

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Creating and Updating Procedures Memorandums (PMs)

DATE: February 25, 2008

PURPOSE: To establish uniform procedures for creating and modifying PMs.

SCOPE: This procedure applies to all staff and College groups working with PMs.

GENERAL PRINCIPLES:

The College maintains a comprehensive website of official, approved procedures for dealing with such matters as personnel actions, student conduct, business office processes, and emergencies. While many staff and the College's legal counsel may be involved in drafting and/or updating a document, the procedures should maintain a consistent style and tone.

1. Creating or Updating a PM

- A. The President, Executive Vice President, Vice-President, or Dean approves creation of new PM or the revision of an old PM.
- B. The PM is drafted using the format outlined below in section 2.
- C. The formal draft of the PM is completed and forwarded to the Executive Vice President for review.
- D. The Executive Vice President's office assigns a new PM number when needed and forwards the approved final draft to the College's legal firm for review when appropriate.
- E. If minimal, non-substantive changes are made to the PM by legal counsel, the changes are made and the PM is finalized.
- F. If legal counsel makes substantive changes, the PM is returned to the Executive Vice President (with the suggested changes) for further review and comment. If required, the initiator and College counsel will discuss counsel's recommended changes and reach a consensus.
- G. Once approved by the Executive Vice President, the final version of the PM is posted at www.mccneb.edu/procedures and the Table of Contents is updated.

H. Hard copies of all PMs are kept in the Executive Vice President's office, Human Resources office and with legal counsel.

2. Formatting

A. Drafted Procedures Memorandums should follow this format:

- 1) Margins: 1" top, bottom, right and left
- 2) Font: Times New Roman, 12 point
- 3) Format: Alignment is left unless otherwise noted; single space between lines, double space between paragraphs; use outline system as follows:

1. at left margin – text is underlined

A. indented at .5"

1) indented at .75"

a) indented at 1.25"

(1) indented at 1.5"

(a) indented at 1.75"

- 4) Memo format is used, including "to," "from," "subject," "date," "purpose" and "scope" lines.
- 5) Major headers at the beginning are: PURPOSE, SCOPE, and GENERAL PRINCIPLES.
- 6) Classification of the PM (e.g. "Human Resources" or "Students") should be entered in the upper right corner of the first page, flush right. Under that is typed "Index No." (The PM number which will be assigned in the Executive Vice President's office.)
- 7) The PM number will be included as a footer, flush right. Page numbering is done during the finalization process in the Executive Vice President's office after the index number is assigned.

3. Style and Content

- A. Keep PMs simple and avoid acronyms, jargon and unfamiliar abbreviations.
- B. Avoid "legal" language when possible.
- C. Do not refer to specific persons, actual phone numbers, or other information that will become outdated. Refer to position titles or job group classifications only.
- D. Avoid sexist language and gender-specific articles (he/his).

E. Be succinct and keep the PM as brief as possible without sacrificing content

Adopted 11/9/01; Reviewed but no changes 2/25/08