Committee Meeting: Policy & Governance Committee	Date: June 9, 2021
Committee Chair: Kathleen Masiello	
New or Edited: Edited	

POLICY NAME: Policy on Policy Development

POLICY TYPE: Board

SUBMITTED BY: Kate Masiello, Committee Chair, SUNY Erie Board of Trustees Secretary

ISSUE OR STATEMENT OF PURPOSE: This policy seeks to:
- Create a clear understanding of the differences between Policy and Procedure.
- Distinguish between Board policy and Institutional/Managerial policy.
- Encourage the creation of policies that are "evergreen".
- Define the purpose of supporting detailed procedures which can be changed as circumstances dictate without requiring new policy approvals by the Trustees.
- Provide a framework for policy creation that encourages consistency throughout the College in its efforts to align operations, set behavioral expectations, and communicate policy roles and responsibilities.

Definitions:
- Policy – A statement of intent about rules that are officially sanctioned and generally have College-wide applicability. A Policy may be either Board or Institutional/Managerial. Policies will include governing principles; they may either mandate or constrain action; may ensure compliance with laws or may mitigate the College's risk. Policies provide governance, academic or administrative rules and guidance. A Policy does not include "how" the policy will be implemented or executed; those steps are detailed in a separate document defined as Procedures (see definition for Procedures below).

  o Board Policy – a policy with high-level governance risk or strategic implications for the College. This type of policy clarifies high-level institutional expectations and provides support for compliance with laws and regulations. Board policy provides high-level expectations that support effective accountability and performance outcomes for the College. Board policies must be <u>approved</u> by a vote of the Board of Trustees and implementation is monitored by the Board of Trustees.

  o Institutional/Managerial Policy – any Academic or Administrative Policy other than high-level Board governance policy that is designed to endure across time and administrations. Institutional/Managerial policies connect the College's mission to individual conduct required, clarify institutional expectations, manage institutional risk, define academic student conduct standards, and enhance the productivity and efficiency of College operations.

POLICY NAME: Policy on Policy Development Continued

These policies protect the integrity of the College's mission and operations and reflect the active Board governance policies. These types of policies are approved by the President or his/her Designee(s) and accepted by the Board of Trustees. These may include:

- An organization-wide operational policy, which refers to practices across a range of activities.

- A specific operational policy, which refers to matters regarding a specific activity and are relevant to the effective execution of College mission and standards.

Departments of the College should refrain from using the word policy in regard to their departmental practices and directives, using instead "process," "practice," "directive," "principle," "requirement," "limitation," or similar terms.

- Procedures – generally reflect governance or operational standards; documented in support of policies to provide a set of steps to execute and operationalize a policy and explain how Board and/or Managerial policies are put into effect.

- Guideline - a statement which provides direction as to a course of action relevant to approved policy. Guidelines aim to streamline particular processes related to a particular policy or topic and should be based on proven practice(s). By definition, following a guideline is never mandatory, but guidelines are created with the intention of helping to help make the actions of SUNY Erie employees and its units more predictable, with the goal of enhancing effectiveness, efficiency and quality.

  - An example of a guideline would be the College offering its employees either a laptop configuration or desktop configuration as a standard practice to contain costs. There may be legitimate instances when both pieces of equipment are needed, so adhering to this guideline may not be followed even though it outlines the College's standard practice.

NEW OR EDITED POLICY: Edited, Policy on Policy Development approved by the Board on 10/25/2018

POLICY:

The SUNY Erie Board of Trustees hereby establishes the following expectations for College policies:

1. All draft policies must identify the need for a new policy or the revision/rescission of existing policy in writing.
2. All draft policies must include the name of the policy author(s). In some cases, policy authors will be appointed by the Policy and Governance Committee.
3. Policy authors are expected to conduct research and gather data in order to demonstrate the need for the proposed policy action and to identify proven practices employed in other institutions of higher education that address the issue at hand.

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4. Policy authors should consult with appropriate stakeholders when drafting policy, including where appropriate:
   a. Academic Standards
   b. College Senate
   c. Human Resources
   d. Finance
   e. Student Affairs
   f. County Attorney

5. Policy authors should circulate draft documents to the Policy and Governance Committee and to appropriate stakeholders, for comment and input.
6. All proposed policies should employ the Racial Equity and Impact Analysis tool used by the College.
7. All proposed policies should be approved by the Policy and Governance Committee prior to being brought before the Board of Trustees for approval or acceptance unless a majority of the Board of Trustees votes in favor of acting on the proposed policy without the Committee's input.
8. Policies approved/accepted by the Board of Trustees must be communicated to appropriate units. Each unit of the College will be responsible for:
   - Implementing policies that are relevant to its work.
   - Communicating the policy to its employees and develop a training program for its employees, if necessary, in order for the policy to be implemented.
9. The Policy and Governance Committee is charged with reviewing College policies annually, or more often if warranted.

Substantial revisions to policies necessitate a complete review using the College's formal policy process as outlined above. A substantial revision is defined as change to a policy that will require campus-wide review and communication.

   a. Simple editorial changes, such as grammar, title, typographical errors, or other minor changes to a policy may be made at any time and the most up-to-date policy should be included in the College-wide policy manual and be included on SUNY Erie's website.
   b. Procedures in support of approved/accepted policies can be modified as needed. Changes in procedures must be officially approved at the executive management level and the most up-to-date procedure should be attached to the policy as support documentation in the College-wide policy manual and updated on the SUNY Erie website.

The Policy and Governance Committee will provide the Board of Trustees with an annual review of its work, including a list of the Board policies that were approved by the Board of Trustees over the previous 12 months, a list of the Managerial policies that were accepted by the Board of Trustees over the previous 12 months, a list of policies that have been rescinded and/or revised over the previous 12 months and a current list of pending policies on the Committee's docket.

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DOES IT SUPERCEDE A POLICY/WHICH ONE (if so, attach redline version): Yes: Policy on Policy Development approved by the Board of Trustees October 25, 2018.

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:
Policy & Governance Committee recommends the Board of Trustees approve this Board policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Policy on Policy Development.

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT: Kathleen M. Masiello, Committee Chair, SUNY Erie Board of Trustees Secretary, Travis Poling, SUNY Erie Student Trustee, William Reuter, Interim President, Fabio Escobar, Vice Provost, Doug Scheidt, Provost & Executive Vice President of Academic & Student Affairs, Phil Struebel, Interim Vice President of Enrollment Management, Joanne Colmerauer, Dean of Liberal Arts and Science, Petrina Hill-Cheatom, Dean of Students, Colleen Quinn, College Senate President & Associate Professor, Andrew Gonzalez Kennedy, SGA President, South Campus, Angelica Maye-Cooper, SGA President, City Campus.

DATE OF BOARD APPROVAL: June 24. 2021

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:
Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board of Trustees Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:

https://www.effectivegovernance.com.au/do-you-need-a-policy-on-policies/

https://www.cm

https://www.buffalo.edu/adm

- Multiple other college and university policy sites that reflected the same guidance as above.
- Feedback from SUNY Erie faculty and staff members
- Middle States Accreditation Standard VII
- SUNY Erie Board of Trustees By-Laws

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of May 5, 2021 and June 9, 2021.

POLICY NAME: Policy on Policy Development Continued

History

Item:	Date:	Explanation:
Policy Adopted	October 25, 2018	
Revised and BOT Approved	June 24, 2021	
Annual BOT Review/Reaffirmed		
Previously Reviewed and Extended		
Renamed		

SUNY Erie Cross References

Policy Name or Procedure:	Where to find:

Next Steps

Policy to be included in the College Catalog: N/A