

CHARGE: The Policy and Procedure Committee is responsible for reviewing and recommending proposals for new or revised administrative procedures. The committee ensures that all procedures are thoroughly vetted, properly approved, and communicated to the Mohave College community. Additionally, the committee advises stakeholders on policy and procedure matters and supports the development, implementation, and continuous improvement of these processes.

July 1, 2025, to June 30, 2026		
Chair	Vice President of Administrative Services	Jolene Pruitt
Recorder	Executive Assistant to the President	Amy Curley
Meeting schedule	Quarterly, or as needed	Sept., Nov. Feb. Apr.
Decision Making Process	Simple majority voting	

CURRENT MEMBERSHIP (13)	
Vice President for Administrative Services	Jolene Pruitt
Executive Assistant to the President (Recorder)	Amy Curley
Instruction - Dean of Health Professions	June Weiss
Employee Services	Jen Jones
Facilities - Assistant Director of Construction	Jerol Jones
Faculty Council Representative	Fay Cover
Financial Services	Nadene Mastrangelo
HLC Compliance Officer	Danette Bristle
Information Technology	Vacant
Staff Council Representative	Janice Tubbs
Student & Community Engagement	Tramaine Rausaw
Enrollment Services – Registrar	Meghan Knox
Corporate and Community Ed	Ana Masterson

**In specific, serves the following purposes:**

Coordinates the administrative procedure review and authorization process. If applicable, make recommendations to the President's Cabinet and/or the College President for approval. Evaluates proposals using one or more of the following criteria:

- Achieve compliance with laws, rules, or regulations,
- Align operations to promote 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 # of people and/or units impacted.
- Contradiction or duplication with existing policies

## **Process for submitting an administrative procedure to the committee for review:**

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.

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.

## **Submissions Format:**

Submitters must acquire and use the current procedure language from the published version in the Mohave College Policy and Procedure Manual. Acquire appropriate procedure(s) from committee recorder.

The submitter and/or owner make the proposed changes inline, showing markup. Do not use comments. Attach any supporting materials (statute, regulations, meeting minutes, etc.), if applicable.

Save and submit document to P&P Chair and Recorder no later than 1 week before meeting date.

## **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. The submitter determines whether to incorporate any of the suggestions.

The Chair and/or Recorder places revised language and any associated documents on the P&P agenda for members to review approximately one week in advance of the meeting.

The submitter and/or owner is invited to present the revised language, answer any questions and capture feedback from the committee members.

The submitter and/or owner is responsible for making recommended changes to the draft, if any, and forwards the final version to the P&P Chair and Recorder.

If the changes to the language are minor and within the purview of the committee, the procedure is updated in the manual. If the changes are significant, the procedure is placed on the agenda of the President's Cabinet at the next scheduled meeting.

Appropriate communications of the key changes are distributed by the owner.

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.

**Strategic Plan Alignment: All SP Goals and objectives**

**HLC Criterion Cross-reference: All criterion**

**Institutional Document(s): Policy and Procedure Manual**