



Mission, Goals, & Board Operations

Board of Trustees Policy

SUBJECT: <i>Policy Development</i>	NUMBER: 1.3
	DATE: June 16,2025 Resolution # 25-68
	SUPERSEDES: March 21, 2022 February 22, 2016

Purpose

The purpose of this policy is to provide well-defined and consistent procedures for the development and/or revisions of policies at SUNY Schenectady County Community College.

Policy

A policy is a concise, official and required statement which influences and determines decisions, actions, and activities taken by SUNY Schenectady within the boundaries set by the applicable policy. Policies support SUNY Schenectady's mission, goals, and operations. All policies aa approved by the Board of Trustees.

Policies must:

- Champion SUNY Schenectady's mission, vision and strategic goals;
- Consider the effect on students, administrators, faculty and staff;
- Comply with all legal requirements;
- Take into consideration strategic implications as well as risks; and
- Not contradict other SUNY Schenectady policies.

Process

The need for policies may be identified by one or more units of the College. Review and feedback of policies should move through the appropriate department(s) and/or faculty and staff organizations and/or Governance committees. Legal review may be necessary as determined by the President.

Procedures

- A Board of Trustee Policy Review/Revision/New Policy Form must be completed.
- A standard template for all policies must be utilized.
 - Templates shall include the following components: Title, date initiated or updated, statement of purpose, policy, definitions (if applicable), audience, relevant legislation, related documents (if applicable), procedures and last date of review.
- Responsibility for the policy shall be assigned to an individual or group of individuals and a . A member of President's Council.
- Training needs should be assessed for implementation of the policy.
- The policy will be guided through the appropriate College Governance committees and processes.
- Final approval of policies resides with the College's Board of Trustees.
- The policy is to be implemented by the Vice President who is responsible for the policy or the President's designee.
- A review process for policies should take place every three years or as required by changes in regulation or law.