



## Background

The review process for approved College-wide policies, as listed on the [Policy website](#), is a five-year cycle. Institutional Compliance and Internal Audit will notify responsible executives and the policy division representative when a policy is due for review.

Exceptions to the five-year review cycle are legal, compliance regulations and/or reorganizational changes that require immediate revision.

To complete a review of an existing policy, please consult the Glossary of Terms located on the [Policy website](#).

## Research

a) Consult with the policy division representative who will provide guidance throughout the process.

- Academic Services: Kelsey Bright at [kbright3@monroecc.edu](mailto:kbright3@monroecc.edu)
- Administrative Services: Darrell Jachim-Moore at [djachim-moore@monroecc.edu](mailto:djachim-moore@monroecc.edu)
- Diversity, Equity & Belonging: Shannon Glasgow at [sglasgow@monroecc.edu](mailto:sglasgow@monroecc.edu)
- EDIWS: Kristin Sine-Kinz at [ksinekinz@monroecc.edu](mailto:ksinekinz@monroecc.edu)
- Institutional Advancement: Dolores Pasto-Ziobro at [dpastozibro@monroecc.edu](mailto:dpastozibro@monroecc.edu)
- Student Services: Ryan Messenger at [rmessenger@monroecc.edu](mailto:rmessenger@monroecc.edu)

b) Prior to reviewing an existing policy, identify and consult all key stakeholders (subject matter experts and related policy owners).

Key stakeholders consulted:

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c) If there are no changes to the existing policy, contact the responsible executive, policy division representative and [complianceandaudit@monroecc.edu](mailto:complianceandaudit@monroecc.edu).

The review is complete with no recommended revisions do not continue through the remainder of the checklist.

d) If changes are recommended, revise the existing policy utilizing track changes to create a redline version.

- e) Distribute the revised policy to the key stakeholders to provide feedback and build consensus.
- Review the language of the policy to assure it is understandable with a high probability of clarity by all intended audiences.
  - Review all College documents, SUNY Documents, other documents linked to the policy.
  - Review policy template, located on the [Policy website](#), to ensure consistency in presentation of information.
  - At this stage, the policy author may determine it is appropriate to develop an accompanying procedure. To write a new procedure, review the checklist located on the [Policy website](#).
- f) E-mail the revised policy and accompanying procedure (if applicable) to the Executive Director Human Resources and Organizational Development, Chief Diversity Officer, Institutional Compliance Officer and Internal Auditor, and CFO/Vice President, Administrative Services to assess and review for compliance, legal and financial impact.

Executive Director, Human Resources and Organizational Development

Date reviewed: \_\_\_\_\_

Chief Diversity Officer

Date reviewed: \_\_\_\_\_

Institutional Compliance Officer and Internal Auditor

Date reviewed: \_\_\_\_\_

CFO/Vice President, Administrative Services

Date reviewed: \_\_\_\_\_

Advise key stakeholders of compliance, legal, and/or financial concerns and recommended actions, *if any*.

NOTE: The Faculty Senate and its Academic Policy Committee review all academic policies as part of the stakeholder review process. Academic-related policies move to the Review section after the Faculty Senate endorses the policy.

## ***Review***

- a) Submit the revised policy to [complianceandaudit@monroecc.edu](mailto:complianceandaudit@monroecc.edu). The Institutional Compliance and Internal Audit Office will work with the President's Office to add the policy to the President's Officers meeting agenda for review by College officers. The responsible executive will present the policy to the College Officers and may ask the policy author to attend.

Date reviewed at President Officers meeting: \_\_\_\_\_

- b) If revisions are minor, the Institutional Compliance and Internal College Office will post the revised policy on the website upon College Officer approval.

**Minor revision:** Revisions that do not affect the basic requirements, principles, scope or intent of a policy, but instead consist of non-substantive or technical corrections, updates or clarifications. Minor revisions may include, substituting a new title or department name; adding a reference to a new regulation or guideline; re-ordering information for clarity; or inserting a definition to explain a policy.

If revisions are substantive, the College community will have an opportunity to review the revised policy.

**Substantive revision:** Revisions that introduce a significant change to the scope or consequence of a policy. Substantive revisions alter the underlying principles or intent of the policy, or significantly modifies the requirements of the policy.

- c) Institutional Compliance and Internal Audit will e-mail the revised policy to the shared governance leaders. Shared governance groups may invite the policy author to attend shared governance meetings to provide rationale for the proposed policy revision and answer questions.

NOTE: Comments from shared governance groups should be provided directly to the policy author during the 30-day College community review.

- d) Upon approval, Institutional Compliance and Internal Audit will notify the college community. Notification will be via the *MCC Daily Tribune* and *Student Tribune*. The review process for the revised policy will automatically close at the end of the 30-day college community review.
- e) The Institutional Compliance and Internal Audit Office will work with the author to write an executive summary of the comments. This Office will also work with the author to respond to questions and concerns raised via the 30-day College community review.

NOTE: Edits made to the revised policy after the 30-day College community review must be incorporated in a redline version of the revised policy to be included with the executive summary.

The Institutional Compliance & Internal Audit Office will share the executive summary with the College community via the *MCC Daily Tribune* and *Student Tribune*, and submit the red line documents (if applicable) and the executive summary to the MCC Board of Trustees for a first read.

- f) The responsible executive may ask the policy author to attend the next scheduled MCC Board of Trustees meeting to provide the rationale for the revised policy and respond to questions.
- g) If changes are recommended or questions raised by the MCC Board of Trustees, the revised policy will be returned to the policy author for further review and possible recirculation through the review process (See 2: Review).
- h) If the MCC Board of Trustees does not recommend changes or have questions, the Institutional Compliance & Internal Audit Office will prepare a resolution and the Board will vote on the revised policy at the subsequent board meeting.

## Board of Trustee Approval

Upon approval by the MCC Board of Trustees, the Institutional Compliance and Internal Audit Office will add the revised policy to the [Policy website](#).