

**WALLA WALLA COMMUNITY COLLEGE  
POLICY AND PROCEDURE DEVELOPMENT  
ADMINISTRATIVE POLICY 2000**

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**I. POLICY BACKGROUND/PURPOSE**

Walla Walla Community College (WWCC) maintains college policies and procedures to provide compliance and accountability, to establish best practices, to resolve conflict, to promote a productive environment in which to work, and to provide a safe environment in which students can learn and grow.

**II. AUTHORITY**

Board of Trustees Policy 1500-Delegation of Authority.

**III. SCOPE OF POLICY**

This policy applies to all WWCC administrative policies and procedures.

**IV. DEFINITIONS**

- A. POLICY is defined as a set of basic principles, approved by the governing body of an organization, to direct and limit its actions in pursuit of long-term goals.
1. Administrative policies are adopted by the administration to guide operational decision-making and action.
  2. Policy defines and drives:
    - a. College behaviors, expectations, principles, and culture.
    - b. Regulatory compliance.
- B. PROCEDURE is defined as a system of specific rules, processes and steps that operationalize a policy. WWCC's policies are assigned a number within the appropriate area. Relevant procedures are then assigned under a policy. Every procedure must be linked to a specific policy statement. Procedures provide step-by-step instruction in order to:
1. Provide instruction on "how to get something done".
  2. Standardize and streamline operational processes.
  3. Provide training materials.
  4. Document experiential knowledge to reduce risk and preserve intellectual capital.
  5. Instantiate policy.

**V. POLICY**

- A. WWCC administrative policies and procedures do not constitute a contract with any person or group and may be updated, revised, amended, or revoked by WWCC at any time. No one except the Board of Trustees or the president is authorized to make representations contrary to this provision.
- B. Guiding Principles for Administrative Policy and Procedure Development
1. Consistency
    - a. Is the policy or procedure internally consistent?
    - b. Is it consistent with other policies, procedures and supporting documents, including established Board policy?
  2. Need and Practicality

- a. Is the proposed policy or procedure needed, practical and reasonable?
  - b. Are the criteria flexible enough to allow for some discretion in decision-making using a principles-based approach, with due regard for any legal or other externally imposed requirements to which the policy or procedure must adhere?
3. Core to the Mission
- a. Is a policy or procedure necessary in a given case to (a) promote WWCC’s mission or its relationship with key stakeholders, (b) advance a college-wide risk management or operational efficiency objective, or (c) implement a legal or other externally imposed requirement?
  - b. Would the proposed guidance be better served or made more effective through another type of document?
4. Equity
- a. Is the policy or procedure consistent with the College’s commitment to social equity?
  - b. Does it further the College’s mission to create a safe, inclusive and welcoming environment for all faculty, staff, students, and visitors?
- C. Individuals engaged in developing and/or maintaining any WWCC administrative policy or procedure, and/or wishing to create a new administrative policy or procedure, must adhere to the steps outlined in the Policy and Procedure Development Administrative Procedure 2000.

**VI. REVIEW OF ADMINISTRATIVE POLICY OR PROCEDURE**

- A. Custodians of administrative policies and procedures will be required to conduct comprehensive reviews every five (5) years.

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| <p><b>Policy Contact:</b> <u>President</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>March 7, 2022</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p> |
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