

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	E-XLIII	Effective Date:	August 17, 2021
Subject:	Policy for New and Updated Policies		
Source:	President		
Approval Authority:	President	Approval Date:	August 17, 2021
History:	New Policy		
Remarks:	Created in response to request by SACSCOC Reviewers		

College policies express and operationalize the College's mission and values. The policies are intended to ensure the College and its employees operate within the bounds of the law and the ethical behavior expected of a public entity. All College policies must be developed, modified, and published in accordance with this policy.

### **New and updated policies**

New or updated policies at McLennan Community College require the approval of the President or of the Board of Trustees. Presidential policies require only the approval of the College president, while Board policies require the additional approval of the Board of Trustees. The process for proposing a new policy or an update to an existing policy is as follows:

1. New or updated policies are proposed by Leadership Team members with input from the appropriate faculty or staff members.
2. The new policy or edited version of an existing policy (using Track Changes in Microsoft Word or redlined in other applications) should be sent to the correct Source on the Leadership Team (the President and Vice Presidents).
  - a. For existing policies, this will be the Source listed in the policy document, or the President where the Source is the Board of Trustees.
  - b. For new policies, this will be the appropriate member from the Leadership Team of the faculty or staff member.
3. The Source may request revisions.
4. After revisions, the Source may choose to reject the new or updated policy as unneeded, or bring it to the attention of the Leadership Team.
5. The Leadership Team will discuss the new or updated policy and the President may send it back for revision, reject it, or approve it.

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- a. If the decision is made to revise, the revision may be done by a Leadership Team member or the original proposer may be asked for more input. After revision, the new or updated policy will be discussed again by the Leadership Team.
  - b. If the new or updated policy is rejected by the President, nothing further is needed.
  - c. If the new or updated policy is approved by the President, it will be published (Presidential policies) or sent to the Board of Trustees for approval (Board of Trustees policies).
6. (Board of Trustees policies only) The new or updated policy will be placed on the agenda of the next Board of Trustees meeting for discussion and approval. Once approved by the Board, it will be published.

### **Publishing new and updated policies**

Once approved, new or updated policies are published to the campus community by the President's Office.

1. For new policies, a new policy document is created using the current policy template and a number is selected.
2. For updated policies, the Effective Date, Approval Date, and History (maintaining the list of previous approvals) are updated.
3. The new or updated policy is sent via email to all faculty and staff. Updated policies will include a redlined version showing changes from the original.
4. The new or updated policy is added to the Policies and Procedures Manual at <https://www.mclennan.edu/employees/policy-manual/index.html>.

### **Policy Review**

Policies should be reviewed for updates at least once every five years, or as needed due to organizational or legal changes.