

Policy on Policies Procedures

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

These procedures accompany policy 1019. Policy on Policies

I. Creating or Revising a Policy

1. Initiation and Research

- a. Review MVCC's Policy on Policies to determine if the item is a policy, procedure, or protocol.
 - If a procedure or protocol, please go to the section regarding creating or revising procedures and protocols.
- b. Consult with immediate supervisor regarding the need for the new or revised policy. If immediate supervisor is a member of the Cabinet, he/she will notify the Cabinet about the potential new policy. If immediate supervisor is not a member of the Cabinet, he/she will engage the appropriate Cabinet member for initial vetting.
- c. Identify all current processes and internal and external parties who will be impacted by the new or revised policy. Contact the impacted parties and discuss the need for the new or revised policy.
- d. After consulting the parties above, create/revise a draft policy using the policy template.

2. Consultation and Drafting

- a. Engage identified stakeholders to solicit feedback and build consensus.
- b. Revise the draft based on stakeholder input.

3. Shared Governance Review

- a. **Cabinet Review:** First reading and alignment check with strategic priorities.
- b. **College Senate Review:** Following Cabinet's review, the College Senate will review for academic and operational implications. The Senate will have two reads of the proposed policy. Feedback and recommendations from the College Senate are considered in refining the policy drafts. The Faculty Caucus Chair who serves on the College Senate will inform Caucus of the policy, if needed and requested, the policy owner will present to the Faculty Caucus to clarify questions and to promote awareness.
- c. **Student Congress Review:** Student Congress, comprising of the student body, will review all policies pertaining to College-wide initiatives and students to ensure clear communication and implementation. Feedback and recommendations from Student Congress are considered in refining the policy drafts.

4. Executive Summary and Final Review

- a. After review by the College Senate and Student Congress and upon final recommendation from the Cabinet, the policy author will prepare an executive summary detailing the rationale, stakeholders consulted, and governance feedback.
- b. The summary and draft policy will be sent to the Assistant to the President/Secretary to the Board of Trustees to submit to the Board of Trustees for review.

5. Board of Trustees (BOT) Approval

- a. **First Reading:** The Board of Trustees will conduct a first reading of the policy allowing the opportunity for questions/feedback. If none, the policy will return to the BOT as a resolution and will be voted on at the subsequent meeting. If changes are recommended, the policy will remain with the policy author for consideration of edits. After final edit and review, the author will submit the policy to the Secretary to the Board of Trustees who will prepare the document for final reading and approval.
- b. **Final Reading:** Presented as a resolution for formal approval.

6. Post-Approval Implementation

- a. Upon BOT approval, the Secretary to the BOT posts the approved policy to the institutional policy website.
- b. The policy author will communicate the new or revised policy to the appropriate parties.
- c. All policies are reviewed every five years unless an earlier review is warranted by legal or regulatory changes. The dates the policy and procedure were established, reviewed, approved revision (if applicable) and future review date will be tracked by the Board Secretary (see example below). Each division will be notified when a policy is due for review.

Example of Review Process

Policy	Established	Reviewed	Approved Revision	Future Review
College Contracts	September 1, 2013	2016, 2021	October 4, 2021	2026

II. Creating or Revising a Procedure

- 1. Procedures may only be created if a corresponding Board Policy exists.

2. If there is a need for revisions to an existing procedure, the policy/procedure owner must be consulted.
3. Impacted departments must also be consulted during the development or revision process to ensure the procedure is practical and supports their operational needs.
4. If a change is deemed necessary, the revised procedure with tracked changes should be submitted on the procedure template to the appropriate Cabinet member.
5. The Cabinet member reviews and approves the procedure.
6. Approved procedures are presented to Cabinet and then posted to the policy website.
7. The policy/procedure owner will communicate the revised procedure as appropriate with impacted groups.

III. Creating or Revising a Protocol

1. New or revised protocols are submitted using the approved template to the appropriate department head.
2. Once approved at the department level, the department head shares the protocol with Cabinet for informational review.
3. The owner of the protocol will communicate the new or revised protocol as appropriate with impacted groups.

IV. Decommissioning a Policy

1. **Initiation:** Proposal may be made by the Policy Owner, Cabinet, or Board of Trustees. The rationale for decommissioning must be documented. The documentation must include references to changes in law, regulations, or institutional needs.
2. **Review:** The Policy Owner, in collaboration with relevant stakeholders, reviews the policy to confirm:
 - Its purpose is no longer relevant.
 - It has been replaced or consolidated into another policy.
 - It conflicts with current practices, laws, or regulations.
3. **Consultation:** The Policy Owner will solicit input from departments impacted by the policy, legal counsel, and/or compliance office to ensure decommissioning does not create gaps or unintended consequences.
4. **Documentation:** The Policy Owner will prepare a decommissioning report summarizing findings and follow-up steps. This report will be forwarded to the Secretary to the BOT for presentation to the BOT.
5. **Approval:** The Policy Owner will present the decommissioning report to the BOT for approval. The Board of Trustees will vote to decommission, and this will be documented in meeting minutes.
6. **Communication:** The Policy Owner will announce the decommissioning decision to all impacted groups. The Secretary to the BOT will update the institutional policy website to

remove the policy and archive the decommissioned policy in a designated location for historical reference, noting the reason and date of decommissioning.

- 7. Follow-Up Actions:** The Policy Owner will update related policies, procedures, or guidelines, as necessary. Additionally, he/she will address any training or communication needs arising from the decommissioning.

Revision History

Date	Revision Description	Revisions Made by:
1.20.26	Creation of Procedures	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