

# **NORTHEAST COMMUNITY COLLEGE POLICY MANUAL**

## **SECTION 2 - BOARD OF GOVERNORS SUBSECTION 24 – BOARD POLICES**

### **POLICY NUMBER: BP – 2410**

#### **POLICY DEVELOPMENT, REVIEW AND IMPLEMENTATION**

##### **1. POLICY REASON/PURPOSE/INTENT**

To describe how Board policies are developed, approved, reviewed and implemented.

##### **2. DEFINITIONS**

N/A

##### **3. POLICY**

###### **3.1 General**

The Board of Governors may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the College Area. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction. The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to College Area activities. All College employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

###### **3.2 Board Policy Purposes and Principles**

3.2.1 The purposes of board policy are to:

- 3.2.1.1 Establish the direction and standards for the colleges' educational programs and services
- 3.2.1.2 Ensure that the College Area is in compliance with law
- 3.2.1.3 Ensure that resources are wisely and prudently used
- 3.2.1.4 Define clear expectations for college staff
- 3.2.1.5 Establish standards for board operations and board member involvement

3.2.2 The principles of board policy are:

- 3.2.2.1 The Board governs primarily through written policies. The College President shall cause all sectors of the College Area to be informed of the Board policies relevant to their activities and shall ensure the compliance of College activities with Board policies.

- 3.2.2.2 The Board may use resolutions rather than policies for limited-term decisions or directives. Resolutions are limited in effect to the specific items and time periods they address, or for one year if no period is stated.
- 3.2.2.3 There are no unwritten Board directives. The only policies, decisions, authorizations, or limitations in effect at the Board level are those explicitly listed as policies or active resolutions in the Board minutes or website after a public vote of adoption.
- 3.2.2.4 To the extent activities or situations in an area are not covered by a current Board policy or resolution or an administrative procedure, employees should use their own best judgment to act in the interest of the college, community and students.
- 3.2.2.5 Board policies are to be used only to directly express the desires of the Board; they are not to be used to simply repeat or ratify either administrative procedures or external laws and regulations.
- 3.2.2.6 When a Board policy or a resolution has more than one reasonable interpretation, the College President may specify which interpretation the College shall follow, with notification to the Board of any significant policy ambiguities revealed in the process.

### 3.3 Approval Process

Policies of the Board may be adopted, revised, added to, amended or deleted at any regular Board meeting. Proposed new policies or policy changes shall be introduced not less than one regular meeting prior to the meeting at which final action is recommended. The initial introduction of such policies shall be considered a first read and shall not require a vote by the Board but shall be noted in the Board meeting minutes. The second read of such policies shall require a majority vote of the eleven member Board. The Board may waive the one month period between the first and second reads by approving such waiver with a super majority vote (75%) of the eleven member Board.

Recommendations for new policies or amendments to existing policies may be made to the Board of Governors by the President or may be proposed by any member of the Board of Governors.

### 3.4 Suspension of Policies

Board Policies may be suspended by a super majority vote (75%) of the eleven member Board, which vote will be taken by roll call and will be entered in the minutes of the meeting. This will be used with discretion.

### 3.5 Implementation through Administrative Procedures

The Board of Governors delegates authority to the College President to implement Board policies through administrative procedures in accordance with policies adopted

by the Board of Governors or required by federal or state laws and regulations. Administrative procedures are to be issued by the President as statements of method to be used in implementing Board Policy. They include details of policy implementation, responsibility, accountability, and standards of practice. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the President.

Administrative procedures approved by the President in accordance with Board policies shall apply to all students and personnel employed by the College Area, including the President and other College officers, and, where applicable, to agents and consultants of the College Area and the Board.

Procedures do not require Board action. The President shall provide each member of the Board with copies of the administrative procedures. The Board of Governors reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

### 3.6 Board Policy Manual Structure

The Board Policy Manual shall be structured to provide categories that are parallel to the functions and divisions within the College as follows:

- The College
- Board of Governors
- General Institutional
- Academic Affairs
- Student Services
- Business and Fiscal Affairs
- Human Resources

### 3.7 Formatting

Board policies and administrative procedures shall be in the approved document format and numbering scheme. This will provide consistency and clarity of all policies and administrative procedures. Proposed revisions to board policies shall be presented to the Board by striking out language proposed for deletion and underlining language that is new.

### 3.8 Publication

The official location for approved board policies and administrative procedures shall be in the President's Office. For convenience to staff and college constituents, copies of all board policies and administrative procedures are accessible on the College's website.

### 3.9 Periodic Review

The Board of Governors policies shall be reviewed and brought into accordance with recently passed legislation on an annual basis. The President shall develop procedures necessary to carry out the review of policies.

### 3.10 Reformatting and minor changes

Reformatting, editorial, and minor changes that do not affect the substance of a policy may be made by the President or his or her designee.

### 3.11 Policy Statement and Collective Bargaining Agreements

If any provision of College policy conflicts with any provision of an employee group collective bargaining agreement in effect then the provision of the collective bargaining agreement shall prevail.

### 3.12 Absence of Applicable Policy

In the absence of applicable policy, the President is authorized to establish needed procedures which, if need to be approved as policy, shall be presented for formal approval at the next regularly scheduled Board meeting.

## 4. APPLICABILITY

N/A

**EFFECTIVE DATE:** 12/12/2013

**ORIGINAL ADOPTION DATE:** 04/11/2013 (item #11232)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 12/12/2013  
(Item #11363)

**PRIOR POLICY/PROCEDURE NUMBER:** 8210

**SCHEDULE FOR REVIEW:** 2019

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Board/President

**SPONSORING DIVISION/DEPARTMENT:** Board of Governors

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** AP-2410.1, AP-2410.2

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** policy, template, format