

BOARD POLICY PRINCIPLES AND GENERAL DEFINITIONS -

BP 1.4

*Legal Authority: NCGS 115D-5; NCGS 115D-12; NCGS 115D-13; NCGS 115D-14;
23 NCAC 2C .0100*

*Approval: April 19, 2011
Revision: February 8, 2016*

BOARD POLICY PRINCIPLES AND GENERAL DEFINITIONS

Policy Statement

The NCGS and the System have established and granted various powers and duties to the Board of Trustees and the President of the College, including the authority to establish Policies and Procedures for the efficient and orderly administration of the College. This Policy addresses the sources of authority for Policies and Procedures at the College and the means for their adoption and publication. The Board of Trustees delegates authority to the President to implement Procedures in accordance with Policies adopted by the Board of Trustees or required by federal or state laws and regulations. The President may promulgate those Procedures deemed necessary or useful for the implementation of the Board's Policies.

Definitions: The following definitions shall apply to all College policies and procedures unless specifically stated otherwise in a particular policy or procedure.

1. Board: The Board of Trustees of the College.
2. College: Craven Community College.
3. NCAC: The North Carolina Administrative Code.
4. NCGS: The North Carolina General Statutes.
5. Policy: A written guideline, course of action, or directive adopted by the Board of Trustees and applicable to the College. College Policies are posted on the College's website.
6. Procedure: A written guideline, course of action, or directive adopted by the President to implement Board Policy, and/or to govern academic, student, or administrative functions of the College. College Procedures are posted on the College's website.

7. President: The president and chief executive officer of the College. Unless otherwise stated or apparent from the context of usage, “President” also refers to the President’s designee.
8. State: The State of North Carolina.
9. State Board: The State Board of Community Colleges.
10. System: The North Carolina Community College System, including the State Board of Community Colleges.

Adoption of Policies

- (1) Recommendations for New Policies or Changes to Existing Policies: Recommendations for new or revised Policies may be made by the President on his or her own motion or may be proposed by any member of the College community. Recommendations from other than the President should be submitted to the Executive Assistant to the President.
- (2) Implementation of Policies and Regulations: The President, after consultation with legal counsel and the appropriate executive officer(s), may make revisions to Policies required by federal or state laws and regulations.
- (3) Reformatting/Minor Changes: Reformatting, editorial, and minor changes that do not affect the substance of a Policy may be made by the President or his or her designee.

Content, Format, and Publication

- (1) Content: Policies and Procedures create administrative structures, set priorities, assign responsibility, delegate authority, establish accountability, and define reporting requirements. They should be concise, understandable and contain only material essential to the Policy or Procedure.
- (2) Format: New Policies and Procedures should be drafted in numerical outline format following the Manual template. Section titles and subtitles should be used where appropriate. Hyperlinks in the body of the regulation are limited to other College Policies, Procedures, and forms. All other references should be listed and hyperlinked in the informational section preceding the text of the Policy or Procedure.
- (3) Publication of Policies and Procedures: The official site for approved Policies and Procedures is the College’s Policy and Procedures Manual website.

Controlling Documents

The following order of precedence shall govern in the event of a conflict between any College Policy, Procedure, law or regulation:

- (1) Federal law and regulation.
- (2) North Carolina law and regulation.
- (3) System Policies.
- (4) Bylaws of the Board of Trustees.
- (5) Board of Trustee Policies.
- (6) College Procedures.

[Return to Table of Contents](#)