

DEVELOPMENT AND ISSUANCE OF COLLEGE POLICIES

I. Policy Section

4.0 Development of Policies

II. Policy Subsection

4.1 Development and Issuance of College Policies

III. Policy Statement

Policies promote the College's mission, maintain accountability, and provide the Grand Rapids Community College (GRCC) community with clear expectations regarding the standards and principles governing College affairs. College policy-making activities must adhere to the requirements set forth in this policy.

IV. Reason for the Policy

This policy establishes clear, consistent, and transparent procedures for the development and issuance of College policies. The procedures in this policy facilitate the timely review, approval, and publication of new and revised policies in a manner that serves the best interests of the College and the campus community.

V. Entities Affected by this Policy

All employees
Board of Trustees
Independent contractors
Applicants
Students
Vendors
College guests
Community and constituencies accessing services
Volunteers
Members of the public

VI. Who Should Read this Policy

All employees
Board of Trustees
Independent contractors
Applicants
Students
Vendors
College guests

Community and constituencies accessing services
Volunteers
Members of the public

VII. Related Documents

Directions for Completing Policy Draft Template

VIII. Contacts

Policy Owner: General Counsel
Assistant to the General Counsel (Policy Administrator)
Provost and Executive Vice President of Academic and Student Affairs
Executive Assistant to the Provost

IX. Definitions

A. College Policy

College policies are formally approved guiding or governing principles, which provide assistance and set standards relating to the conduct of College affairs.

Only those policies approved in accordance with this policy will have the force and effect of a College policy and will be published on GRCC's 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.

All College policies must:

- Be consistent with GRCC's mission, vision, and values, and all policies established by GRCC's Board of Trustees;
- Promotes equity and equitable outcomes;
- Be enforceable;
- Be subject to regular, ongoing review;
- Be consistent with other College policies;
- Be consistent with collective bargaining agreements; and
- Reduces institutional risk when possible.

B. Academic Policy

A formally approved College policy that governs student services, programs, and standards, which are primarily related to instruction and the College's academic program. Unless otherwise stated herein, all College policies within Chapters 7 and 8 of GRCC's policy organization structure are academic policies.

C. Administrative Policy

A formally approved College policy that governs administrative and/or operational functions of the College. Unless otherwise stated herein, all College policies not contained within Chapters 7 and 8 of GRCC's policy organization structure are administrative policies.

D. Academic Governing Council (AGC)

A body serving as a collaborative initiative between faculty and academic administration. AGC's responsibilities include reviewing and recommending revisions to academic policies to the College's Provost and Executive Vice President of Academic and Student Affairs (Provost) in accordance with its Bylaws.

E. Administrative Policy Committee

The Administrative Policy Committee is comprised of cross-campus representatives. The Administrative Policy Committee meets regularly to review, evaluate, and recommend actions regarding College policies. The Administrative Policy Committee is comprised of the following individuals:

- General Counsel (Chair);
- Assistant to the General Counsel (Policy Administrator);
- Faculty Association bargaining unit representative;
- APSS bargaining unit representative;
- CEBA bargaining unit representative;
- POLC bargaining unit representative;
- Vice President for Finance and Administration, or designee;
- Vice President for People, Culture, and Equity, or designee;
- Chief Information Officer, or designee;
- Executive Director of Human Resources, or designee;
- Academic Dean, as appointed by the Provost;
- Associate Provost of Student Affairs;
- Director of Equal Opportunity Compliance;
- Clery Compliance Specialist; and
- Executive Director of Marketing and Communications, or designee.

F. Editorial Group

The group convened by a Policy Owner, or designee, to review and propose revisions to a new or existing administrative policy (or jointly-reviewed policy). Editorial Groups should be representative of College units and stakeholder groups. Policy Owners should seek to ensure that Editorial Groups include individuals who are able to provide broad perspectives on a policy's content and application, with particular attention paid to constituent groups affected by the policy.

G. Jointly-Reviewed Policy

A College policy that is subject to review by both the Administrative Policy Committee and the Academic Governing Council. An existing policy may not be

designated as a jointly-reviewed policy except upon approval by Cabinet (for existing administrative policies) or AGC, in accordance with its Bylaws (for existing academic policies). A newly-developed jointly reviewed policy must be approved by Cabinet and AGC, in accordance with its Bylaws. The following are jointly-reviewed policies:

- 4.1 Development and Issuance of College Policies
- 8.3 College Sponsored Student Travel
- 8.6 FERPA
- 8.30 Student Code of Conduct

H. Non-Substantive Policy Revisions

Changes that do not alter a policy's core meaning, purpose, application, or effect. Non-substantive policy revisions do not alter the rights and/or responsibilities of any individual or entity under a policy. The following are examples of non-substantive policy revisions:

- Typographical corrections, including spelling, punctuation, and grammatical edits;
- Minor stylistic changes;
- Minor edits for clarity, including the removal of redundant language;
- Formatting changes;
- Updates to reflect current information, including regarding position titles, College unit names, and policy names or numbers; and
- Modification or repair of broken hyperlinks.

