# Blue Mountain Community College
***Administrative Procedure***

**Procedure Title:** **Administrative Procedures**
**Procedure Number:** **06-2008-0001**
**Board Policy Reference:** **II.A. Governance Commitment**
**NWCCU Standard:**
**Accountable Administrator:** **President**
**Position responsible for updating:** **President**
**Original Date:** **February 1, 2008**
**Date Approved by College Planning Council: 09-09-2020**
**Authorizing Signature:** *Signed original on file*
**Date Posted on Web: 03-08-22**
**Revised: 09-20** **Reviewed: 03-22**

**Purpose/Principle/Definitions:**

Administrative procedures provide specific guidance for the performance of many administrative and operational functions of Blue Mountain Community College (BMCC).

Administrative procedures will be reviewed by the appropriate accountable administrator at least every two years. New administrative procedures and updates to existing administrative procedures may be done at any time during the academic year.

All applicable OARs and ORS will be cited at the end of the procedure.

**Guideline:**

Any BMCC employee may suggest changes to an administrative procedure. Suggested changes need to be discussed with the accountable administrator. Only position titles are to be used in administrative procedures (exceptions are addenda for the inclement weather administrative procedure which are not posted for public viewing).

The accountable administrator will forward new procedures or existing procedures with proposed changes to the Executive Assistant for a first reading at College Planning Council. Any suggested changes from Collee Planning Council will be sent directly to the accountable administrator for review; a second reading and approval of the procedure will occur at the next College Planning Council meeting.

Once approved, the administrative procedure will be posted on the College website and the original will be kept on file in the President's office.