



BOARD POLICY

No. 900

TITLE:	Development, Review, and Maintenance of Board Policies and Administrative Procedures
DATE ADOPTED:	January 20, 2026
EFFECTIVE DATE:	January 20, 2026
SUPERSEDES:	January 15, 2019 & December 15, 1992

PURPOSE

To outline the Board of Trustees' guidance regarding the development of Board Policies and Administrative Procedures.

POLICY

Policies:

The Board delegates to the President the function of specifying required and detailed Policies under which the College will operate. The Board of Trustees shall approve such policies as may be required by law, or which it deems necessary.

Administrative Procedures:

The purpose of this Policy is to ensure that the Board of Trustees exercises active, systematic, and documented oversight of Board policies in support of institutional integrity, effective governance, and compliance with applicable accreditation standards, laws, and regulations.

This Policy affirms the Board's responsibility to ensure that its policies remain current, coherent, risk-informed, and aligned with the College's mission, ethical obligations, and governance principles, while preserving the appropriate operational authority of the President.

SCOPE AND APPLICATION

This Policy applies to all Board of Trustees policies, across all policy series, and governs the review cycle, prioritization, documentation, and oversight of Board policy maintenance.

This Policy does not prescribe operational or administrative procedures, which shall be addressed through administrative processes established by the President, consistent with Board policies and direction.



POLICY STATEMENT

The Board of Trustees shall maintain a regular, Board-directed, and documented policy review process that promotes:

- Ethical conduct and institutional integrity;
- Clear governance authority and accountability;
- Compliance with accreditation standards and applicable law; and
- Transparency and rigor in Board decision-making.

Policy review shall be conducted in a manner that is standards-based, risk-informed, and proportionate, recognizing that not all policies present equal institutional, legal, or reputational risk.

REVIEW CYCLE

1. Routine Review Interval

All Board policies shall be reviewed on a scheduled cycle not to exceed five (5) years, unless otherwise determined by the Board of Trustees.

2. Priority Review Categories

In establishing review priorities, the Board shall give particular attention to policies implicating:

- Ethics and integrity;
- Conflicts of interest, nepotism, and fiduciary obligations;
- Discrimination, harassment, retaliation, and whistleblower protections;
- Governance authority, Board procedures, and accountability; and
- Transparency, public accountability, and statutory compliance.

3. Triggered Review

A policy may be reviewed outside the regular cycle when warranted by:

- Changes in applicable law or regulation;
- Accreditation findings, recommendations, or monitoring requirements; or
- Identified governance, compliance, or institutional risk.



ROLES AND RESPONSIBILITIES

1. Board of Trustees

The Board of Trustees retains ultimate authority and responsibility for adoption, amendment, reaffirmation, or repeal of Board policies; establishment of review priorities and expectations; and oversight of the policy review and maintenance process.

2. Board Policy Review Committee

The Board Chair shall appoint members to a Board-designated select committee to coordinate policy review activities and bring recommendations to the full Board.

All proposed Board policies, including new policies and substantive revisions to existing policies, shall be initiated by the President and submitted to the Board-designated committee for review prior to consideration by the full Board of Trustees.

The committee shall review proposed policies for clarity, coherence, and internal consistency; legal sufficiency and statutory compliance; alignment with Board governance principles and fiduciary responsibilities; and consistency with applicable accreditation standards.

Following review, the committee may:

- a. recommend the proposed policy for consideration and adoption by the full Board of Trustees;
- b. return the proposal to the President with guidance or requested revisions; or
- c. decline to recommend the proposal for Board consideration.

Only those proposed Board policies recommended by the committee shall be advanced to the full Board for consideration.

The Board of Trustees retains final authority to adopt, amend, reaffirm, or repeal Board policies.

ADMINISTRATIVE PROCEDURES

The Board delegates to the President the authority and responsibility for developing, specifying, implementing, and maintaining Administrative Procedures necessary to carry out Board policies.

Administrative Procedures shall be fully consistent with Board policies; shall not require Board approval unless otherwise directed by the Board; and shall be reviewed and updated by the administration as necessary to ensure continued compliance with Board policy, applicable law, and accreditation standards.



DOCUMENTATION AND TRANSPARENCY

The President, or designee, shall maintain a current inventory of Board policies, including adoption and revision dates. Policy review activity, including affirmations of no change, shall be documented and available for governance and accreditation purposes.

NON-SUBSTANTIVE REVIEW

Nothing in this Policy requires substantive amendment at each review interval. A policy may be affirmed without change when the Board determines that it remains effective, appropriate, and aligned with institutional needs.

ACCREDITATION ALIGNMENT

This Policy supports compliance with the Middle States Commission on Higher Education Standards, including Standard 2 (Ethics and Integrity), Standard 2.7 (Avoidance of conflicts of interest and ethical governance), and Standard 7 (Governance, Leadership, and Administration).

EFFECTIVE IMPLEMENTATION

This Policy shall be implemented in a manner that supports continuous improvement, reinforces the Board's governance role, and respects the President's administrative authority.

A handwritten signature in blue ink that reads "Dr. David Spang".

1/21/26

President

Date:

A handwritten signature in blue ink consisting of the letters "SK".

1/21/26

Chairman

Date: