

A photograph of a university campus. A brick-paved path leads from the foreground towards a large, multi-story brick building with a prominent clock tower. The scene is surrounded by green trees and grass. The right side of the image is dimmed to provide a background for the text.

Simplifying Policy Management in Higher Education

Streamlined, Secure, and Compliant:
Transforming Higher Education
Policy Management

Executive Summary

Higher education institutions face significant challenges in managing policies that span numerous departments, campuses, and stakeholders. As these institutions grow, so does the complexity of handling policies effectively. Common issues include dispersed information, cumbersome approval processes, and difficulty ensuring regulatory higher education compliance. When handled incorrectly, these issues can lead to inefficiencies and increased risk. Thus, it is imperative for institutions to maintain organized, accessible, and up-to-date policy documentation to avoid these common pitfalls.

MCN Solutions is at the forefront of addressing these challenges, offering advanced higher education policy management software that centralizes information, streamlines workflows, and eases compliance requirements. With years of expertise in document and regulatory management, MCN Solutions has expanded its reach from healthcare to serve the needs of higher education. Our software is specifically tailored to create an efficient, compliant, and secure environment for managing policies across higher education institutions of all kinds. The key benefits of MCN Solutions lie in our ability to centralize accessibility, streamline workflow processes, and enhance higher education compliance measures, creating a reliable framework for managing policies in complex institutional settings.

The Need for Policy Management in Higher Education

In higher education, policy management comes with unique demands. Colleges and universities often grapple with decentralized information across various departments, which inherently causes gaps in documentation and leading to duplicate, conflicting, outdated, inaccurate, or outdated policies. Unfortunately, this disorganized approach can complicate approval processes and make compliance a burdensome, difficult task to complete. When policies are spread out across different systems and departments, institutions face serious risks such as legal exposure, workforce inefficiencies, and delayed decision-making.

Centralizing Policy Information

Decentralized policy storage can lead to a host of problems, including inconsistent information, difficulty finding policies, version control issues, increased risk of errors, and non-compliance. A centralized policy management system addresses these challenges by providing a single source of truth for all policies. By consolidating policy information into a centralized repository, institutions can improve visibility, reduce duplication, enhance efficiency, mitigate risk, and facilitate collaboration with boosted staff productivity. This centralized approach ensures that all employees have access to the latest versions of policies, streamlines workflows, and minimizes the risk of non-compliance.



These inefficiencies not only affect administrative staff, but they also impact students and the overall academic environment. With outdated or inaccessible policies, institutions struggle to maintain governance standards and respond effectively to audits and inquiries. **Policy management software, like ours at MCN Solutions, has a critical role in transforming how these institutions operate, allowing for an organized, systematic approach to documentation and compliance.**

Streamlined Workflows

Higher education institutions often face significant bottlenecks in their policy approval and update processes. Traditional methods of higher education policy management, such as paper-based systems or manual email chains, can be time-consuming and prone to errors.

MCN's Streamlined Workflow Solution

MCN Solutions addresses these challenges with a streamlined workflow solution. Our software automates the policy approval process, reducing manual intervention and accelerating the time it takes to get policies approved and implemented. By eliminating bottlenecks and streamlining

workflows, our solution empowers institutions to respond quickly to ever-changing regulatory requirements and internal needs. Key features of our workflow solution include automated routing, real-time tracking, version control, notifications and alerts, and a centralized repository. By automating these processes, MCN Solutions helps institutions reduce manual oversight, lower operational costs, and improve overall efficiency.

Audit and Regulatory Compliance

Higher education institutions operate within a complex regulatory environment. Compliance with these regulations is crucial to maintain institutional integrity and avoid legal penalties.

Complete Document Management Software Solutions for Higher Education Institutions

EFFICIENT POLICY LIFE-CYCLE
MANAGEMENT

ENHANCED COMMUNICATION
AND ACCESSIBILITY

ROBUST EMPLOYEE TRAINING
AND AWARENESS



ellucid® Policy Manager

Easily search, update, and manage your policies and procedures

- ✓ Centralize policy information in a single, secure location, ensuring easy accessibility anywhere, anytime
- ✓ Streamline and optimize policy workflows with approval groups
- ✓ Ensure audit and regulatory compliance with automated tracking and reporting