I. Policy Administrator

The employee responsible for maintaining records regarding all College policies. The Policy Administrator is also responsible for the organization of the Administrative Policy Committee. The Assistant to the General Counsel serves as the Policy Administrator at GRCC.

J. Policy Owner

An Executive Leadership Team (ELT) member or Cabinet member (or designee) who maintains responsibility for a College policy related to their duties. Each College policy is assigned a Policy Owner.

X. Procedures

A. STANDARD FORMAT FOR POLICIES

A standard template is used for all College policies to facilitate clear and consistent policies that are informative and accessible to readers.

The standard template is composed of the following sections:

- I. Policy Section
- II. Policy Subsection
- III. Policy Statement
- IV. Reason for the Policy
- V. Entities Affected by this Policy
- VI. Who Should Read this Policy
- VII. Related Documents
- VIII. Contacts (Including Policy Owner)
- IX. Definitions
- X. Procedures
- XI. Forms
- XII. Effective Date
- XIII. Policy History
- XIV. Next Review/Revision Date

The “Policy Statement” and the “Reason for Policy” sections near the outset of each policy should provide a clear and succinct description of the policy’s subject-matter, significance, and rationale, as applicable. The “Definitions” section should provide clearly identified and ascribe meaning to relevant terms within the policy. The “Procedures” section should include a comprehensive view of a policy’s application, including rights and responsibilities under the policy.

Additional instructions for completing each section of the standard template are provided in the “**Directions for Completing Policy Draft Template**” document that accompanies this policy.

B. Policy Development, Revision, and Approval

1. Procedures for Developing or Revising and Administrative Policy

Each College policy is subject to ongoing, regular review, and the next scheduled review/revision date should be included in each approved College policy. The Policy Owner is responsible for ensuring that each policy contains accurate, current information, and that each policy is timely reviewed. Policies may be reviewed more frequently than their next scheduled review date where necessary or appropriate.

The Policy Administrator for the Administrative Policy Committee maintains a record of all College policies as well as their review dates, and will notify each Policy Owner at least six months in advance of the date when a policy is scheduled to be reviewed by the Administrative Policy Committee.

Newly developed policies may be added to Administrative Policy Committee agendas by contacting the Policy Administrator.

The following steps should be taken when updating, revising, or drafting an administrative policy:

- a. The Policy Owner should convene an Editorial Group to create or update a draft policy in the College's standard format. Review considerations may vary based upon the policy at issue, but the Editorial Group should give consideration to the proposal's equitable impact on the campus community.
- b. The responsible ELT or Cabinet member may request that the Policy Owner (if a designee) seek authorization before the Editorial Group's draft is submitted to the Administrative Policy Committee. Once completed (and if applicable, authorized), the Policy Owner should provide the draft to the Policy Administrator. Additionally, the Policy Owner should submit an itemized summary of proposed revisions (or a policy overview, if a new policy has been developed). The draft and changes summary (or overview) will be provided to the Administrative Policy Committee for review in advance of a meeting.
- c. The Administrative Policy Committee will review all proposed administrative policies, whether new or revised. The Committee's review should include an opportunity to pose questions to the Policy Owner (or designee) at a Committee meeting. The Committee's review should also include consideration of the proposal's equitable impact on the campus community.
- d. Following its review of each policy, the Administrative Policy Committee may: (i) approve the policy in the form presented; (ii) approve a revised form of the policy; or (iii) decline to approve the policy and, if necessary, request that the policy be returned to the Committee after undergoing additional changes.
- e. New or revised policies which have been approved by the Administrative Policy Committee will be presented to Cabinet by the General Counsel. Following its review of a policy, Cabinet may: (i) approve the policy in the form submitted; (ii) approve the policy in a modified form; (iii) decline to approve the policy; or (iv) return the policy to an earlier stage of the process for additional review and consideration.
- f. Following Cabinet approval, the Policy Administrator will distribute new or revised administrative policies to the shared drive, the College's website, and the Communications Department for publication in GRCC's Employee News. A copy of all new or revised policies will be sent to the president of each bargaining unit.

2. Procedures for Developing or Revising an Academic Policy

- a. Academic policies are developed and reviewed through the process established by the College's Academic Governing Council, consistent with AGC bylaws.

