THE DEVELOPMENT AND ISSUANCE OF COLLEGE ADMINISTRATIVE POLICIES

I. <u>Policy Section</u>

   4.0 Development of Policies

II. <u>Policy Subsection</u>

   4.1 Development and Issuance of College Administrative Policies

III. <u>Policy Statement</u>

   Policies promote the College's mission, maintain accountability, and provide the Grand Rapids Community College (GRCC) community with clear expectations regarding how College activities must be undertaken. Individuals who are responsible for drafting, revising, updating, and distributing College administrative policies must comply with the standards, procedures, and conditions outlined in this policy.

IV. <u>Reason for the Policy</u>

   The College seeks 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. In order to assure compliance with policy objectives and establish accountability, policies must be kept current, and employees must be notified of new and revised policies in a timely manner. This document defines what a College policy is, explains the standard policy format, and outlines the steps for developing, amending, approving, and issuing administrative policies.

V. <u>Entities Affected by this Policy</u>

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

VI.   <u>Who Should Read this Policy</u>

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

VII.   <u>Related Documents</u>

N/A

VIII.   <u>Contacts</u>

Policy Owner: General Counsel

IX.   <u>Definitions</u>

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

This definition encompasses only College-wide policies, which should be distinguished from processes, procedures, and departmental policies. Only those policies approved in accordance 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 must meet all of the following standards:
- Consistent with the College's mission, vision, and values
- Consistent with the College's culture
- Promotes equity and equitable outcomes
- Clear and understandable
- Enforceable with clear consequences
- Encourages desired outcomes
- Continually updated
- Reduces institutional risk
- Does not conflict with other policies
- Does not conflict with labor agreements
- Does not conflict with Board of Trustees Policies
- Accompanied by any applicable or necessary training

X.   Procedures

A. POLICY VERSUS OPERATING PROCEDURES:

The prescribed format of a policy includes a "Policy Statement" section and a "Reason for Policy" section.

In addition to those sections (and other sections noted below in Section [X][C] of this policy), each College policy contains a "Procedures" section. Procedures (or operating procedures) set forth the means and framework by which College employees are expected to carry out a particular policy.

For those who merely need to know the College's policy on a given subject or question, the "Policy Statement" and the "Reason for Policy" sections on the first page of each document are accessible to readers and should clearly set forth the College's position and supporting rationale regarding the subject-matter of any policy. Additional policy sections, including the "Procedures" section, provide a more comprehensive view of the manner in which a policy will be implemented.

B. ADMINISTRATIVE POLICY COMMITTEE:

The following individuals shall comprise the Administrative Policy Committee:

General Counsel, Chair
Academic Dean, as appointed by the Provost
Executive Deputy to the President & Board of Trustees Liaison
Vice President for Finance and Administration or designee
Executive Director of Human Resources or designee
Chief Information Officer or designee
Chief Equity & Inclusion Officer or designee
Director of Equal Opportunity Compliance
Labor and Equal Opportunity Generalist
Faculty Bargaining Unit representative
CEBA Bargaining Unit representative
APSS Bargaining Unit representative
GRCC 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 or revising an administrative policy:

Each Executive Leadership Team member or Cabinet member shall designate a policy owner to periodically review and update existing policies or initiate new policies within their area of responsibilities. Where appropriate, the policy owner may be an Executive Leadership Team member or Cabinet member. The policy owner for each policy will develop the policy and procedures and will be accountable for the accurate development, issuance, and timely updating of the document. All policies will be scheduled for review on an ongoing basis. However, policies may be reviewed outside of their scheduled review dates when necessary or appropriate.

The policy administrator for the Administrative Policy Committee maintains a record of all College policies as well as their review dates. The policy administrator will notify policy owners six (6) months in advance of the date that existing policies will be reviewed by the Administrative Policy Committee.

New policies may be added to Administrative Policy Committee agendas by contacting the policy administrator and requesting the policy be scheduled for consideration at an Administrative Policy Committee meeting.

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

1. The policy owner will convene an editorial group to create or update a draft policy in the College's 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. The editorial group should consider the equitable impact of any new policy or policy revisions on the campus community.

2. When the editorial group has completed their draft, the policy owner will provide a copy of the policy and an itemized list of revisions (or salient points in the case of a new policy) to the responsible Cabinet or Executive Leadership Team member for final review. The responsible Cabinet or Executive Leadership Team member will review the final policy draft and may authorize the policy to be forwarded to the policy administrator for the Administrative Policy Committee. The revised or new policy and itemized list of revisions or salient points will be provided to the Administrative Policy Committee for review in advance of the Committee meeting to consider the policy.

3. The policy administrator will convene the Administrative Policy Committee. The policy owner will attend the Committee meeting to provide information, respond to questions, and receive feedback.

4. The Administrative Policy Committee will provide input regarding all new or revised administrative policies. The Committee will consider the equitable impact of any policy revisions or new policy on the campus community. After consideration, the Administrative Policy Committee may do the following: (i) approve a 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.

5. New or revised policies which have been approved by the Administrative Policy Committee will be forwarded to the Committee's policy administrator for formatting and subsequently placed on the agenda for a future Cabinet meeting by the Office of General Counsel. The General Counsel will present approved policy(ies) to Cabinet, where the policy(ies) will: (i) receive final approval in the form submitted; (ii) receive final approval subject to modifications required by Cabinet; (iii) be rejected by Cabinet; or

(iv) be returned to the policy implementation and revision process for additional consideration.

6. Upon Cabinet approval, the policy administrator will distribute new or revised policies to the shared drive, the College's website, and the Communications Department for publication in GRCC Today. A copy of all new or revised policies will be sent to all Union Presidents.

Steps for developing or revising an academic policy:

1. Academic policies are developed and reviewed through the process established by the College's Academic Governing Council ("AGC"), consistent with AGC bylaws.

2. Upon final approval by the Provost, an academic policy will be distributed to the shared drive, the College's website and the Communications Department for publication in GRCC Today. A copy of all new or revised policies will be sent to all Union Presidents.

3. Consistent with the faculty contract, all policies that directly affect faculty shall have an effective date forty-five (45) days after the Faculty Association has been provided notice of the policy adoption or changes to existing policies.

Steps for developing or revising a jointly-reviewed policy

Certain College policies are subject to joint-review by the Administrative Policy Committee and the Academic Governing Council. In most cases, these policies will be developed or reviewed pursuant to the following process:

1. The policy will be reviewed by the Administrative Policy Committee pursuant to the process set forth above regarding the drafting and revision of administrative policies.

2. Upon approval by the Administrative Policy Committee, the policy will be reviewed by AGC.

3. If AGC's review results in modification of the policy approved by the Administrative Policy Committee, the policy will be returned to the Administrative Policy Committee for a subsequent review.

4. 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.

5. Upon the Provost's approval, the policy will be presented to Cabinet.

6. Upon Cabinet approval, the policy will be published and disseminated in the same manner as policies subject solely to Administrative Policy Committee or AGC review.

7. The policy owner, the AGC Executive Committee, and the General Counsel will confer regarding appropriate next steps if a jointly-reviewed policy is not approved pursuant to the above-stated process. This may result in the joint policy review process beginning anew or other measures consistent with this policy and AGC Bylaws. Reasons a 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.

XI. <u>Forms</u>

N/A

XII. <u>Effective Date</u>

August 17, 2010

XIII. <u>Policy History</u>
- 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.

XIV. <u>Next Review/Revision Date</u>

October, 2025