



Jamestown Community College  
Policies and Procedures

<b>Policy Title</b>	<b>Policy Governing Policies</b>	<b>Policy Number</b>	<b>001</b>
<b>Section</b>	<b>President's Office</b>	<b>Approval Date</b>	<b>10/18/2016</b>
<b>Subsection</b>	<b>Governance and Organization</b>	<b>Effective Date</b>	<b>10/18/2016</b>
<b>Responsible Office</b>	<b>President's Office</b>	<b>Review Date</b>	

### 1.0 Purpose

**1.1** Ensure that members of the Jamestown Community College community have ready access to a well-developed, clear and understandable framework of policies, procedures and guidelines that support the college's mission, and ensure compliance and institutional integrity.

### 2.0 Policy

**2.1** The college will develop, approve, implement, disseminate and maintain policies, procedures and guidelines designed to: support the college's mission and strategic goals; reduce institutional risks and enhance internal controls; achieve accountability by identifying the office(s) responsible for policies; promote compliance with federal, state and other applicable laws and regulations; promote consistency and transparency; and document how the college conducts business.

**2.2** Policies will be presented in a common format; formally approved by the authorized body; maintained centrally and accessible to interested parties; where appropriate linked electronically to procedures for implementing the policy; and kept current.

**2.3** Individuals who are responsible for writing, updating, and distributing college-wide policies must comply with this policy. Internal procedures and guidelines that apply to the operations of individual units or departments may not conflict with college-wide policy, but may be more restrictive.

### 3.0 Procedures

**3.1** The Policy Sponsor may identify a college-level policy issue and develop it into a policy proposal and submit the policy proposal to the President's Council for review and endorsement. If the policy is endorsed, a draft policy is created following the format outlined in Section 5.7 of this Policy.

**3.2** The President's Council will review the draft policy and, where desirable, may submit to the Leadership Council for review and input.

**3.3** The President's Council may also direct the Policy Sponsor to consult with various stakeholders (including the Faculty, the Student Senate, and the Staff Council) regarding the policy's likely impact on the members of the college community. The Policy Sponsor may appoint a Policy Steward to assist in the process.

**3.4** After further review and input, the Policy may be formally approved by the President's Council for recommendation to the Board of Trustees. Once the policy is approved and signed by the Board of Trustees, the Policy Sponsor will forward an electronic copy to the Policy Administrator.

**3.5** The Policy Administrator will maintain copies of signed college policies and policy revisions and place an electronic copy in the repository policy site; notify responsible parties when particular policies are scheduled for review or revision and is available to work with the responsible parties during any phase of the policy development process, including, if applicable, implementation of a training schedule.

**3.6** As identified in the particular policy, the Responsible Office will monitor compliance and facilitate remedies for noncompliance as directed by the policy.

**3.7** A standard policy format will be maintained that ensures clarity and consistency. Although not all policies will contain all of the format elements, college policies will be written and maintained following the format described below:

**3.7.1 Header information:** (mandatory element): policy title, policy number, section, approval date, subsection, effective date, review date, and responsible office.

**3.7.2 Purpose:** (mandatory element): purpose of the policy and the statement of philosophy, position, rule, regulation or direction.

**3.7.3 References:** (optional element): Citation of appropriate legal, or other authoritative regulations.

**3.7.4 Definitions:** (optional element) Meaning and interpretation of terms used in the policy.

**3.7.5 Policy Statement:** (mandatory element)

**3.7.6 Procedures:** (mandatory element): description of the actual process which includes: duties assigned to responsible parties and other parties as necessary; other information specific to a particular policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.

