

Process for Submitting New Policies to the Administrative Policy Committee

(effective date 3/11/2025)

Policies should be sent to Policy Committee Chair and Administrative Assistant providing support to the Policy Committee.

- 1) Requestor submits draft policy in whatever format they have it in, to Policy Committee Chair and Administrative Assistant providing support to the Policy Committee to start the process.
- 2) Administrative Assistant will put the draft policy on the Policy Committee's policy template and get the draft policy in proper format.
- 3) Draft policy is sent to Policy Committee members by email immediately for critical policy needs, or a few days prior to an upcoming monthly Policy Committee meeting for non-critical needs, for policy review, discussion, edits and feedback.
- 4) Policy Committee members review and provide their feedback and make edits until final approval is granted by the Policy Committee members. If any members of the Policy Committee are absent when policies are approved, then a "majority rules" vote is needed by the remaining Policy Committee members to move the policy forward to the next level of approval.

NOTE: All policies that relate to the classroom, curriculum, or academics should also be shared with the Provost and College Senate President for awareness, endorsement, or approval if required. The Policy Committee Chair will submit these policies to the College Senate President, and it is up to the College Senate President to act with sharing the information with the College Senate Executive Board or full College Senate as appropriate. Any student facing policies should be shared with the Student Affairs Leadership Team.

- 5) Policy Committee approved policies are sent on to Cabinet members for their review and final approval. Recommended edits from Cabinet members will either go back to Policy Committee members again for further approval if major changes are made, and policies are changed at the discretion of the Policy Committee Chair for minor edits.
- 6) The final approved policy is assigned a policy number and policy category of where it will be stored on the campus website. Policy Categories include but are not limited to: Academic, Administrative, DEI, Finance, Human Resources, Safety, and Student Policies.
- 7) A request is done by the Policy Committee Administrative Assistant through a web service ticket to Communications & Marketing Web Team to get the finalized policy uploaded to the campus website under www.morrisville.edu/policies.
- 8) All policies will be reviewed on a rotating basis annually by June 1st with all policies being reviewed at least once every 3 years. Policies can be reviewed and updated by the Policy Committee, with any required changes, at any time.

Current Administrative Policy Committee Members as of March 2025 include:

Amy McLaughlin, Chair of Policy Committee / Vice President for Human Resources

Wendy Groves, Administrative Assistant for Policy Committee / Technology Services

Monica Grau, Vice President for Student Affairs and Chief Diversity Officer

Rob Blanchet, Vice President for Institutional Effectiveness

Paul Field, Chief of University Police

Paul Buckingham, Faculty Representative from LASS / Professor of History

Brendan Kelly, Faculty Representative from ABT / Associate Professor of Forestry and Renewable Resources