



## **POLICY 1300**

### **FORMULATION, ADOPTION, AND AMENDMENT OF POLICIES**

**Policy Category:** Governance

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

**Board of Trustees Approval Date:** November 15, 2016

**Effective Date:** November 15, 2016

**Amendment History:** April 20, 2017

#### **Contents:**

- **Purpose**
- **Scope**
- **Definitions**
- **Policy**

#### **PURPOSE**

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. The College seeks to enhance integrity, operational efficiencies, best practices, effective decision making and compliance across the College with laws and regulations. This policy describes and establishes the process and standards for developing, reviewing, approving, amending and repealing policies. This process also helps ensure that policies of the Board are developed and adopted in a prescribed manner and are accessible and understandable by members of the College community.

#### **SCOPE**

This policy is effective throughout the College.

#### **DEFINITION**

**Policy:** A policy adopted by the Board of Trustees is 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 applicable to the operation of the institution.

**POLICY**

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

Policies may originate from resolutions presented to the Board, on behalf of the Campus, by the President. Any resolution presented for the Board's consideration will have been developed after consultation with the appropriate institutional constituency. Resolutions pertaining to academic programs and curriculum shall be recommended by the faculty to the President and developed into resolutions to the Board for possible policy development. Such recommendations to the Board will comply with the provisions of 8NYCRR Parts 604 and 605.

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 responsible for facilitating development and revision of Board policies to include the following items:

- A. periodic review and evaluation of all current Board policies;
- B. preparation of resolutions, as determined by the President to be needed, for presentation to the Board for possible establishment of policies;
- C. consultation with appropriate College constituencies; and
- D. presentation of a proposed policy in draft form, as directed by the Board, for consideration prior to action.

Once a proposed policy has been drafted, it will be placed on the Board's 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 and submitted for consultation to the appropriate constituencies within the College prior to submission to the Board.

In the event that the Board requests initial or further consultation with Campus constituencies, the Board will establish a schedule for receiving comment on the issue under consideration that provides for timely review and final action. 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 a 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 the operation of the College. 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 Board of Trustees page of the College's website.