

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-2410.0

FOR POLICY NUMBER: BP – 2410

POLICY DEVELOPMENT, REVIEW AND IMPLEMENTATION

1. PROCEDURE SUMMARY STATEMENT

To provide a process for developing and reviewing board policies for consideration by the Board of Governors.

2. DEFINITIONS

2.1 In this procedure the term vice president shall be inclusive of all levels of vice presidents (executive vice president, vice president and associate vice president).

3. PROCEDURE

3.1 General

Board policies are developed at the request of Board members and/or by a policy need identified by College administration. New policies or revisions to current policies will be developed by individual Vice Presidents who have general administrative jurisdiction over the particular policy topic. The President shall designate the appropriate (sponsoring) vice president of each board policy.

3.1.1 The board policy shall be drafted/revised by the sponsoring Vice President using the prescribed Board Policy Format and related template.

3.1.2 The draft of the board policy shall then be submitted to the Associate Vice President of Human Resources (AVP-HR) or designee.

3.1.3 The AVP-HR or designee will review for compliance with policy formatting and template standards.

3.1.4 The sponsoring vice president will then present the proposed or reviewed board policy to the President's Cabinet for review. Review by external legal counsel will be determined on a case-by-case basis.

3.1.5 Upon recommendation of the President, the new/revised policy will be submitted to the Board of Governors for consideration as a first read.

3.1.6 Upon recommendation of the Board of Governors, the new/revised policy will be submitted to the Board of Governors for consideration as a second read and approval.

- 3.1.7 College staff will be informed of any new/revised policies through a college-wide email summarizing the monthly Board of Governors meeting actions, Board of Governors meeting minutes, and an all-college email notification from the Human Resources office. All approved board policies will be available on SharePoint and the College's website.

4. APPLICABILITY

- 4.1 Board policies shall apply to all students and employees of the College Area, including the President and other College officers, and, where applicable, to agents and consultants of the College Area and the Board of Governors.
- 4.2 The Board of Governors has the discretion to suspend or rescind all or any part of the Board Policy.
- 4.3 The President shall notify appropriate College personnel of the suspension or rescission of any Board Policy.

ISSUE DATE: 09/01/2013

EFFECTIVE DATE: 02/22/2017

REVISION DATE(S): 02/22/2017

PRIOR POLICY/PROCEDURE NUMBER: 8210

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP- 2410.1, policy template, policy format

PROCEDURE KEY WORDS: policy

