



## BERGEN COMMUNITY COLLEGE POLICY

<b>Policy Name:</b>	Formulation, Issuance and Maintenance of College Policies				
<b>Section #:</b>	[TBD]	<b>Section Title:</b>	Administrative		<b>Former #:</b> N/A
<b>Approval Authority:</b>	Board of Trustees		<b>Adopted:</b>	[date]	<b>Reviewed:</b> [date]
<b>Responsible Executive:</b>	President		<b>Revised:</b>	N/A	
<b>Responsible Office:</b>	Office of the Executive Vice President		<b>Contact:</b>	policies@bergen.edu	

### 1. Policy Statement

Bergen Community College formally adopts, promulgates and maintains in a standard format, official college policies in its web-based policy library. Individuals responsible for formulating, implementing and maintaining college policies must comply with the requirements outlined in this document for drafting, vetting, endorsing and/or approving adoption, amendment or rescission of policies. Faculty, staff and students are required to follow policies that apply to their respective roles.

### 2. Reason for Policy

To outline the requirements and a process for the life cycle management of college policies, to assure compliance with policy objectives and to establish accountability of policy owners, relevant stakeholders and constituents affected by these policies.

### 3. Who Should Read this Policy

All members of the Bergen Community College community including faculty, staff, students, covered entities, contractors, non-employees, and agents of the College.

### 4. Resources

- a. College policy template
- b. Procedure for developing a new policy
- c. Procedure for amending an existing policy
- d. Procedure for rescinding an existing policy

### 5. Definitions

**Approval Authority:** This authority (Board of Trustees, President, or senior executive) is responsible for final approval of a new or revised policy (including rescission). In some cases, the “Approval Authority” will be the same as the “Responsible Executive” as described below.

**Life Cycle Management of Policies:** Managing the process encompassing the creation and adoption of new policies, review of existing policies to affirm appropriateness, revise them to address changes in requirements and rescind them when no longer relevant or effective.

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All policies are subject to amendment. Please refer to the Bergen Community College Policy Library website ([bergen.edu/policylibrary](http://bergen.edu/policylibrary)) for the official, most recent version.



**Non-Substantive Policy Changes:** All changes that are relatively minor; pertaining primarily to technical issues, position titles, definitions, corrections of language, etc. with no/minimal impact on the way the business is conducted in support of mission-critical operations.

**Office of the Executive Vice President:** This office works with the Responsible Office, Responsible Executive and Approval Authority in coordinating and facilitating the development, review, revision, approval and communication of College policies. This office also maintains a policy library to provide online access to most current policy information for the entire college community and maintains an archive of outdated policies.

**Policy Library:** It is an electronic repository of policies approved by the college's Board of Trustees, the President and executive officers. These policies have broad application throughout the college. The Office of the Executive Vice President manages and maintains the policy library website, <http://policies.bergen.edu/>.

**Policy Portfolio:** A collection of policies within the purview of specific Responsible Executive/"Owner".

**Policy Template:** A standard structure and format for organizing content for official college policies.

**Procedures:** Describes a step-by-step process for meeting the requirements of a specific policy provision. For example, how to propose a new policy or how to revise an existing policy.

**Responsible Executive/"Owner":** The President or Board of Trustees charges this individual with the responsibility to oversee the development of certain new college policies and the maintenance of existing policies as required in his or her area of jurisdiction and to ensure that appropriate stakeholders (e.g., senior executives, legal counsel, vice presidents, deans, administrators, etc...) are consulted during these processes. This executive also designates a responsible office as explained below.

**Responsible Office/"Author":** Under the direction of the Responsible Executive, the responsible office develops or updates a particular policy and will be accountable for the accuracy of its subject matter, its issuance, and timely review. This office is also responsible for ensuring that procedures necessary to carry out the policy are current and available as hyperlinks to the appropriate departmental web site.

**Stakeholder:** Individual or group, whose knowledge or college role relates to the subject matter of the policy and who, therefore, is consulted for comment on its draft or revision.

