

5.7	Process for Establishing Board Policy	13-059	2013-05-16
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## 5.7 Process for Establishing Board Policy

### I. POLICY STATEMENT

*The Board of Regents for Higher Education (“BOR”) is committed to open and transparent communication of the policies that govern its actions. It is the intention of the BOR to create policies that are well-defined, understandable and consistent with its mission.*

### II. PURPOSE

The purpose of this policy is to establish a formal process to create, approve, rescind, and revise policies and procedures that inform students, staff and faculty of the Connecticut State University System, the Connecticut Community Colleges and Charter Oak State College as well as to establish the governing authority of the BOR.

### III. DEFINITIONS

*ConnSCU:* The collective of the following institutions: Charter Oak State College, Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University.

*Constituent unit:* The categorization of the institution as community college, state university, the University of Connecticut or Charter Oak State College.

*Guidelines:* Guidelines establish a protocol to manage a particular policy or procedure as it relates to a particular activity.

*Policy:* A BOR policy is an official statement of the governing principles that guide and inform the decisions and actions of the BOR and institutions under its purview. Policies have broad application for the collective of state colleges and universities. Certain policies may extend to the University of Connecticut when applicable and consistent with State statutes establishing the authority of the BOR for Higher Education. Policies are developed to promote operational efficiencies, to enhance the BOR mission and values, to promote academic excellence, to address student needs, to manage institutional dynamics, to reduce institutional risks, and to ensure compliance with applicable laws and regulations. In developing a BOR policy, consideration should be given to the implications for implementation to ensure that the intent of the policy is achievable, cost effective, and produces the desired outcomes.

*Procedure:* A procedure describes the steps needed to implement or manage a policy, and operate consistent with policy. A procedure describes a process that must be followed to achieve the desired outcomes. A procedure is not a policy.

## **IV. PROCEDURES**

**A. General Requirements:** All BOR policies will be developed and reviewed in accordance with the following requirements:

1. BOR policies shall be:
  - Applicable to ConnSCU institutions (policies may apply to the University of Connecticut, but only as delineated by State statutes)
  - Consistent with applicable laws and regulations
  - Be approved by the full Board of Regents
2. Connecticut Community College Board of Trustees policies, Connecticut State University Board of Trustees and Charter Oak State College policies will remain in effect until amended or rescinded by the BOR and shall govern the constituent unit for which it was written.
3. Each BOR policy will be reviewed and updated from time to time as appropriate.
4. Any new policy as well as any revision of an existing policy may be required whenever there is a change(s) in:
  - the organization;
  - relevant laws, regulations, or case law;
  - available resources, personnel, and facilities; or
  - circumstances that may necessitate restructuring or reformulation of an existing policy or procedure.

### **B. Development, Approval, or Rescission**

#### **1. Development**

A policy proposal may be presented to an executive staff member, a Vice President or a standing or special committee of the BOR. All policy proposals shall benefit from a collaborative focus with board committees working in partnership with staff members who are tasked with researching, vetting, and providing guidance, where applicable, to create or modify board policy. A policy proposal shall include a staff summary describing the information considered in developing the proposal and also a proposed resolution for adoption by the BOR committee. If recommended, the BOR Committee will submit the proposed policy or procedure for official consideration and approval to the full Board of Regents for Higher Education.

#### **2. Approval**

Upon receipt of an approved policy the Board Secretary will:

- Post the document on the BOR website.
- Send an e-mail to all ConnSCU informing them of the policy and the date on which it will take effect.
- Notify all Regents.

### **3. Modification and Rescission**

Proposals to rescind or modify a policy shall be approved by the Board.

### **V. RESPONSIBILITY**

- A.** Policy shall be approved by vote of the board. The BOR may not delegate its policy making authority to committee. Only the BOR may adopt policy.
- B.** The President of the BOR or his/her designee is responsible for ensuring that all policies are current, compliant with the law, and consistent with other applicable standards.
- C.** Each Vice president will be responsible for:
  - 1. Reviewing and updating the policies and procedures as needed.
  - 2. Ensuring that his/her staff and colleagues are made aware of all applicable policies.
  - 3. Monitoring compliance and assessing outcomes.

### **VI. APPROVAL and EFFECTIVE DATE**

Effective Date will be upon passage unless otherwise directed by Board or law.