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Policy Name: Formulation, Issuance, Amendment and Repeal of Policies **Policy Number:** B-8

Functional Area(s) Responsible: College President

Owner(s) of Policy: College President

Most Recent BOT Approval Date: Fall 2026

Most Recent Review Date: Fall 2026

Most Recent Review/Revision Type: ☐ none ☐ minor/non-substantive ☒ substantive/extensive

Policy Statement:

All official Finger Lakes Community College policies shall be formatted using the approved standard policy template.

All new policies, substantive change amendments to, and repeals of existing policies, shall be subject to approval by the College President and, by the Finger Lakes Community College Board of Trustees.

Upon approval in accordance with the terms of this policy, all new or amended policies shall be posted to, and all repealed policies shall be removed from the electronic centralized policy location.

Subject to such restrictions as may be imposed by applicable law, the College President may implement interim policies or amend or repeal existing policies on an interim basis without prior compliance with the terms of this policy under circumstances where they deem such action to be necessary to protect the wellbeing of persons, property or the reputation of the College, or in other situations in which they reasonably believes that a policy must be implemented, amended or repealed before such action can be reviewed in accordance with this policy. The interim action shall, as soon as is reasonably practicable, be considered for permanent implementation in accordance with the review and approval requirements set forth in this policy. An example of such action is compliance with emerging state or federal laws that require timely action. When such action is necessary, the president shall inform the Governance Executive Committee regarding such actions.

Beginning in January 2027, and every four years thereafter in accordance with a schedule to be specified by the College President, each division head shall review all existing policies within their areas of responsibility to determine whether the adoption of new policies, and/or the amendment or repeal of existing policies, is necessary or advisable.

In addition to the four-year review period, policies may be reviewed more frequently as needed in response to institutional risk or liability, or by changes to laws or regulations.

Reason(s) for Policy:

This policy is designed to ensure compliance with NYS Education Law, Part 604, and that College policies are centrally maintained for accuracy and relevance, are readily available, are consistent in terms of format, and are developed and amended with approval from the necessary members of the College community.

Applicability of Policy:

All members of the College community should be familiar with this policy.

Definitions:

None

Related Documents:

New York State Education Law Title 7, Article 126, Sections 6301-6306
New York State Education Law Title 8, Chapter V, Subchapter D, Section 604
SUNY Regulations - SUNY
FLCC Governance Constitution, 2017

Procedures:

Finger Lakes Community College formally approves, promulgates in a consistent format, and centrally maintains all official College policies. Personnel responsible for creating, updating, and distributing College policies must comply with the conditions and procedures that are outlined in this policy, which explains the standardized policy format, and outlines the procedures for formulating, approving, issuing, and amending policies.

Review of Proposals for New Policies

Members of the college community as represented by shared governance may bring a policy proposal to either the relevant division head or directly to the appropriate governance body, Academic Senate or College Council, to initiate a discussion of the proposed policy. The division head or governance body may, but shall not be required to, request that a written proposal and/or draft proposed policy be submitted for consideration. The division head shall consider the proposal, as they deem necessary or advisable with input from other appropriate division personnel, and other procedural constituents that have associated responsibilities with the proposed policy as they deem necessary or advisable. Division heads that have policies with multiple division owners will coordinate with other division heads to assign a lead division to shepherd the policy. Once the division head believes the proposed policy to be meritorious, they shall present it to the President's Cabinet for review and discussion. If, following discussion at a President's Cabinet meeting, the President desires to pursue implementation of the policy, they will request that the division head arrange for the preparation of a formal proposed policy for review. The President then takes the proposed policy to the Governance Executive Committee, which will determine whether the draft policy should be reviewed by the Academic Senate and/or the College Council. The appropriate governance group(s) will review the proposed policy and submit a formal recommendation to the President.

Review of Proposals for Amendments to or Repeal of Existing Policies

Members of the college community as represented by shared governance should be able to bring a policy proposal to either the relevant division head or directly to the appropriate governance body, Academic Senate or College Council, to initiate a discussion of the proposed amendment or repeal. The division head or governance body may, but shall not be required to, request that a written proposal and/or draft proposed amendment be submitted for consideration. The division head shall consider the proposed amendment or repeal, with input from other appropriate division personnel and other procedural constituents that have associated responsibilities identified with the existing policy as they deem necessary or advisable. Division heads that have policies with multiple division owners will coordinate with other division heads to assign a lead division to shepherd the policy. If the division head believes the proposal to be meritorious, they shall present it to the President's Cabinet for review and discussion. If, following discussion at a President's Cabinet meeting, the President desires to pursue implementation of a proposed amendment, they will request that the division head arrange for the preparation of a formal amendment for review by the President's Cabinet. If the President desires to pursue implementation of a proposed amendment or repeal, they shall inform the Governance Executive Committee of the amendment or repeal. In the case of proposed Amendment changes that are determined to be minor by the Governance Executive Committee do not require formal written approval by the President or by the College's Board of Trustees and may be forwarded to the division

head for electronic posting. Amendments that are determined to be major in construct will be forwarded to either the Academic Senate or College Council, or both, for review and submit a formal review to the president.

Approvals

All new policies, substantial change amendments to, and repeals of existing policies and procedures, shall be subject to written approval by the President and, by the College's Board of Trustees.
Formal recommendations from the Academic Senate or College Council carry weight, and the President shall provide written rationale if departing from a governance recommendation.
Changes to existing policies that are determined to be major in construct by the Governance Executive Committee shall be submitted to Academic Senate or College Council, or both for review and submit a formal review to the president, for subsequent formal approval by the President and the Board of Trustees.
Approved new policies and major policy amendment changes shall be posted in the College's electronic centralized policy location and distributed to members of the campus community who are charged with implementation, as well as college wide notification.

Four-Year Review

Beginning in January 2027, and every four years after, in accordance with a schedule to be specified by the President, each division head shall review all existing policies within their areas of responsibility to determine whether changes are necessary. If no change is necessary, the policy shall be annotated and dated with no revisions and reposted on the College's electronic centralized policies location. If major changes are deemed necessary, the process for approvals listed above shall be followed as required by this policy.
In addition to the four-year review period, policies may be reviewed more frequently as needed in response to institutional risk or liability, or by changes to laws or regulations.

Distribution

Upon approval in accordance with the terms of this policy, all new or amended polices shall be posted to and all repealed polices shall be removed from the College's electronic policies location. Major changes to policies and new policies shall be additionally shared via the College's eNews electronic medium.

Emergency Interim Action

Subject to such restrictions as may be imposed by applicable law, the President may implement interim polices or amend or repeal existing policies on an interim basis without prior compliance with the terms of this policy under amendments, the Governance Executive Committee in collaboration with the division head shall determine the amendment changes as minor or major in construct. Minor changes are those that do not include substantive changes to the policy or procedures. Major changes include substantive changes to the policy or procedures as determined by the Governance Executive Committee.

Forms/Online Processes:

FLCC Policy Template

Appendix:

None

Review dates/action taken:

- May 2010: original effective date
- Fall 2012: review; no revisions
- September 2013: revisions
- Fall 2014: no revisions
- Fall 2026: substantive revisions