SUNY BROOME

Policy:	Policy and Procedures	Policy No.:	1.37
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner	President	Responsible Party:	
Approved:	October 31, 2019		
Revised:			

Purpose:

The purpose of the policy is to create a framework for the authority, creation, approval and administration of SUNY Broome Community College Policies and Procedures.

The policy defines the differences among a policy, procedure, and operational processes and emphasizes the importance of maintaining up to date policies and procedures. The policy also provides a timeline for review and revision of existing Policies and Procedures.

Scope:

This policy applies to College wide policies and procedures and generally does not include Division and Department operational processes.

Authority:

The authority of the Board of Trustees promulgates policies of the College. The Board of Trustees may exercise its policy making and policy review authority directly or by delegation to the President, who also in turn may delegate authority to others.

The Board shall delegate to the President the function of taking required actions and designing the detailed arrangements under which the College will be operated. Administration of policies is the responsibility of the President or his/her designee and must be consistent with the policies adopted by the Board.

The College shall inform its employees of any new policies and procedures and of changes or deletions to existing policies and procedures through the publication of policies and procedures via campus communications. Divisions and Departments are responsible for ensuring their

Action (Created, Reviewed, Retired)	Date	Initials	Position Title
Created	10/31/2019	CR	*VP Student Affairs & Diversity Officer*

policy and procedure manuals reflect the most current version of the college-wide policy and procedures.

The Board shall make available for public inspection and copying, all policies formulated, adopted and used by the Board in the discharge of its functions. All Board minutes containing the actions of the Board must also be made public as per the Public Officers Law, Article 7, Section 106.

Delegation of Authority:

College Level

College level policies and procedures have a broad application throughout the institution and make a significant impact on daily operations, responsibilities, protocol, or life among multiple key groups on campus (students/faculty/staff). Policies and procedures have significant financial impact on the institution. The subject matters of College level policies and procedures may require review by cross functional departments and/or stakeholders, review and approval by the Executive Council and the Board of Trustees. Final review and approval of substantive changes rests with the Board of Trustees.

Division Level

Divisions have the authority to make policies and procedures that are specific to their unit regarding subjects, which have a specific application and do not affect any areas or units outside of said Division. Division level policies and procedures include components that are aligned with existing College policies or procedures and either provide greater specification or cover an item not addressed by other policies and procedures. If the Division policy conflicts with an existing approved policy, then the Division policy must be reviewed at the College level. Division policies and procedures should not have a significant financial impact on the institution. If a Division policy has a significant financial impact it must be reviewed at the College level. Final review and approval of substantive changes rest with the assigned Vice President in conjunction with the President and Executive Council.

Departmental Level

Departments have the authority to make policies and procedures that are specific to their unit regarding subjects that have a specific application to a particular division or department only and do not affect any areas or units outside of the division/department. Department policies and procedures are aligned with existing administrative policies or procedures and either provide greater specification or cover an item not addressed by other policies and procedures. If the policy conflicts with an existing approved policy, then the policy must be reviewed at the Division and/or College level. Department policies and procedures should not have a significant financial impact on the institution. If a policy has a significant financial impact, it

must be reviewed at the Division and/or College level. Final review and approval of substantive changes rest with the division/ department director in conjunction with their immediate line supervisor.

Division/Department level policies may not conflict with College level policies and procedures. Any apparent conflict must be resolved at a higher level.

A policy that meets each of the criteria set above per the associated authority level is subject to the development and approval process outlined for that authority level.

Policy and Procedure Classification:

Policy Categories:

Policies will be classified in one of the following categories and numbered sequentially within each category. Changes to categories must be reviewed and approved by the Executive Council in order to ensure relevancy.

Section Title	Compound Lettering	Example Policy Numbering	Example Procedure Numbering
Governance	GO	GO1001	GO1001.1
General Administration	GA	GA2001	GA2001.1
Personnel Affairs	PA	PA3001	PA3001.1
Academic Affairs	AA	AA4001	AA4001.1
Student Affairs	SA	SA5001	SA5001.1
Finance	FI	FI6001	FI6001.1
Facilities and Grounds	FG	FG7001	FG7001.1
Safety and Security	SS	SS8001	SS8001.1
Information Technology	IT	IT9001	IT9001.1

For example,

PA1001 Background Check is Personnel Affairs Policy#1

> *Procedure PA1001.1 Background Check is Personnel Affairs Policy #1 Procedure #1*

PA1002 Amorous Relationships is Personnel Affairs Policy #2

> *Procedure PA1002.1 Amorous Relationships is Personnel Affairs Policy #2 Procedure #1*

Additional procedures related to the policy would be numbered as follows:

Procedure PA1001.2 is procedure #2 related to Background Check Policy #1 of Personnel Affairs

Procedure PA1001.3 is procedure #3 related to Background Check Policy #1 of Personnel Affairs

Format:
Each policy and procedure will be presented in a standard format with the appropriate cover sheet. (See Appendix for templates for each.)

Policies and Procedures must include the following formatted elements:

- Margins - 1 inch header, footer, left and right
- An information block with specific content (see appendix)
- Font: Arial, Point Size: 12

Policy on Policy/Procedure Development and Review:

Employees of the College who are responsible for the development and/or revisions of policies and procedures are required to follow the standardized guidelines.

College Policies and Procedures must:

- Champion the mission, vision and strategic goals of the college;
- Consider the effect on students;
- Consider the effect on administrators, faculty and staff;
- Comply with all legal responsibilities (federal, state, local);
- Take into consideration strategic implications as well as risk;
- Be parallel to other College policies/procedures; and,
- Have a cost-effective approach to implement and sustain.

Adoption and Approval of College Level Policies:

Policies at SUNY Broome Community College are adopted and approved by the Board of Trustees and serve as statements of principle to inform decision-making and the conduct of College activities.

Adoption and Approval of College Level Procedures:

Procedures set forth action steps required to carry out a policy and/or a standard method for implementing those actions. They are adopted and approved by the President.

The Process for Recommending, Revising, Reviewing, or Decommissioning Policies and Procedures

The need for policies or procedures may be identified by one or multiple areas of the College. Review and feedback of policies/procedures should move through the appropriate department(s), and/or faculty and staff organizations, and/or governance committees. Legal review may be necessary.

- A Policy/Procedure Change or New Submission Proposal & Review Cover Sheet (See Appendix). *Or, in the case of a scheduled review;*

- A Comprehensive Policy/Procedure Review Cover Sheet should be submitted (See Appendix).

- A standard template (See Appendices) for all finalized policies and/or procedures must be utilized.

- Ownership to an individual or group of individuals should be assigned. A primary Vice President owner is identified for each policy.

- Training needs should be assessed for implementation of the policy.

- Final approval of policies resides with the College's Board of Trustees.

- Final approval of procedures resides with the President.

- The policy is to be implemented by the Vice President who "owns" the policy or a designee of the President.

- A comprehensive review of policies and procedures must take place every three years or as required by changes in regulation or law. A comprehensive review may conclude with a need to revise or decommission a policy and/or procedure.