

<b>78.06</b>	<b>Criteria for Board of Governors Policy Approval</b>	<b>GUIDELINES</b>
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## 1.0 PURPOSE

- 1.1 Nova Scotia Community College (NSCC) is committed to the ongoing development of a robust set of policies and procedures to guide its implementation of the College’s vision, mission, and values and foster excellence in the operation of the College.
- 1.2 These guidelines articulate the criteria used to determine which of NSCC’s College-wide policies require Board of Governors approval and provide the full list of policies that are currently assigned as requiring Board approval.

## 2.0 SCOPE

- 2.1 These guidelines are provided to compliment NSCC’s Procedure 78.02 – Policy Development, Renewal and Approval that articulates the policy review and approval processes used for all NSCC’s policies and procedures, including those routed to the Board of Governors for final approval.
- 2.2 Procedure 78.02 - Table 5.2 – Policy Approval Routing Processes by Scope of Change is provided in Appendix A in Section 5 of these guidelines.

## 3.0 GUIDELINES

- 3.1 The Board of Governors approves policy in the following areas:
  - a. all policies that describe how the Board of Governors organizes and manages its operations;
  - b. all decision-making areas identified in the Community Colleges Act as the responsibility of the Board of Governors
  - c. all other mandated requirements under federal and provincial legislation that apply to NSCC.
  - d. other policies of strategic importance as recommended by the College Executive to come under the purview of the Board of Governors
- 3.2 If 3.1.d is the primary reason for recommending that a policy requires Board of Governors approval, the President will consult with the College Executive Team and others as needed, and make the final decision.
- 3.2 All other academic and operational policies and procedures will be developed, approved and routinely reviewed by the College Executive Council as documented in the NSCC Policy Development, Renewal and Approval Policy (78.01) and Procedures (78.02)

<b>Executive Policy Sponsor:</b> President, NSCC	<b>Policy Steward:</b> Secretary to the Board of Governors	<b>Approved:</b> Board of Governors JUNE 21 2018	<b>Effective Date:</b> JULY 1, 2018	<b>Next Review:</b> JUNE 2019
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## 4.0 POLICY SUPPORTS

**RELATED POLICIES & PROCEDURES**

- 78.01 POLICY** – Policy Development, Renewal and Approval
- 78.02 PROCEDURES** – Policy Development, Renewal and Approval
- 78.03 FORM** – Policy Development Work Plan – Major Scope and Substantive Change
- 78.04 GLOSSARY OF TERMS**– Definition of Terms used in NSCC Policies & Procedures
- 78.05 WORKING GUIDE** – Policy Development and Renewal at NSCC

## 5.0 APPENDIX A

**Table 5.2 - PROCEDURES (78.02) Policy Development, Renewal & Approval**

**TABLE 5.2 – POLICY APPROVAL ROUTING PROCESSES BY SCOPE OF CHANGE**

STEP	TIMELINE	ACTION	MAJOR	SUBSTANTIVE	MINOR
1	AUG	Identify Annual Policy Development and Renewal Priorities	Executive Council	Executive Council	Policy Sponsor
2	SEP-OCT	Work Plans, including Stakeholder Engagement Plan Completed and Approved	Executive Council	Policy Sponsor	N/A
3a	NOV	Research, Analysis and Draft Completed	Policy Steward	Policy Author / Steward	Policy Author/ Steward
3b	DEC	Review and Approve Working Draft of Policy	Policy Sponsor	Policy Sponsor	Policy Sponsor
4	JAN-MAR	Review and Input on Working Draft by Policy Stakeholders	Required	Required	N/A
4b	JAN-MAR	Send to Legal (if required by Sponsor)*	Optional*	Optional*	N/A
4c	JAN-MAR	Review by Internal Audit (if required by Sponsor)*	Optional*	Optional*	N/A
5	FEB-APR	Final Revisions & Templated Documents Prepared	sent to Policy Officer	sent to Policy Officer	sent to Policy Officer
6	APR-JUN	Final Review / Approval (and sent to Board of Governors as required)	Executive Council	Policy Sponsor	Policy Sponsor
7	JUL-SEP	Prep, Communicate and Publish Approved Policies	Policy Officer	Policy Officer	Policy Officer

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**6.0 APPENDIX B**

**CLASSIFICATION OF EXISTING BOARD APPROVED POLICIES**

<b>NSCC Policies Approved by the Board (2018)</b>	<b>Primary Reason for Board Approval</b>	<b>Board Committee</b>
Board Governance Policies (multiple)	A: Board Governance	Executive
Guidelines for the Establishment, Expansion, Suspension or Transfer of Core Programs	B: Community Colleges Act	Executive
Educational Equity Policy (new in 2018)	B: Community Colleges Act	Governance
Admissions Policy	B: Community Colleges Act	Programs
Credentials	B: Community Colleges Act	Programs
Fair Hiring Policy	B: Community Colleges Act	Governance
Employee Success Policy	B: Community Colleges Act	Governance
Respectful Workplace and Learning Environment	B: Community Colleges Act	Governance
Tuition & Fees Policy	B: Community Colleges Act	Finance, Audit, Risk
Employment Equity Policy	B: Community Colleges Act	Governance
Procurement Policy	B: Community Colleges Act	Finance, Audit, Risk
Fraud Policy	B: Community Colleges Act	Finance, Audit, Risk
Presidential Travel Policy	B: Community Colleges Act	Finance, Audit, Risk
Short Term Investment Policy+	B: Community Colleges Act	Finance, Audit, Risk
Risk Management Policy	B: Community Colleges Act	Finance, Audit, Risk
Accounts Receivable Write-off and Allowance for Doubtful Accounts+	B: Community Colleges Act	Finance, Audit, Risk
Records Management Policy (new – under development)	B: Community Colleges Act	TBD
Research Ethics Board Policy	C: Other – Mandated Fed/Prov	Programs
Research Integrity Policy	C: Other – Mandated Fed/Prov	Programs
Occupational Health and Safety Policy	C: Other – Mandated Fed/Prov	Governance
Sustainability Policy	C: Other – Mandated Fed/Prov	Governance
Fundraising Policy	C: Other – Mandated Fed/Prov	Executive
Intellectual Property Policy	C: Other – Mandated Fed/Prov	Programs
Academic Accommodations Policy	D: Organizational Decision	Programs
Student Appeals	D: Organizational Decision	Programs
Work Integrated Learning	D: Organizational Decision	Programs

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