- b. Upon final approval by the Provost, new or revised academic policies will be provided to the Policy Administrator, and copies will be distributed to the shared drive, the College's website and the Communications Department for publication in GRCC Employee News. A copy of all new or revised policies will be sent to the president of each bargaining unit.
- c. All policies that directly affect faculty shall have an effective date forty-five (45) days after the Faculty Association has been provided with notice of the policy's adoption or revision.

3. Procedures for Developing or Revising a Jointly-Reviewed Policy

- a. The review process for a jointly-reviewed policy begins with consideration by an Editorial Group and the Administrative Policy Committee in accordance with the administrative policy procedures set forth above.
- b. Upon approval by the Administrative Policy Committee, the policy will be reviewed by AGC.
- c. If AGC's review results in a recommended modification of the policy approved by the Administrative Policy Committee, it will be returned to the Committee for a subsequent review.
- d. If AGC and the Administrative Policy Committee approve a policy in the same form, or if, on subsequent review, the Administrative Policy Committee approves a policy in the form adopted by AGC, the policy will proceed to review by the Provost.
- e. Upon the Provost's approval, the policy will be presented to Cabinet.
- f. Upon Cabinet approval, the policy will be published and distributed in the same manner as academic and administrative policies.
- g. The Policy Owner, AGC Executive Committee, and the General Counsel will confer regarding appropriate next steps if a jointly-reviewed policy is not approved pursuant to procedure set forth in this section. This may result in recommencing the joint policy review process or other measures consistent with this policy and AGC Bylaws. Reasons a jointly-reviewed policy may not be approved include the following: (i) the Administrative Policy Committee and AGC cannot reach a consensus regarding the policy's language; (ii) the policy is not approved by the Provost; or (iii) the policy is not approved by Cabinet.

4. Procedures for Non-Substantive Policy Revisions (All Policies)

The following procedures apply to policy changes meeting this policy's definition of a "non-substantive policy revision." These procedures do not apply to: the creation of a new or interim policy; the rescission of a policy; or

any other revision that alters the core meaning, purpose, application, or effect of a policy.

- a. The General Counsel and the Provost are responsible for managing (and may initiate) non-substantive policy changes permitted under this procedure. However, non-substantive changes may be requested by a Policy Owner, AGC member, Administrative Policy Committee member, or any member of the campus community.

Any person who wishes to request a non-substantive change should contact the corresponding Policy Owner; the Policy Administrator in the Office of General Counsel; and/or the Provost's Office. All requests for non-substantive policy changes should include a written description of the proposed change(s), together with the requester's rationale and any other considerations the requester wishes to provide.

- b. The General Counsel and/or Provost will review each requested policy change under this procedure and determine whether to tentatively approve the request. To receive tentative approval, a proposed change must be deemed: (1) "non-substantive"; and (2) an improvement to the policy.
 - i. If a proposed change is not tentatively approved, the General Counsel and/or Provost will inform the requester and refer them to the policy revision procedures contained within this policy and/or the AGC Bylaws. Notice of the decision will also be provided to the AGC Executive Committee, the Administrative Policy Committee and/or the Policy Owner, as appropriate. In the event that a Policy Owner's position is vacant, notice will be provided to the applicable ELT member or Cabinet member.
 - ii. If a non-substantive change is tentatively approved, the General Counsel and/or Provost will provide notice and an opportunity to object to the: Policy Owner; Administrative Policy Committee; and/or AGC Executive Committee (based upon whether the policy is administrative, academic, or jointly-reviewed).

All parties given notice of a tentatively approved change will receive at least two working days to submit objections. If no objections are received, the tentatively approved changes will be implemented. No changes may be implemented if any objections are received, but proposed changes may be resubmitted for review with additional information and/or after further discussion.

- c. A record of all non-substantive policy revisions will be maintained by the Policy Administrator and notice of all such changes will be periodically provided to all College employees via GRCC's Employee News.

d. Non-substantive revisions are not considered policy “reviews” for purposes of altering a policy’s “Next Review/Revision Date.”

XI. Forms

N/A

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

- Revision: November, 2023 – syntax, grammatical and formatting changes; updated “Entities Affected by this Policy” and “Who Should Read this Policy” Sections; added language regarding equitable impact of policies; updated Administrative Policy Committee membership; added language regarding potential outcomes of Administrative Policy Committee and Cabinet review of administrative policies; added procedure regarding jointly-reviewed policies.

- Revised: January 2026 – Added definition and procedures for “Non-Substantive Policy Changes”; updated Administrative Policy Committee membership; defined categories of College policies and roles within policy-making processes; organizational and clarifying changes.

XIV. Next Review/Revision Date

January 2028