

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: May 21, 2026

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on Thursday, May 28, 2026:

1. Recommend approval of the following:
 - a. Revised Policies
 - 1) Policy #2310, Administration, Administrative Operations, Policy/Procedure Approval Process (**Exhibit B-1**)
 - 2) Policy #3055, Personnel, Employees, Educational Reimbursement (**Exhibit B-2**)
 - b. Rescinded Policy
 - 1) Policy #2328, Administration, Administrative Operations, Public Accommodation (**Exhibit B-3**)

EXHIBIT B-1

Ocean County College, Toms River, N.J.

ADMINISTRATION
ADMINISTRATIVE OPERATIONS
Policy/Procedure Approval Process #2310

POLICY

Policy Statement

The Board of Trustees governs the College through the establishment of clear, consistent, and regularly reviewed institutional policies. This Policy on Policies establishes the framework for the creation, review, approval, and maintenance of College policies and the delegation of authority for associated procedures.

Policies define institutional direction and expectations. Procedures implement policy through administrative processes. The Board retains authority for approval of institutional policies and delegates authority for procedures and administrative processes to the President. The Board affirms the role of shared governance in the policy development process, including review through the College Senate for applicable categories of policies and procedures.

Scope

This policy applies to all institutional policies of the College and establishes expectations for administrative procedures that support those policies.

Definitions

- **Policy:** A governing statement approved by the Board of Trustees that establishes institutional principles, requirements, or directives.
- **Procedure:** An administrative document that defines the processes and steps used to implement an approved policy.
- **Board Authority:** The Board of Trustees approves all institutional policies, reviews policies periodically to ensure alignment with the College mission, strategic priorities, accreditation standards, and legal requirements, and delegates authority to the President for implementation and administration of Board-approved policies.
- **Delegation of Authority:** The Board delegates to the President the authority to establish and administer procedures necessary to implement Board-approved policies; to define and oversee an institutional process for the development, review, approval, and maintenance of policies and procedures.
- **Shared Governance:** Proposed new and revised policies and procedures in designated categories shall be reviewed through the College Senate in accordance with its bylaws, as further defined in administrative procedure.

Procedures do not require Board of Trustees approval.

Ocean County College, Toms River, N.J.

ADMINISTRATION
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Policy Ownership Framework

For purposes of accountability, maintenance, and regular review, institutional policies are organized by numerical series with primary departmental responsibility as follows:

<u>Policy Number Series</u>	<u>Policy Category</u>	<u>Responsible Department</u>	<u>College Senate Review Required</u>
<u>1000</u>	<u>Board of Trustees / Governance</u>	<u>Board of Trustees (supported by President's Office)</u>	<u>No</u>
<u>2000</u>	<u>Administration</u>	<u>Finance & Administration</u>	<u>No</u>
<u>3000</u>	<u>Personnel</u>	<u>Human Resources</u>	<u>No</u>
<u>4000</u>	<u>Business and Finance</u>	<u>Finance & Administration</u>	<u>No</u>
<u>5000</u>	<u>Students</u>	<u>Student Affairs</u>	<u>Yes</u>
<u>6000</u>	<u>Community Affairs</u>	<u>College Relations</u>	<u>No</u>
<u>7000</u>	<u>Educational Programs</u>	<u>Academic Affairs</u>	<u>Yes</u>
<u>8000</u>	<u>Campus Safety and Security</u>	<u>Campus Safety and Security</u>	<u>No</u>
<u>9000</u>	<u>Information Technology</u>	<u>Information Technology Services</u>	<u>No</u>

The policy responsibility chart is provided for general guidance and may not always be accurate, as certain policies and procedures may be jointly owned by multiple areas or may not clearly fall within the scope of a single listed department; in such cases, it is the responsibility of the departments identified above to determine and assign ownership of each policy or procedure to a specific department.

Policy Review and Maintenance

All Board-approved policies shall be reviewed on a regular schedule as defined by administrative procedure or sooner if required by law, regulation, accreditation standards, or institutional need.