**3.7.7 Signature, Title and Date of Approval:** (mandatory element)

**3.7.8 Location of Policies** - To ensure ready access to college policies, JCC will maintain an official policy repository (<http://intranet.sunyjcc.edu/user/login?destination=>) with the most current approved version of all college policies, with links to applicable procedures. The repository will be maintained by the Human Resources Department. The documents in the JCC repository will constitute the official electronic repository for college-wide policies for JCC. To maintain an organized system of change control, and to ensure consistency throughout the college, individual departmental web sites should not contain separate copies or versions of college policies or applicable procedures. Instead, departmental

web sites that reference college policies and procedures must use hyperlinks to the documents on the official policy repository. This does not preclude departments from maintaining internal departmental policies and procedures on their web sites, provided the internal departmental policies and procedures are not identified as official college policies and procedures, and do not conflict with official college policies.

**3.7.9 Structure and Organization of College Policies:** The Policy Repository will list all policies by name and category and will provide links to related procedures. Policies will be assigned to one or more of the following categories, including but not limited to: Governance, Organization, and General Information; Financial Affairs and Development; Human Resources; Facilities, Operations and Information Technology; Student Matters; and Academic Matters.

#### **4.0 Definitions**

**4.1 Approval date:** the date a policy proposal is approved by the JCC Board of Trustees.

**4.2 Effective date:** the date a policy proposal goes into effect and occurs on or after the approval date.

**4.3. Review date:** the date by which a policy undergoes periodic review

**4.4 Board of Trustees:** the official governing board of Jamestown Community College (the college).

**4.5 College:** Jamestown Community College.

**4.6 Guidelines:** recommended, non-mandatory controls or administrative instructions that help support standards or serve as a reference when no applicable standard is in place. Guidelines should be viewed as best practices that are not usually requirements, but are strongly recommended. Guidelines can change frequently and are subject to more frequent review than policy.

**4.7 Leadership Council:** a group convened by the President and is generally comprised of the president, vice presidents, deans, executive directors, the director of human resources, the director of administrative services and the director of the North County Extension Center.

**4.8 Policy:** a statement of management philosophy and direction, established to provide guidance and assistance to the college community in the conduct of college affairs. A college policy is a governing principle that mandates or constrains actions; has institution-wide application and changes infrequently; sets a course for the foreseeable future; helps ensure compliance with applicable laws and regulations; reduces institutional risk; and is approved by the President's Council of the college and the Board of Trustees.

**4.9 Policy Administrator:** the director of human resources.

**4.10 Policy Initiator:** any faculty, staff member, or student who identifies a college-level issue and develops a policy proposal.

**4.11 Policy Repository:** The policy repository is the central location for all college policies. The policy repository may be accessed at <http://intranet.sunyjcc.edu/user/login?destination=>.

**4.12 Policy Sponsor:** a member of the President's Council whose jurisdiction covers the subject matter of the policy. For the purpose of policy governance, only the college president, the vice presidents, and the director of human resources may serve as policy sponsors.

**4.13 Policy Steward:** an individual who, under the direction of a policy sponsor and in conjunction with the policy administrator, facilitates the development and advancement of a policy proposal through the approval processes.

**4.14 President's Council:** a body convened by the college president. One of its responsibilities is to play a central role in the policy governance of the college. For purposes of policy governance, the president's council consists of the college president, the vice presidents, the director of human resources, and the executive assistant to the president.

**4.15 Administrative Procedure:** A series of detailed, interrelated steps adopted by the President's Council directed toward implementation of Board Policy, SUNY requirements, or applicable local, state, or federal laws. College administrative procedures should: identify and link to the applicable college policy, system mandate, or law; be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed; and be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy, mandate, or law.

**4.16 Responsible Office:** The office responsible for effectuating college policy or administrative procedures as assigned by the President's Council.

**4.17 Stakeholder:** college community members who are affected by the college policy being developed.

## **5.0 References**

**5.1** New York State Education Law, Section 6310 Community college regions - administration and finance.

**5.2** Community College Rules - Administration of The College (8 NYCRR Part 604), Section 604.2 - Responsibilities and duties of college trustees.

**5.3** Jamestown Community College, Board of Trustees, By-Laws, Article II - Responsibilities of the Board