**Substantive Policy Changes:** those affecting/requiring:

- the legal, regulatory, financial and ethical obligations and responsibilities,
- the roles of the organizations and/or resource requirements,
- the actions required to remain in compliance with the policy provisions,
- Board of Trustee approval.

## 6. The Policy

College policies are official directives, with broad application throughout the college, which mandate requirements or constraints and establish boundaries for the conduct of members of the college community to:

- enhance missions and strategic goals;
- reduce institutional risks and enhance internal controls;
- establish delegation of authority and responsibility;
- promote compliance with federal, state, local, and other applicable laws and regulations; and
- promote operational alignment, consistency and efficiency

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College policies are established by the President and senior executives under delegated authority and powers by the Board of Trustees to set forth courses of action, assign roles and responsibility, provide administrative direction, and promulgate processes which are applicable broadly, ranging from the entire College to multiple functional areas, divisions, departments and offices.

Policies pertaining to specific functional areas, divisions, departments and offices which are established by the respective senior executive to fulfill delegated responsibility and accountability for the areas within their individual purview do not meet the foregoing criteria for college level policies. While the scope of this document is limited to college policies, all other policies must be clearly written, communicated and maintained and also be consistent and not in conflict with college policies.

### **Policy Ownership/Policy Portfolio**

- a. Policies with locus of responsibility delegated primarily to a single functional area are owned by the senior executive responsible for that area.
- b. Policies with locus of responsibility delegated to more than one functional area are jointly owned by the senior executive(s) responsible for the corresponding areas.
- c. When a policy transcends multiple mission areas (e.g. education, community service), the President or senior vice president generally owns this policy.
- d. The set of policies under the same ownership are collectively referred to as a “policy portfolio” for the specific “Owner”.

## **7. Procedure**

### **A. Life Cycle Management**

- a. All policies within the individual portfolio must be reviewed by the respective “Owner” or the designated “Author”, every three years or earlier if warranted by a significant change in the underlying factors, to determine the need for new policies, or a potential revision or rescission of existing policies. Policies also need to be reviewed in accordance with any laws or regulations that dictate a policy review timetable.
- b. Proposals for new policies qualifying for adoption must include:
  - i. a draft document prepared using the Policy Template.
  - ii. documentation attesting to the vetting/endorsement by the relevant stakeholders and final approval by the “Owner” and the Approval Authority.
- c. Policies being considered for revision will remain in full effect as posted until the new version is officially adopted.
- d. Proposals for “Substantive” revisions qualifying for acceptance must include:
  - i. the current policy version showing the changes being proposed; strikeouts to indicate deletions and underlining and bolding to indicate additions.
  - ii. documentation attesting to the vetting/endorsement by the relevant stakeholders and final approval by the “Owner” and the Approval Authority.
- e. Proposals for “Non-substantive” revisions qualifying for acceptance must include:



- i. the current policy version showing the changes being proposed; strikeouts to indicate deletions and underlining and bolding to indicate additions.
  - ii. documentation attesting to the final approval by the "Owner".
- f. A policy that has outlived its usefulness or been superseded by another policy should be identified for rescission. Proposal for policy rescission must include final approval by the Approval Authority.
- g. Proposals for changes in ownership of policies must be negotiated by the original "Owner" with the new "Owner".

## **B. Developing a New Policy**

### **Responsible Executive:**

- a. Identifies a need for new policy and designates a Responsible Office.

### **Responsible Office:**

- b. Drafts the policy utilizing the policy template which can be downloaded from the website at: <https://bergen.edu/about-us/college-policies/>.
- c. Coordinates Stakeholder review.
- d. Refines draft and sends it to the Office of the Executive Vice President for a review of content for clarity, grammar, spelling and any formatting inconsistencies.
- e. Obtains endorsement from Responsible Executive followed by approval from Approval Authority and sends the final draft accompanied by supporting documentation to the Office of the Executive Vice President.
- f. If Approval Authority is Board of Trustees (BOT), works with the President to schedule and obtain endorsement by the appropriate committee and approval by the board.

