



General Counsel  
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## MEMORANDUM

To: College Community

From: Kristen Bowes, General Counsel

Date: November 25, 2020

Re: Non-Academic Policy Review Council Summary

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In Fall 2015, President Hall created the Non-Academic Policy Review Advisory Council (otherwise known as “NAPRAC” by some members, or just the “Policy Council”.) The Policy Council is now an official College Committee, known as the *Non-Academic Policy Review Committee*. The Committee is made up of the following College representatives (and current members): Provost (Dr. José Herrera), General Counsel (Kristen Bowes), Assistant General Counsel (Susan Mulliken), Chief of Staff (Jessica Haber), Chief Financial Officer (Brett Carroll), Vice President for Operations and Facilities (Tom Simmonds), Vice President for Academic Affairs (Kevin Joyce), Director of Human Resources (Annette Picora), Faculty Senate President (Roseanne Vallice Levy), Faculty Association President (Helge Wasmuth), UAW union employee representative (Raynell Webb), and student body representative (Jermaine Cail). In the past, we have welcomed a number of members, including Associate Professor Steve Ward, Professor Rossi Hassad, Associate Professor Lisa Martin, Assistant Professor Susan Gaskin-Noel, and Professor Diana Juettner.

The Policy Committee’s main role is to draft, revise and review new and old policies to maintain compliance with all local, state and federal laws and regulations, and to ensure the College is adhering to best practices in operating all of its campus departments and programs. In addition, in keeping with President Hall’s philosophy of ensuring open, transparent operations, part of the Policy Committee’s process is to solicit input and seek recommendations from all College community members of policies that they believe the Committee should consider for

review. This can be done by contacting me directly at [kbowes@mercy.edu](mailto:kbowes@mercy.edu), or any member of the Policy Committee.

The Policy Committee meets regularly, as needed. In the first few years, it met almost monthly; now that there are less policies needed for review, the group meets less frequently, although when the COVID-19 pandemic hit, the Committee was called upon several times on short notice to review and recommend to the President several COVID-related policies, such as the [COVID-19 Reasonable Accommodations Policy for Employees and Students](#), the revised [Employee Paid Time Off and Leave Policy](#), [The Employee Return to Work Guidebook](#) and [Student COVID Addendum to the Handbook](#), and the [Interim Visitors Policy](#).

Once the Committee receives a policy, individual Committee members review them, then the Committee meets to hash out the fine details of each and every policy. Some policies, including the revision to the Colleges [Contracts Policy](#) and the [Vehicle Use Policy](#) (both approved two years ago), were reviewed and discussed by the Committee over several hour-long meetings. Once the Committee agrees on the final version of a Policy, it approves it, and shares its recommendation with President Hall. President Hall then reviews the policy and gives his final approval. The policies are then placed on both the College website: <https://www.mercy.edu/about-mercy/mercy-college-policies> (which link can be found at the very bottom of the main webpage), as well as Mercy Connect. Policies are also often placed on area-specific webpages as needed.

In just five years, the Policy Committee has reviewed and approved **over 60** new and revised policies (many of them, revised more than once). Significant policies drafted and reviewed by the Policy Committee include the [Policy on Equal Opportunity and Non-Discrimination](#), and the [Policy and Procedures Relating to Sexual Misconduct](#)—which were revised twice in the past five years to ensure compliance with local, state and federal anti-discrimination laws.

As you may have seen in previous editions of Mercy News, the College has provided summaries of recently approved policies, and we will continue to do so.