



POLICY 1300

FORMULATION, ADOPTION, AND AMENDMENT OF POLICIES



DRAFT
9-13-16

Policy Category: Governance

Area of Administrative Responsibility: Board of Trustees/Office of the President

Board of Trustees Approval Date: [date Board passes resolution adopting the policy]

Effective Date: [initial effective date of policy]

Last Updated: [latest revision date, if applicable]

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PURPOSE

This policy describes and establishes the process and standards for developing, reviewing, approving, amending and repealing policies. By adopting this policy, the College seeks to enhance ethics and integrity, operational efficiencies, best practices, effective decision making and compliance with laws and regulations across the College. This policy also helps ensure that policies are easily accessible and understandable by members of the College community, and sets out a process for proposal, approval and implementation of College policies. Nassau Community College aspires to maintain a policy framework that best serves its mission and represents and supports excellence, ethics and compliance in all of its activities.

SCOPE

Binding throughout the College.

DEFINITIONS

Policy: A statement of management philosophy and direction established to provide guidance and assistance to the College community in the conduct of College affairs and is approved by the Board of Trustees.

POLICY

The Board of Trustees recognizes that the adoption of written policies constitutes the basic method by which the Board establishes the governance and expresses its leadership in the operation of the College. Policies may be proposed for adoption, amendment, or repeal by the Board of Trustees at any regular or special Board meeting. Policies may be proposed as follows:

- A. by any member of the Board;
- B. by the President or his/her designee; or
- C. by the Academic Senate when the policy relates to class size, academic advisement, educational TV, the academic calendar, and/or student life as it relates to the educational process.

The Board delegates to the President the responsibility and authority to establish any and all administrative rules, regulations, and/or procedures necessary to implement and maintain its policies. The President shall be responsible for codification of all policies in a singular policy manual.

The President or his/her designee is directed to initiate a program of Board policy revision to include the following items:

- A. periodic review and evaluation of all current Board policies;
- B. preparation of additional policies as needed;
- C. consultation with appropriate College constituencies; and
- D. presentation of a proposed policy in draft form to the Board for consideration prior to action.

Once a proposed policy has been drafted, it will be placed on the Board of Trustees' agenda for a first reading, giving all Trustees an opportunity to comment on the proposed policy. The President or his/her designee will certify, at the time of a first reading of any proposed action to adopt, amend or repeal a policy, that it has been reviewed by the President prior to submission to the Board.

In the event the Board of Trustees or the College President proposes a policy that relates to (1) class size, academic advisement, educational TV, the academic calendar, (2) student life as it relates to the educational process, or (3) student health, scholarship, standards of admission, attendance and discharge of students, curriculum and other study programs, the granting of degrees, student activities, extracurricular activities, or student discipline, the President or his/her

designee will forward the draft policy to the Academic Senate for review and comment at least five (5) days prior to the Academic Senate's next regularly scheduled meeting. The Academic Senate shall submit any comments to the President or his/her designee no later than five (5) days prior to the next regularly scheduled or special meeting of the Board of Trustees. In the event the Academic Senate does not submit comments to the President or his/her designee, as set forth herein, the proposed policy will be deemed to be acceptable to the Academic Senate. The Board retains the authority to enact a policy following the first reading only in necessary and exigent circumstances by majority vote of the entire Board.

If the draft policy is acceptable, or if not acted upon out of necessity after the first reading, the draft policy will be placed on the Board's agenda for a second reading at which time the Board of Trustees will act to adopt, amend or repeal said policy.

The adoption, amendment, or repeal of a policy requires a majority vote of the entire Board of Trustees. Upon the formal adoption of a policy by the Board of Trustees, such policy shall become an official College policy, binding on relevant College constituents. The official Board of Trustees' policy manual shall be kept in the Office of the President. A copy of the Board's policy manual shall also be posted on the College's website.

This policy does not apply to the Rules of Procedure of the Board of Trustees.