

Approved by: Executive Committee of the Board of Trustees

Date Approved: September 29, 2023

Effective Date: April 6, 2021

- 1. Summary:** This policy addresses the Board of Trustee's creation, approval, and revision of policies.
- 2. Rationale:** According to the bylaws of the College, the Board of Trustees (Board) must ensure that the institution's policies and procedures are current and properly implemented.
- 3. Entities Affected:** all constituents and visitors of the College

4. Definitions:

policies: guiding or governing principles, formally approved to provide assistance in the conduct of College affairs

procedures: statements that provide for orderly implementation of established policies through specific, prescribed actions and are more detailed than a policy statement

substantive revisions: Substantive policy changes may arise by necessity, or as a result of the regular policy review. Substantive revisions must follow the standard process for either Board or College-wide policy development and approval, as appropriate.

non-substantive revisions: Non-substantive changes to a policy do not require any review beyond the policy's responsible party. Non-substantive changes may take many forms, including but not limited to grammar or spelling corrections, technical revisions, updated names of pertinent offices or departments, or re-organized policy sections.

- 5. Policy:** Board of Trustees policies will be created, adopted, and revised according to the following criteria:
 - a. Creation and Approval of Policies**
 - Any member of the Board may propose the creation of a new Board policy. A proposed policy must be put in writing and must be submitted to the Board Professional to be prepared for consideration by the Board.
 - After receiving the proposed policy in writing, the Board Professional must distribute the proposed policy to each member of the Board for review. Each Board member must review the contents of the proposed policy and be prepared for discussion of its particulars at the subsequently scheduled board meeting.
 - The proposed policy will come up for discussion at a board meeting, which will constitute the first reading of the policy. The first reading cannot result in a vote of approval. If there are substantial

discussion and questions, the Board Chair may choose to assign the proposed policy to the committee to which the policy most closely relates for further research and review prior to the second reading.

- If the proposed policy was assigned to a committee, that committee will prepare a report on the proposed policy for the next regular Board meeting. This report should include statistical analysis where necessary and should take into account the Board discussion from the first reading of the policy. The responsible committee must consult its staff liaison and any additional College staff, faculty, or students as needed. The responsible committee will then compile a report with a recommendation for approval, rejection, or modification of the policy. This report will include a second draft of the proposed policy with any suggested revisions.
- If the proposed policy was not assigned to a particular committee, at the subsequent Board meeting the Board Chair will open a discussion of the policy at which time Board members will provide feedback and cast a final vote. If the proposed policy was assigned to a particular committee, the chair of the responsible committee, at the invitation of the Board Chair, will lead the Board in a final discussion of the proposed policy. At the end of this discussion, the Board Chair will call for a vote.
- The Board Chair may, after the first reading and discussion of the proposed policy, decide to allow the responsible committee to submit its report, and/or the full Board to discuss and cast a final vote prior to the next regular Board meeting. In this instance, each Board member will receive the most recent revision of the policy and will discuss it by email, letter, or phone. The Board Chair may call for a final vote no less than ten days after the report and second draft have been submitted to each Board member. The Board may then approve or reject the proposed policy.

b. Revision of Policies

- Board policies will be regularly reviewed according to the college's policy review procedure.
- Any member of the Board may propose a revision of a current Board policy. If the proposed revision is a non-substantive revision, it can be corrected by the person designated as responsible for compliance without a vote of the Board. If there is a question as to the nature of the revision (substantive or non-substantive) the Board Chair, in consultation with the President, will determine the outcome and whether the revision must come before the Board.
- If the revision is substantive, it must be put in writing and submitted to the Board Professional to be prepared for consideration by the Executive Committee of the Board. At the subsequent meeting of the Executive Committee of the Board, the committee will determine whether they wish to vote on the revisions for the Board (Article 7.03) or if they prefer the revisions put before the full Board at the following Board meeting.
- Revisions require one reading by the Executive Committee or the full Board and at any time a member of the Board may, during discussion, move that the proposed revisions be tabled and revisited after further consideration by a particular board committee.

c. Distribution and Implementation of a New Policy

All new policies must be given to the President of the College for distribution and implementation. The President must notify all College staff and faculty of the new policy and must make the policy publicly available. The President must then oversee the implementation of the new policy within the institution, should the policy affect the operation of the College beyond the functioning of the Board.

d. Policy Template

The standard template should be used for all College policies. Only those policies approved in accord with this policy will have the force of College policy. The standard template for policies can be requested from the Office of the President.

e. Posting of Policies

All official policies will be posted on the College’s website.

f. Archiving of Policies

All policies will be maintained in the Office of the President. Any campus office may request a copy of an existing policy.

6. Procedure:

a. Implementation: not applicable

b. Responsibility for Compliance: Board Professional

c. Notification: This policy will be posted on the College’s website.

d. Policy Review: This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 3.0	Policy number: 1.004
Related policies:	

Policy History

Version 1.0	October 21, 2013
Version 2.0	April 6, 2021
Version 3.0	September 29, 2023