

**Mohawk Valley Community College
Policy on Policies**

Policy Name:	1019. Policy on Policies
Issued:	1.20.26
Revision Date:	
Responsible Office:	Office of the President

Scope:

Mohawk Valley Community College (MVCC) is committed to transparent, inclusive, and effective institutional governance. This policy outlines the framework for the development, revision, approval, implementation, and decommissioning of all College policies, procedures, and protocols.

Policy Statement:

MVCC supports a shared governance model, engaging faculty, staff, students, and administrative leadership in shaping institutional policy and decision-making. This policy ensures that all governance documents:

- Align with the College’s mission and values
- Promote compliance with applicable laws and regulations
- Provide clarity and consistency in operations
- Minimize institutional risk
- Are maintained in a central and accessible location
- Are reviewed periodically for continued relevance and effectiveness

All MVCC policies, procedures, and protocols must:

1. Support institutional goals and strategic priorities
2. Be clear, consistent, and accessible
3. Be reviewed and approved through the appropriate governance processes
4. Comply with legal and regulatory requirements
5. Be linked to corresponding procedures, if applicable
6. Be developed or revised in collaboration with impacted departments to ensure resulting procedures are practical, effective, and support the operational needs of those offices.
7. Be reviewed on a five-year cycle unless otherwise required
8. Be stored in the College’s central policy repository
9. Be drafted and maintained using the approved institutional templates

Definitions:

Board Policy: Institutional-level statements formally approved by the Board of Trustees that guide strategic and operational decisions. These are high-level directives that have campus-wide application and are intended to remain stable over time. Board policies are intended to:

- Serve as a governing principle;
- Have institution-wide application;
- Change infrequently and sets a course for the near future;
- Help ensure compliance with applicable laws and regulations;
- Reduce institutional risk

Procedure: Operational steps required to implement and comply with a corresponding Board Policy. Procedures are developed by responsible offices and approved at the Cabinet level.

Protocol: Standardized operational processes that apply across divisions or within departments, often administrative in nature (e.g., employee parking, key distribution). Protocols should be followed as written and are approved and maintained by the department responsible.

Revision History

Date	Revision Description	Revisions Made by:
1.20.26	Creation of Policy	Gloria Karol, Assistant to the President and Secretary to the Board of Trustees; Crystal Marceau, Executive Director of Human Resources; Anne Nolan, Director of Compliance