### **Office of the Executive Vice President:**

- g. Provides consultation to Responsible Executive and Responsible Office at the outset and as needed during the entire development process.
- h. Reviews policy draft, reflecting stakeholder inputs for clarity, spelling and corrects any formatting inconsistencies.
- i. Sends draft with comments and suggestions back to Responsible Office for obtaining endorsement from and approval respectively from Responsible Executive and Approval Authority.
- j. If Approval Authority is Board of Trustees (BOT), works with the President to schedule committee reviews as a prelude to obtaining approval of BOT.
- k. Updates website and communicates to the College.
- l. Notifies Responsible Executive and Responsible Office that the policy has been published.

### **Responsible Executive:**

- m. Ensures policy is maintained current by review/revision of content on a periodic and as needed basis.



### **C. Amending an Existing Policy**

#### **Responsible Executive:**

- a. Identifies a need for revision and designates a Responsible Office.

#### **Responsible Office:**

- b. Obtains WORD version of the source document from the Office of the Executive Vice President by emailing [policies@bergen.edu](mailto:policies@bergen.edu).
- c. Edits the document using track changes.
- d. Consults with the Office of the Executive Vice President to decide if the changes being proposed are "Substantive" or "Non-Substantive".
- e. If changes are "Non-Substantive" then proceeds to obtain the Responsible Executive approval. Sends approval along with two versions of the policy, a "track changes" version (with strikeouts and additions) and a "clean" version (without strikeouts) to the Office of the Executive Vice President for posting on the policy library website.
- f. If changes are "Substantive":
  - o Coordinates Stakeholder Review.
  - o Refines draft and sends it to the Office of the Executive Vice President for a review of content for clarity, grammar, spelling, and any formatting inconsistencies.
  - o Obtains endorsement from the Responsible Executive followed by an approval from Approval Authority.
  - o Sends Office of the Executive Vice President approval along with two versions of policy, one with "track changes" and a "clean" version (without track changes.)
  - o If Approval Authority is Board of Trustees (BOT), works with the President to schedule and obtain endorsement by the appropriate committee and approval by the board.

#### **Office of the Executive Vice President:**

- g. Provides consultation to Responsible Executive and Responsible Office at the outset and as needed during the entire revision process.
- h. Reviews all policy proposals for clarity, spelling, and any formatting inconsistencies.
- i. Sends draft with comments and suggestions back to Responsible Office for obtaining endorsement and approval respectively from Responsible Executive and Approval Authority.
- j. If Approval Authority is Board of Trustees (BOT), works with the President to schedule committee reviews as a prelude to obtaining approval of BOT.
- k. Updates policy library website and communicates to the College.
- l. Notifies Responsible Executive and Responsible Office that the policy has been published.

#### **Responsible Executive:**

- m. Ensures policy is maintained current by review/revision of content on a periodic and as needed basis.

### **D. Rescinding an Existing Policy**

#### **Responsible Executive:**

- a. Identifies a need for deleting a policy and designates a Responsible Office.



**Responsible Office:**

- b. Prepares a rationale and justification for a decision to delete the policy.
- c. Coordinates Stakeholder review responding to any questions or concerns.
- d. Obtains endorsement from Responsible Executive followed by an approval from Approval Authority.
- e. Sends the approved request to delete policy accompanied by supporting documentation to the Office of the Executive Vice President.
- f. If Approval Authority is Board of Trustees (BOT), works with the President to schedule and obtain endorsement by the appropriate committee and approval by the board.

**Office of the Executive Vice President:**

- g. Provides consultation to Responsible Executive and Responsible Office at the outset and as needed during the entire process.
- h. If Approval Authority is Board of Trustees (BOT), works with the President to schedule committee reviews as a prelude to obtaining approval of BOT.
- i. Updates Policy Library website and communicates to the College.
- j. Notifies Responsible Executive and Responsible Office that the policy has been deleted.