Contract Manager

Streamline contract management workflows

- ✓ Simplify and automate contract creation, editing, approval, and signing
- ✓ Capture edits and comments throughout the process
- ✓ Get reminded when existing contracts are coming up for renewal or are expiring via email notifications

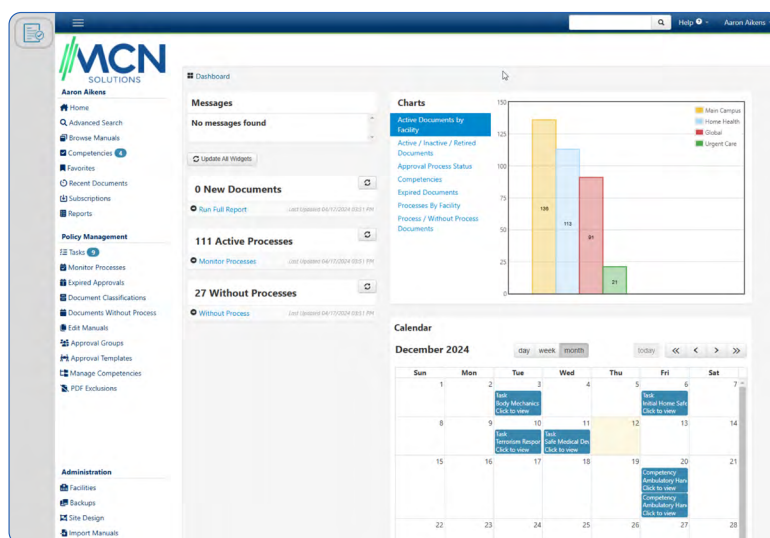
Some of the key regulatory areas that impact higher education institutions include:

- **Research and Ethical Standards:** Institutions must adhere to strict ethical guidelines and regulations governing research activities, including human subjects research and animal research.
- **Privacy and Data Security:** Protecting student and employee data is paramount. Institutions must comply with federal and state privacy laws, such as FERPA and HIPAA.
- **Health and Safety Requirements:** Institutions must maintain safe and healthy campuses, adhering to OSHA regulations and other safety standards.
- **Financial Aid:** Institutions that participate in federal financial aid programs must comply with complex regulations related to eligibility, disbursement, and reporting.
- **Accreditation Standards:** Institutions must meet accreditation standards set by regional accrediting agencies to maintain their accreditation status.
- **Federal and State Education Regulations:** Institutions are subject to a wide range of federal and state regulations, including Title IX, the Clery Act, and state-specific regulations.
- **Disability Rights:** Institutions must comply with the ADA and Section 504 of the Rehabilitation Act. This includes providing reasonable accommodations, accessible facilities, and inclusive learning environments. Effective disability compliance in higher education requires robust systems to track accommodations and support services.

By staying informed about these regulations and implementing effective higher education compliance strategies, institutions can mitigate risk and protect their reputation.

MCN's Approach to Automated Tracking, Reporting, and Risk Management in Higher Education

MCN Solutions empowers institutions to proactively manage regulatory compliance through advanced automated tracking and reporting features. Our software generates detailed audit logs, providing a comprehensive record of policy creation, review, approval, and distribution. These logs can be easily accessed and analyzed to demonstrate compliance with regulations and internal policies.



By automating tracking and reporting, MCN Solutions helps institutions be proactive in reducing risk, enhancing accountability and transparency, streamlining audits, and freeing up time for staff members.

In addition to automated tracking and reporting, MCN Solutions offers a robust competency management feature. This allows institutions to assign policies for review by end users and require an attestation of understanding. For enhanced comprehension and knowledge retention, administrators can even create quizzes associated with specific policies. This functionality ensures that staff members not only acknowledge receipt of policies but also demonstrate a clear understanding of their content and implications.



MCN Stands Above and Beyond

MCN has stood out above and beyond in the industry when it comes to policy management and being able to evolve policy management at the corporate level for a very large institution.

ATLANTA HOSPITAL AND CLINIC

Could Not Have Asked for a Better Experience

I just want to say how pleased we are that we selected MCN. Our team loves the software and working with our implementation specialist has been a pure pleasure.

PACIFIC NORTHWEST HOSPITAL

Superior to What We Had Before

With MCN, the ease of updating, importing, and making corrections is superior to what we had before. Now if a policy needs to be updated, leadership can easily make those updates.

