



Hennepin Technical College™

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## **Chapter 1: College Organization**

### **Development and Revision of Policies**

**Policy 1A.1**

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Adoption: 05/16/02  
Revised: 02/12/21  
Last Reviewed: 05/12/21 (AASC)  
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President Approved: 05/28/21  
Next Review Date: 05/20/26  
Authority: [MinnState Board Policy 1A.1](#)  
Custodian of Policy: Vice President of Academic Affairs

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#### **POLICY STATEMENT**

Hennepin Technical College may establish policies and procedures for operation within the authority delegated by the Minnesota State Board of Trustees.

College policies may be developed in response to Minnesota State policies and guidelines, state or federal statutes, state of Minnesota department policies (MMB, Finance, Administration), or areas of policy identified by college staff, faculty, student, or administration.

Policy development and revision shall be done collaboratively as a shared governance process.

A policy committee will be established consisting of representatives from the following groups: MSCF, MMA, MAPE, AFSCME, administration, and Student Senate. The administrator/custodian, who develops or revises a policy, becomes a committee member while their policy is under committee consideration. The chair of the committee is appointed by the president of the college.

#### **Definitions**

1. Custodian: the person that takes responsibility for and is appointed by the president to write or revise a policy and procedure.
2. Stakeholders: faculty, staff, and students that are effected by a policy or procedure.