

GLOSSARY OF TERMS

Policies: The formal guidance needed to coordinate and execute activity throughout the institution. When effectively deployed, policy statements help focus attention and resources on high priority issues - aligning and merging efforts to achieve the institutional vision. Policy provides the operational framework within which the institution functions. **Policies are approved at the Board level.**

Procedures: The operational processes required to implement institutional policy. If policy is "what" the institution does operationally, then its procedures are "how" it intends to carry out those operating policy expressions. This difference is reflected in the greater level of detail found in Procedures, as opposed to Policies. Procedures are tied to policies, but not every policy will require a procedure. **Procedures are approved at the Board level with corresponding Policy.**

Category: The College area responsible for the policy. The categories are: Board of Trustees, Administration, Human Resources, Public Safety, Students, and Technology.

Protocol: College-wide processes, (e.g., employee parking, college keys process) or established operational criteria, at an office or division level, that allow for no discretion or leeway in interpretation, implementation, or use (e.g., College Alcohol protocol, managed by the Office of Campus Events). These criteria frequently impact large numbers of stakeholders and set up a framework for decision-making. **Approved at the College Officer's level.**