

**BROOKDALE COMMUNITY COLLEGE**  
**COLLEGE REGULATION**

**2.0002R****I. Title of Regulation**

Establishment of Board Policies and College Regulations

**II. Objective of Regulation**

To achieve uniformity in the formulation, presentation and implementation of Board Policies and College Regulations

**III. Authority**

Bylaws of the Board of Trustees, Section 1.0000

**IV. Regulation Statement****A. Board Policy****1. Definition**

Board Policy represents "legislative policy" as expressed in the official minutes of the Board of Trustees in the form of broad authorization or prohibition. A Board Policy is a written general statement approved by the Board of Trustees regarding the delegation to the President of broad authority to take discretionary action in a specific area.

A Board policy normally concerns itself with general outlines of guidance which transcend time or personality; hence, it changes rarely. A Board Policy will be binding on the part of the Administration and will be preceded by the word, "shall."

**2. Initiation**

Any member of the student body, faculty, staff or administration may initiate a policy recommendation or revision at any time by submitting it in writing to the Governance Steering Committee.

**3. Review and Recommendation**

Policy recommendations made through the Governance procedure will be reviewed by the President, who may choose to forward the proposed policy to the Board. The President may request review by an Advisory Committee and/or the President's Cabinet.

**4. Approval for Submission to the Board**

Approval of a proposed Board Policy for submission to the Board will be by the President.

5. Lodging of Proposed Board Policy

After a proposed Policy has been approved by the President, it will be lodged at a meeting of the Board of Trustees.

6. Adoption by Board of Trustees and Distribution

After a Policy has been adopted by the Board of Trustees, the Executive Assistant to the President will be responsible for distribution.

7. Format for Board Policies

The format for a Board Policy will be as follows:

- a. The heading

Proposed

**Policy Number**  
(Page No.)

**BROOKDALE COMMUNITY COLLEGE**

**BOARD POLICY**

**Policy Number**

- b. The body of the policy will carry the following captions:

**I. Title of Policy**

**II. Objective of Policy**

(This should be a statement of the results to be accomplished.)

**III. Authority**

(Reference should be made to a particular section of the New Jersey Statutes governing County Colleges, the Rules and Regulations of the Commission on Higher Education, or the Bylaws of the Board of Trustees.)

**IV. Policy Statement**

**V. Responsibility for Implementation**

(The President is responsible for implementing Board Policies.)

- c. The following will appear at the bottom of the policy:

**Approved:     Board of Trustees**  
**(Date)**

**(Page Number)**

B.     College Regulation

1.     Definition

College Regulations represent "administrative policy" and indicate the authority delegated by the President for the day-to-day operation of the College. A College Regulation is a written, specific statement relative to the delegation by the President to an administrative area the responsibility for implementing Board Policy in a particular set of circumstances.

A College Regulation will be binding on the administration and will be preceded by the word "will," and could include systematic steps to describe the methods, processes, and forms to be used in the accomplishment of tasks.

2.     Initiation

Any member of the student body, faculty, staff or administration may initiate a proposed College Regulation or a revision of an existing College Regulation at any time by submitting a request in writing to the Governance Steering Committee.

3.     Review and Recommendation

College Regulations created and/or revised through the Governance procedure will be reviewed by the appropriate Officer of the College. The President may request review by an Advisory Committee and/or the President's Cabinet.

4.     Approval and Distribution

Approval of a College Regulation will be by the President following review and recommendations by the process indicated in Section 3, above.

5.     Format for College Regulations

The format for a College Regulation will be as follows:

a.     The heading

Proposed

**Regulation Number**  
*(Page No.)*