HEALTHALLIANCE HOSPITAL

Implementation and Scalability: Easy Adoption Across Campus Departments

Implementing a new policy management system can be daunting. However, MCN Solutions is designed to be easily adopted and scaled across campus departments.

MCN's Implementation Process

Our streamlined deployment process requires minimal IT resources and ensures a smooth transition to a centralized policy management system. We work closely with your team to understand your specific needs and tailor the implementation to your institution's unique requirements.

Adapting to Campus Needs

MCN Solutions is highly scalable and can be adapted to the needs of any higher education institution, regardless of size or complexity. Our software can be deployed across multiple departments, campuses, and schools, providing a unified policy management solution. We offer flexible configuration options to accommodate diverse policy types and workflows.

Additionally, MCN Solutions requires minimal software or training requirements. Our intuitive interface and clear guidance make it easy for staff to navigate and utilize the system. We provide comprehensive documentation and support to ensure a smooth transition and ongoing success.

Quantifying the Value of Policy Management

By implementing MCN Solutions, higher education institutions can realize significant cost savings and productivity gains. Our software streamlines workflows, reduces manual effort, and improves efficiency, leading to tangible benefits.

MCN Solutions streamlines the policy management process, from creation and review to distribution. This leads to significant cost savings over time by empowering staff to work more efficiently. Our software provides an intuitive inline editor where users can easily create and modify policies within the system. This flexible tool allows for efficient policy creation and adaptation to meet the specific needs of any university or business.

Empowering Your Institution with MCN Solutions

By embracing MCN Solutions, higher education institutions can transform their policy management processes. Our innovative software offers a comprehensive solution to the challenges faced by institutions, including decentralized information, inefficient workflows, and compliance risks.

We invite you to explore the benefits of MCN Solutions firsthand. **Schedule a demo today** to learn how our software can revolutionize your institution's policy management.

Product Glossary

- 1. Contract Manager:** Simplifies contract management with automated workflows and tracking.
- 2. Policy Manager:** Tool to streamline document workflows and maintain regulatory compliance while providing a centralized platform for policy creation, distribution, and compliance tracking
- 3. ellucid®:** The name of our policy management software.
- 4. MCN Foundation:** Initiative supporting global health improvement.

FAQs

Who is MCN Solutions?

MCN Solutions specializes in innovative document management and compliance software for healthcare, education, business, and government sectors. Building on its origins as MCN Healthcare, it delivers user-friendly tools to streamline workflows, ensure regulatory compliance, and support organizational success. MCN is committed to efficient implementation, accessible support, and personalized customer success while contributing to global health improvement through its MCN Foundation.

What is policy management and why is it so important?

Policy management refers to the process of creating, communicating, implementing, and enforcing organizational policies and procedures. It's crucial for organizations to maintain effective policy management to ensure compliance with regulations, mitigate risks, promote consistency, and uphold organizational values.

How can policy management software benefit my organization?

Policy management software offers several benefits, including centralized storage and easy access to policies, automated workflows for policy creation and approval, tracking of policy revisions and compliance status, streamlined communication and training on policies, and enhanced reporting and analytics for better decision-making.

Why is contract management important for organizations?

Contract management is crucial for organizations as it helps mitigate risks, ensure compliance with legal and regulatory requirements, optimize financial performance, and enhance relationships with stakeholders. Effective contract management also fosters transparency, accountability, and efficiency in business operations.

What is ellucid®?

ellucid® is the name of our policy management software. We help higher education intuitions centralize policy information in a single, secure location, ensuring easy accessibility anywhere, anytime. What's great about ellucid®, is the collaborative nature of the platform. You can easily streamline and optimize policy workflows with approval groups to stay on top of audit and regulatory compliance.

What is the implementation process like?

In a word? Efficient! Our experienced Implementation Specialists will guide you through the entire implementation process. With trainings, working sessions, user adoption tools, and consultations, you'll have the tools needed to be successful.

How does MCN provide support to new members?

We use problem management best practices to reduce the number of issues occurring in the field and are proud to provide a stable and functioning environment. Our focus is to respond to and resolve your questions and issues as quickly and thoroughly as possible, whether it be through a call, chat, email, or support ticket.

How do we get started?

Hop on a product demo and explore how our software can be integrated into your processes. Our team will help you determine the right approach based on your business's unique needs and goals. Then, all that's left is to watch your organizational efficiency improve one day at a time!