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.

Policy Ownership Framework

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

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

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: May 28, 2026

Reviewed: May 21, 1991
Reviewed: July 6, 2011

PROCEDURE

Policy and Procedure Development, Review, and Approval Procedure

Purpose

This procedure establishes the administrative process for the development, review, approval, implementation, and maintenance of College policies and procedures in accordance with Board policy and shared governance expectations.

Scope

This procedure applies to all College departments responsible for the development and maintenance of policies and procedures.

Definitions

- **Policy:** A governing document approved by the Board of Trustees.
- **Procedure:** An operational document approved administratively to implement a Board-approved policy.
- **Policy Owner:** The department head or designee responsible for the content, maintenance, and review of assigned policies and procedures.
- **Policy Coordinator:** The individual designated by the President to coordinate and oversee the policy and procedure development, review, and documentation process.
- **Departmental Ownership:** Each department is responsible for managing the policies and procedures assigned to it in accordance with the policy ownership framework established in Board policy.

Department responsibilities include drafting and revising policies and procedures; monitoring changes in law, regulation, accreditation, and operations; initiating revisions as needed; conducting required periodic reviews; ensuring that procedures align with approved Board policies; and maintaining documentation of reviews and revisions.

Policy Coordinator Role

The President assigns responsibility for centralized oversight of the policy and procedure process to a Policy Coordinator to ensure consistency, accuracy, compliance, and documentation integrity.

The Policy Coordinator shall:

- Review proposed and revised policies to identify conflicts with existing College policies, applicable law, regulations, accreditation standards, or contractual obligations
- Review procedures for consistency with approved policies
- Ensure documents are complete, accurate, and properly formatted.

Process coordination responsibilities include:

- Issuing current approved versions of policies and procedures to departments for review or revision
- Receiving proposed documents following departmental and governance review
- Assigning policy numbers, titles, headings, and formatting
- Preparing policies for placement on the Board of Trustees agenda
- Preparing and distributing official versions of approved policies and procedures
- Updating the College's official policy repository and website
- Maintaining a complete document history in compliance with New Jersey records retention requirements
- Maintaining a permanent electronic archive following the state-mandated retention period.

College Senate Review

Proposed new and revised policies and procedures in the 5000 (Students) and 7000 (Educational Programs) series are reviewed through the College Senate in accordance with its bylaws.

Proposals are submitted by the relevant administrative area, with support from senior leadership, to the appropriate standing committee. Committee review is limited to the proposed revisions rather than the document in its entirety. Standing committees or the College Senate may return proposals to the originating individual or department for revision or clarification. Upon committee approval, proposals are placed on the College Senate agenda for action.

Following College Senate approval, proposals are forwarded to the Cabinet for further review. If a proposal is not approved by the College Senate, it may still be advanced for administrative consideration by an appropriate senior administrator.

Policy Development and Approval Process

1. **Initiation:** Policies may be initiated due to regulatory requirements, accreditation standards, audit findings, strategic initiatives, operational needs, or scheduled review cycles.
2. **Departmental and Governance Review:** The responsible department drafts the policy and routes it for required cross-functional and College Senate review, if applicable.
3. **Cabinet Review:** The President and Cabinet reviews proposed policies for institutional alignment, consistency, and risk considerations.
4. **Board Approval:** Following Cabinet review, policies are submitted by the President to the Board of Trustees for final approval. Policies do not take effect until approved by the Board.

Procedure Development and Approval Process

1. **Drafting:** Procedures are developed or revised by departments to implement approved Board policies.
2. **Review:** Procedures undergo departmental, cross-functional, and College Senate review where applicable.
3. **Cabinet Approval:** Procedures are then sent to Cabinet for review. Cabinet makes a recommendation to the President.

4. **Presidential Authority:** The President has the authority to approve, modify, reject, or return procedures as deemed necessary. Procedures do not require Board approval.

Implementation and Publication

Board-approved policies are published following Board action. Cabinet/President approved procedures are published following approval. Departments are responsible for communication and implementation within their areas.

Review and Maintenance

Policies and procedures must be reviewed at least every five years or sooner if required. Reviews must be documented even when no changes are made. Procedures must be updated when related policies change. Policies and procedures that are no longer necessary must be formally retired.

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