

# THE DEVELOPMENT AND ISSUANCE OF COLLEGE ADMINISTRATIVE POLICIES

## I. Policy Section

4.0 Development of Policies

## II. Policy Subsection

4.1 Development and Issuance of College Administrative Policies

## III. Policy Statement

Policies promote the College mission, maintain accountability, and provide the GRCC community with a clear explanation of how College activities must be undertaken. People who are responsible for writing, updating and distributing College policies must comply with the conditions, standards and procedures outlined in this document.

## IV. Reason for the Policy

The College wishes to ensure that all official College administrative policies are formally approved, printed in a consistent format and maintained in the shared drive and the website. Policies must be kept current and employees notified in a timely manner, in order to assure compliance with policy objectives and to establish accountability. This document defines what a College policy is, explains the standard policy format, outlines the steps for developing, approving, issuing and amending policies and procedures, and describes the roles of the Policy Advisory Committee.

## V. Entities Affected by this Policy

All employees

## VI. Who Should Read this Policy

Individuals responsible for issuing or revising a College Policy.

## VII. Related Documents

N/A

## VIII. Contacts

Policy Owner: General Counsel

## IX. Definitions

**College Policy:** College policies are guiding or governing principles, formally approved to provide assistance in the conduct of College affairs.

This definition encompasses only College-wide policies, which should be distinguished from procedures and from departmental policies. Only those policies approved in accord with this policy will have the force of College policy and will be published on the College policy website. In the event of a conflict between a College-wide policy and a departmental policy, the College-wide policy will supersede the departmental policy.

A College policy is defined by all of the following standards:

- Consistent with the College mission, vision and values
- Consistent with the College culture
- Clear and understandable
- Enforceable with clear consequences
- Encourages desired outcomes
- Continually updated
- Reduces institutional risk
- Policies will not conflict with each other
- Policies will not conflict with labor agreements
- Administrative policies will not conflict with Board of Trustees Policies
- Training, where needed, will be provided

## X. Procedures

### A. POLICY VERSUS OPERATING PROCEDURES:

The prescribed format of a policy contains two sections, the “Policy Statement” and the “Reason for Policy.” Operating procedures (or procedures) are the means - sometimes simple, sometimes complex - by which College employees are to carry out a particular policy.

For those who merely need to know the College’s policy on a given question, the “Policy Statement” and the “Reason for Policy” on the first page of each document can easily be reviewed. The procedures provide employees with clear and consistent means for implementation.

**B. POLICY ADVISORY COMMITTEE:**

General Counsel, Chair  
Dean, as appointed by the Provost  
Executive Deputy to the President & Board of Trustees Liaison  
VP for Finance and Administration or designee  
Executive Director of Human Resources or designee  
Chief Information Officer or designee  
Chief Equity & Inclusion Officer  
Director of EO Compliance  
Faculty Bargaining Unit representative  
CEBA Bargaining Unit representative  
APSS Bargaining Unit representative  
Campus Police Bargaining Unit representative

**C. STANDARD FORMAT FOR POLICIES**

To ensure a consistent format for policy documents, a standard template is used. Use of this standard format template facilitates clear, concise policies and procedures at all levels of College organization.

The 14 sections which comprise the format for the policy and procedures are as follows:

1. Policy Section
2. Policy Subsection
3. Policy Statement
4. Reason for the Policy
5. Entities Affected by this Policy
6. Who Should Read this Policy
7. Related Documents
8. Contacts (Including policy owner)
9. Definitions
10. Procedures
11. Forms
12. Effective Date
13. Policy History
14. Next Review/Revision Date

**D. DEVELOPING AND APPROVING A POLICY**

*Steps for developing a non-academic administrative policy:*

Each Cabinet member shall designate a policy owner to periodically review and update existing policies or initiate new policies within their area

of responsibilities. The policy owner will develop the policy and procedures, and will be accountable for the accurate development, issuance, and timely updating of the document.

The policy administrator for the Office of General Counsel maintains a record of all College policies as well as their review dates. The policy administrator notifies policy owners 6 months in advance of the date that existing policies will be reviewed by the College Policy Committee.

New policies may be added to Policy Committee agendas by contacting the policy administrator and requesting to be scheduled for a Policy Committee Meeting. The following steps should be taken when updating or drafting a college administrative policy:

1. The policy owner convenes an editorial group to create or update a draft policy in standard format. The editorial group shall consist of individuals from representative units/stakeholders throughout the College who can provide a broad perspective on the content and application of the policy with particular attention paid to constituent groups affected by the policy.
2. When the editorial group has completed their draft, the policy owner will provide a copy to the responsible Cabinet member for final review. The responsible Cabinet member reviews the final policy draft and authorizes the policy to be forwarded to the policy administrator for the Office of General Counsel. The policy owner shall also provide a bullet point list showing the changes to the policy or the salient points if the policy is new.
3. The policy administrator for the Office of General Counsel will convene the Policy Advisory Committee. The policy owner will attend the Policy Advisory Committee meeting to respond to questions.
4. Following Policy Advisory Committee input and approval, the policy owner will make the suggested changes to the document. The policy owner then forwards a final draft to the policy administrator for the Office of General Counsel who will ensure that the policy is in the appropriate format and that bullet point updates are included. The General Counsel will place the new or updated policy on the Cabinet agenda.
5. Following Cabinet approval, the policy administrator will distribute new or revised policies to the shared drive, the website, and the Communications Department for publication in GRCC today. A copy will be sent to all Union Presidents.

*Steps for developing an academic policy:*

1. Academic policies are developed through the Academic Governing Council, consistent with AGC bylaws, Article 7.
2. Upon final approval by the Provost, an academic policy will be distributed to the shared drive, the website and the Communications Department for publication in GRCC Today. A copy will be sent to all Union Presidents.
3. Consistent with the faculty contract, all policies that directly affect faculty shall have an effective date 45 days after the Faculty Association has been provided notice of the policy adoption or changes to existing policies.

XI. Forms

XII. Effective Date

August 17, 2010

XIII. Policy History

- Original: December 10, 2001
- Revision: August, 2010
- Revision: December, 2015
- Revision: October, 2017
- Revision: added Chief Equity & Inclusion Officer to Policy Advisory Committee

XIV. Next Review/Revision Date

October, 2021