposals for new or revised administrative policies and procedures, to ensure said policies and procedures are properly vetted and approved, advise the MCC community on policies and procedures and generally to support the development and implementation process.

July 1, 2022, to June 30, 2023		
Chair/Lead	Executive Vice President	Dr. Tim Culver
Co-chair or delegate	Jennie Dixon as needed	
Recorder	Executive Assistant to the President	Amy Curley
Meeting schedule	3 rd Thursday of each month	
Decision Making Process	Simple majority consensus	

CURRENT MEMBERSHIP (14)	
Executive Vice President	Tim Culver
Executive Assistant to the President (Recorder)	Amy Curley
Instruction - Dean of Health Professions	June Weiss
Employee Services	Renee Corey
Facilities - Assistant Director of Construction	Geral Jones
Faculty Council Representative	Fay Cover
Financial Services	Carissa Eaves
Full-time Faculty	Mike Rozinski
HLC Compliance Officer	Danette Bristle
Information Technology	Rob Bonar
Staff Council Representative	Kevin Smith
Student & Community Engagement	Tramaine Rausaw
Student Services - Credential Evaluator	Morgan Wilson

Conducts its work under the auspices of the College President and within District policies and procedures.

In specific, serves the following purposes:

1. Coordinates the administrative procedure review and authorization process. If applicable, make recommendations to the President's Cabinet and/or the College President for approval.
2. Ensures that appropriate education, monitoring and ongoing review of the administrative procedures for accuracy, efficiency and effectiveness is occurring.
3. Fosters a culture of accountability and adherence with administrative procedures by engaging with the college community to raise awareness.
4. Evaluates proposals using one or more of the following criteria:
 - Achieve compliance with laws, rules, or regulations,
 - Align operations, promote operational efficiency and effectiveness.
 - Set behavioral expectations across the college,
 - Mitigate institutional risk not adequately addressed otherwise,
 - Communicate roles and responsibilities,
 - College Mission alignment,
 - Necessary to implement Governing Board policy,
 - Significant impact, including but not limited to, the number of people and/or units impacted.
 - Contradiction or duplication with existing policies
5. Analyzes and documents new administrative procedures of the College to ensure conformity with existing structures or functions.
6. Ensures that all administrative procedures accurately reflect the College's current processes and practices.
7. Consults legal counsel, when necessary, for conformance to state and federal statutes and laws.

Special Parameters:

1. Recommendations for procedure review may be forwarded from other institutional committees, Councils, the President's Cabinet or directly by the College President. It will be the supposition of the committee that all due diligence has been undertaken by those entities prior to submission.
2. Recommendations for procedure review may occasionally be submitted directly by a member of the administrative unit responsible for the implementation and/or application of the administrative procedure ("owner"). The P&P Chair and/or Recorder reserve the right to redirect these submissions to another subcommittee, committee or council for an initial review, if appropriate.
3. Submissions Format: Submitters must use the current procedure language from the published version in the MCC Policy and Procedure Manual, if applicable. If the language appears in another institutional document (Catalog, Student Handbook, etc.) the process is the similar.
 - Navigate to: <https://www.mohave.edu/about/administration/policy-and-administrative-procedures/>
 - Download appropriate procedure(s) and covert to MS Word (contact acurley@mohave.edu if you cannot do this)
 - Make the proposed changes inline, showing markup. Do not use comments.
 - Save and submit document, along with request for Policy-Procedure Review Request Form to P&P Chair and Recorder no later than 1 week before meeting date.
 - Attach any supporting materials (statute, regulations, meeting minutes, etc.), if applicable.
4. Submission Review:

- The P&P committee chair and/or recorder performs a preliminary review of the changes, and may provide suggestions as to format, verbiage or grammar to submitter. The submitter determines whether to incorporate any of the suggestions.
- The Chair and/or Recorder then forwards the revised language and any associated documents to the P&P members for review approximately one week in advance of the meeting.
- At the P&P meeting, the submitter and/or owner may present the revised language, answer any questions and capture feedback from the committee members.
- The owner is responsible for making recommended changes to the draft, if any, and forwards the final to the P&P Chair and Recorder.
 - a) If the changes to the language are minor, the procedure is updated in the appropriate documents, posted to the website. Appropriate communications of the key changes are distributed by the owner.
 - b) If the changes are significant, the procedure is placed on the agenda of the President's Cabinet at the next scheduled meeting.
- The Chair and Recorder have the authority to determine the request is for the purpose of correction or compliance, i.e. a change in statutory language, office locations, titles, etc., and to authorize an immediate revision to institutional documents. These changes will be catalogued as such in the change log.

Strategic Plan Alignment: All SP Goals and objectives

HLC Criterion Cross-reference: All criterion

Institutional Document(s): Policy and Procedure Manual