POLICY ON POLICY DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE			
Policy #	**Applicability**	**Responsible Executive (Owner)**	**Applicable Laws/Statutes**
002	College-Wide	Executive Leadership Team (ELT)	

POLICY

The purpose of this policy is to provide Mercer County Community College stakeholders with well-developed and understandable College policies that promote the use of best practices in all College activities and that ensure College compliance with local, state, and federal regulations.

The Board of Trustees authorizes the President to establish procedures for developing, implementing, and maintaining all College policies that apply to the College's departments, faculty, staff, and students. In the case of procedures related to the development of policies, the Board shall approve the *Procedure on Policy Development, Implementation, and Maintenance* as well as the *Policy on Policy Development, Implementation, and Maintenance*.

APPROVALS

Board of Trustees - July 30, 2024

Board of Trustees - September 24, 2025

REVISION DATE(S)

September 24, 2025

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedure # 002 - Procedure on Policy Development, Implementation, and Maintenance

MERCER
COUNTY COMMUNITY COLLEGE

PROCEDURE ON POLICY DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE			
Procedure #	**Applicability**	**Responsible Executive (Owner)**	**Applicable Laws/Statutes**
002	College-Wide	Executive Leadership Team (ELT)	

PROCEDURE

This procedure is intended to implement and maintain processes involving the proposal, drafting, and approval of well-written policies to clarify expectations, guide actions, enhance productivity and efficiency, support compliance with regulatory mandates, ensure accountability, and mitigate risk.

Recommendations for changes to policies or new policies may be initiated through the Board of Trustees (BOT), the College President, the Executive Leadership Team (ELT), or the College governance system. All recommendations will follow one of three tracks: new, revised, or sunsetted.

New Policies

New policies originating from the College President, Executive Leadership Team, or the college governance system should be submitted in draft form to the BOT (usually via the Operations Committee, but sometimes via the Committee most directly connected to the subject matter of the policy) for review and endorsement in principle. If endorsed, the policy is reviewed by legal counsel and disseminated to the College community for input, where appropriate. (Policies required for compliance with local, state, or federal laws may be reviewed by legal counsel only.) All input is provided to the originator of the policy for final revision before submission to the Executive Leadership Team, appropriate Board Committee, and then the full Board for approval, usually after two opportunities to review and discuss. The Board of Trustees may also elect to provide input on procedures associated with new policies, although no vote is required for procedures.

Revised Polices

Policies revised by the President, Executive Leadership Team, or the College governance system, may be reviewed by legal counsel as needed and/or disseminated to the College community for input, as appropriate. After review by the ELT, revised policies should be presented to the appropriate BOT Committee in final draft form. The Board will normally act after two readings of the revised policy.

A policy being considered for revision will remain in full effect as posted until the new version is officially adopted.

Expedited Policies

Policies may be expedited due to new or changing legal and compliance requirements to avoid penalties, maintain federal funding, or meet mandated deadlines. Expedited policies may be approved on first reading.

Sunsetting Policies

Policies which are no longer current, useful, or relevant, or which are slated to be replaced by policies broader or narrower in scope, may be sunsetted with Board approval. The policies should be reviewed first by ELT and then by the appropriate Board Committee, before being presented to the full Board for a vote.

Review Period

All policies will be reviewed on a regular basis to ensure they remain relevant, are legally compliant, and follow best practice. The Responsible Executive (Policy Owner) will be responsible for ensuring the policy remains compliant with current regulations and best practices. All policies will be reviewed and either reissued, revised, or sunsetted no later than every seven years.

Policy Format

Upon review, revision, and adoption, the Responsible Executive (Policy Owner) will ensure that the policy is published adopting the consistent formatting for the College policies using the policy template (Appendix A) and the College procedures will be drafted using the procedure template (Appendix B).

Location of Policies

Upon approval, new and revised College policies will be published on the College Policy website along with any associated procedures.

APPROVALS

Board of Trustees - July 30, 2024

Board of Trustees - September 24, 2025

REVISION DATE(S)

September 24, 2025

RELATED POLICIES, GUIDELINES, OR RESOURCES

Policy # 002 - Policy on Policy Development, Implementation, and Maintenance

MERCER
COUNTY COMMUNITY COLLEGE

TITLE			
Policy #	**Applicability**	**Responsible Executive (Owner)**	**Applicable Laws/Statutes**

POLICY

APPROVALS

REVISION DATE(S)

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

MERCER
COUNTY COMMUNITY COLLEGE

TITLE			
Procedure #	**Applicability**	**Responsible Executive (Owner)**	**Applicable Laws/Statutes**

PROCEDURE

APPROVALS

REVISION DATE(S)

RELATED POLICIES, GUIDELINES, OR RESOURCES