BRUNSWICK COMMUNITY COLLEGE	CHAPTER 1 ADMINISTRATION	1.15 BOARD POLICY DEVELOPMENT AND REVIEW

POLICY

Brunswick Community College's (BCC) Board of Trustees has the ultimate responsibility for adopting policy as may be required in the judgment of the Trustees for the effective discharge of the Board of Trustees' responsibilities and the effective operation of the College. It is the policy of the Board of Trustees to comply with the rules and regulations of the North Carolina Community College System (NCCCS), and relevant state and federal laws at all times. Any policy found to be in conflict with rules or regulations of the NCCCS, and/or state or federal law shall be null and void to the extent of the conflict. The Board of Trustees will collectively formulate/approve policy and leave policy procedures and administration to the President and the College staff.

PROCEDURES

Board Policy Development and Review Procedures

A policy is defined as a standard, statement, or plan of action of general applicability, originating with the Board of Trustees or recommended by College staff and adopted by the Board of Trustees pursuant to delegated authority. A procedure or rule (college or departmental level) is a statement of actions or operating practices adopted by College staff to address specific subject matters that are limited in scope to functional operations. A procedure or rule may supplement but not conflict with policy. College leadership is charged with the regular and continuous review of Policies for relevance, clarity, currency, and appropriateness.

1. The Board of Trustees may at any time create, adopt, or revise College policy pursuant to their delegated authority. Recommendations for policy adoption or revision will be referred to the applicable Board Committee, and then the full Board of Trustees.
2. In addition, any College group, staff or faculty member may submit recommendations for new or revised Board policy or College leadership approved procedure. Requests for new policy or for revisions to existing policy should be submitted to the area Vice President who will evaluate the request, and, if warranted, take it forward for evaluation and approval. The requests shall be provided in writing in the College approved template for Policy, Procedure or College Rule as applicable.
3. The approval steps for college level Board policy, if arising from College personnel recommendations, include the area Vice President, President's Cabinet, the applicable Board Committee, and the full Board of Trustees. The approval steps for new or revised College leadership approved procedures include the area Vice President and the President's Cabinet.
4. Once fully approved, the Board policy or College approved procedures will be posted on the College website and a notification email will be sent out to all College employees by the Senior Executive Assistant to the President.
5. The approval steps for department level rule/procedures and for College Rules include the area Vice President and the President's Cabinet.

6. Once fully approved, College Rules will be posted on the College website and a notification email will be sent out to all College employees by the Senior Executive Assistant to the President. Departmental rule/procedures will reside within the department and be dispersed to other parties as necessary.
7. Compliance with all stated policies, procedures and rules is mandatory.

Approved by the Board of Trustees
January 19, 2017