ADOPTED: August 23, 1976

Revised:

Reviewed: May 21, 1991

Reviewed: July 6, 2011

EXHIBIT B-2

Ocean County College, Toms River, NJ

PERSONNEL
EMPLOYEES
Educational Reimbursement #3055**POLICY**

Ocean County College offers educational reimbursement to full-time benefit-eligible employees (as defined in Policy #3002, Full-Time Employment) who are in good standing and have successfully completed their probationary period.

Educational reimbursement of tuition may be available for all undergraduate, graduate, doctoral, tuition or professional certification courses/programs (excluding fees and/or other expenses) related to the employee's position from any regionally accredited institution, related to the employee's position. Reimbursements will be paid made, up to the prevailing Kean University undergraduate, graduate, or doctoral rates, for approved credit courses or programs and professional certification programs.

Beginning July 1, 2026, the total amount reimbursed to any employee during the College's fiscal year (July 1 – June 30) shall not exceed the annual IRS limit for tax-exempt educational assistance, as defined under Internal Revenue Code, Section 127. For purposes of administration, the IRS calendar year limit will be applied to the College's fiscal year.

Requests for educational reimbursement must be submitted in accordance with the attached procedures. Reimbursement may not exceed the actual cost or total paid and may not include scholarships, financial aid, or grants the employee has received. Reimbursements must be submitted within ninety- (90) days of course completion.

Employees who apply to receive educational reimbursement agree to the terms of this policy and the repayment requirement if the employee leaves Ocean County College prior to obtaining the degree and before the specified employment term as written in the procedure.

~~The College, in its sole discretion, may provide educational reimbursement to full-time employees (as defined in Policy #3002, Full-Time Employment) who are in good standing, which is defined as not being in any stage of a Corrective Action or Performance Improvement Plan. Newly-hired full time employees are eligible for this benefit following the successful completion of their probationary period.~~

~~Tuition reimbursement for undergraduate or graduate courses may be provided for courses taken at any regionally accredited institution. Fees and other expenses related to courses are not eligible for reimbursement. The employee may be reimbursed for a maximum of twelve (12) credits each academic year (September through August). Employees enrolled in doctoral programs may be eligible for reimbursement beyond twelve (12) credits in an academic year, if formal reports of ongoing progress and associated billing documents can be obtained from the institution. The final reimbursement for a completed doctoral program will be processed following proof of a successful dissertation defense. Reimbursement is made at the institution's per credit rate, not to exceed the prevailing Kean University per credit rate.~~

~~Reimbursement for non-credit educational courses or programs that result in an earned certificate or recognized professional designation related to an employee's position at the College may also be provided. The employee may be eligible for reimbursement for a maximum equivalent of six (6) credits each fiscal year (July through June) at the prevailing Kean University undergraduate per~~

Ocean County College, Toms River, NJ

PERSONNEL
EMPLOYEES
Educational Reimbursement #3055

~~credit rate.~~

~~The employee/student must disclose any grants, financial aid, scholarship and/or other discounts received. Reimbursement will be based on the employee/student's actual cost and reimbursement shall not exceed the amount paid.~~

The College reserves the right to decline a reimbursement request in the event an employee has given notice of their intention to retire or resign or has resigned or retired prior to reimbursement. Reimbursement may be declined if the employee has been or will be terminated for cause or be given a non-renewal notice prior to reimbursement. No reimbursement will be provided to any employee after separation from the College.

In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

ADOPTED: April 25, 2011
Revised: May 4, 2015
Revised: January 28, 2021
Revised: July 28, 2022
Revised: May 28, 2026

EXHIBIT B-3

Ocean County College, Toms River, NJ

ADMINISTRATION

ADMINISTRATIVE OPERATIONS

Public Accommodation #2328

POLICY

~~Public Accommodation: The Board of Trustees of Ocean County College is committed to providing Services, Facilities, Privileges or Accommodations provided by Public Accommodations without regard to race, creed, color, national origin, ancestry, nationality, marital or civil union status, sex, gender identity or expression, affectional or sexual orientation, or disability.~~

Adopted: December 10, 2007