Approved by President's Staff
February 14, 2008

Community College of Beaver County

INSTITUTIONAL PROCEDURES
for
Definition and Responsibility for Development of Procedures

Reference Policy 1.120

Board of Trustees Policy 1.120 addresses Policy Development as the responsibility of the Board of Trustees and defines the term "policy." In its normal role of policy development, the Board will delegate responsibility for the development of procedures required for implementation to the College's administration. Such procedures will be developed in two categories: Institutional Procedures and Operational Procedures. These terms are defined as follows:

> Institutional Procedures will be developed for implementation of policies adopted by the Board to guide community members and employees attempting to conduct business with the College. Such procedures will be developed as directed by the Board and will be approved through the Office of the President in consultation with the President's staff. Access to the procedures will be accommodated through the College Procedures Manual, employee handbooks, Student Handbook, the College Catalog and other mechanisms as may be appropriate.
>
> Operational Procedures will be developed to guide employees on the implementation of board policy or institutional procedures. Such procedures will be developed **jointly** by employees in all offices affected by the procedure. Operational procedures will be used to describe complete processes involving the activities of multiple offices so that all employees involved in their implementation will understand the complete process and can explain the process to others. Operational procedures will be approved by mutual agreement of the affected members of the President's staff and made available through the College's Intranet and other mechanisms as may be appropriate. Department heads will be responsible for training assigned employees as required for implementation of the operational procedure.

Worksheet for Developing a Written Procedures

REMEMBER YOUR AUDIENCE!

A good procedure is accurate, up to date, uncomplicated, and easy to understand. It should be kept as simple as possible but contain all necessary details.

- A set of established methods, steps, or forms for conducting the affairs of an organized body such as a business, club, or government;
- A series of steps taken to accomplish an end;
- A particular way of accomplishing something or of acting;
- A set sequence of steps, part of larger program.

SYNONYMS:

- routine
- process
- practice
- course of action
- system

PROCEDURE WORKSHEET

Procedures for:	(***Insert Title of Procedure***)
References Policy #, if applicable	***(Policy #)***
Institutional or Operational	
Purpose and Scope: (Basis for Policy)	***Insert a statement explaining to whom or where the procedures apply, why the procedures are needed, and reference the Board Policy or Department Regulation to which the procedures pertain if applicable. Include every area or department that may be impacted.***
Internal Control Area:	***Insert the area or employee position responsible for ensuring compliance and up to date procedure.***
Effective Date:	
Steps of Procedure Attach all associated documents and forms.	***1.*** ***2.*** ***3.*** ***4.*** ***5.***
Use & Review	***How frequently will this procedure be used? How frequently should the procedure be reviewed?***
Record Keeping	***Insert statement (who/where) regarding record keeping associated with compliance of procedure if not specifically addressed in Steps of Procedure.***
Revision Dates:	***Insert all revision dates.***
How will department or campus be notified	

Discussion Draft / Approved / Amended
by Whom
(MUST Include Revision Date) Month Day, Year

Community College of Beaver County

INSTITUTIONAL (or OPERATIONAL) PROCEDURES
for
XXXXXXXXXXXXXXXXXXXXXX

Reference Policy X.xxx (if applicable)

F O R M A T FOR SUBMISSION OF A PROPOSED PROCEDURE