

**Approved by:** Board of Trustees

**Date Approved:** October 21, 2013

1. **Summary:** This policy addresses the Board of Trustee's creation, adoption, revision, and administration of policies.
2. **Rationale:** According to the bylaws of the College, the Board of Trustees (Board) must approve policies that contribute to the best possible environment for students to learn and develop their abilities and that contribute to the best possible environment for the faculty to teach, pursue their scholarship, and perform public service. These policies include the protection of academic freedom consistent with the mission of the college.

The Board must also approve institutional policies that bear on faculty appointment, promotion, tenure, and dismissal as well as personnel or antidiscrimination policies for other categories of employees.

3. **Entities Affected:** all constituents and visitors of the College

4. **Definitions:**

*Policies:* guiding or governing principles, formally approved to provide assistance in the conduct of college affairs.

*Procedures:* statements that provide for orderly implementation of established policies through specific, prescribed actions and are more detailed than a policy statement.

5. **Policy:** Board of Trustees policies will be created, adopted, revised, and administered according to the following criteria:

#### **Creation and Approval of Policies**

1. Any member of the BOARD may propose creation of a new policy. A proposed policy must be put in writing and must be submitted to the BOARD secretary in order to be considered for approval.
2. After receiving the proposed policy in writing, the BOARD secretary must distribute the proposed policy to each member of the BOARD for review. Each BOARD member must review the contents of the proposed policy and be prepared for discussion of its particulars.
3. After the proposed policy has been distributed to each member of the BOARD, the BOARD Chairman will read the proposed policy during a regular BOARD meeting. This will constitute the first reading of the policy. The first reading cannot result in a vote of approval. Immediately following the first reading, the BOARD Chairman will assign the proposed policy to the committee to which the policy most closely relates. The BOARD Chairman will then lead the BOARD in a discussion of the proposed policy. The chairman of the responsible committee will keep notes on the discussion. After the discussion has ended, the proposed policy will be given to the responsible committee for further review.

4. The responsible committee will prepare a report on the proposed policy for the next regular BOARD meeting. This report should include statistical analysis where necessary and should take into account the BOARD discussion from the first reading of the policy. The responsible committee must consult its staff liaison and any additional college staff, faculty, or students as needed. The responsible committee will then compile a report with recommendation for approval, rejection, or modification of the policy. This report will include a second draft of the proposed policy with any suggested revisions.
5. At the next regular meeting of the BOARD, the responsible committee will submit its report and will read the second draft of the proposed policy. The chairman of the responsible committee will then lead the BOARD in a final discussion of the proposed policy. At the end of this discussion, the BOARD Chairman will call for a vote. The BOARD will then vote to approve or reject the proposed policy. A majority vote will decide the outcome. Any member of the BOARD may, during discussion, move that the proposed policy be tabled and returned to the responsible committee for further review and revision. The responsible committee will then prepare another draft for vote at the next regular BOARD meeting.
6. The BOARD Chairman may, after the first reading and discussion of the proposed policy, decide to allow the responsible committee to submit its report and second draft for discussion and final vote prior to the next regular BOARD meeting. In this instance, the responsible committee will email the report and second draft to each member of the BOARD. The BOARD will then discuss the proposed policy by email, letter, or phone. The BOARD Chairman may call for a final vote no less than ten days after the report and second draft have been submitted to each BOARD member. The BOARD may then approve or reject the proposed policy. For all policies proposed under this arrangement, a three-fourths majority vote is required for approval. Any member of the BOARD may, during discussion, move that the proposed policy be tabled and returned to the responsible committee for further review and revision. The responsible committee will then prepare another draft for vote at the next regular BOARD meeting.

#### **Distribution and Implementation of a New Policy**

All new policies must be given to the President of the College for distribution and implementation. The President must notify all college staff and faculty of the new policy and must make the policy publicly available. The President must then oversee the implementation of the new policy within the institution, should the policy affect the operation of the college beyond the functioning of the BOARD.

#### **Policy Template**

The standard template should be used for all college policies. Only those policies approved in accord with this policy will have the force of college policy. The standard template for policies can be requested from the Office of Institutional Effectiveness and Research.

#### **Posting of Policies**

All official policies will be posted on an internet site maintained by the IT Department.

#### **Archiving of Policies**

All policies will be maintained in the Office of Institutional Effectiveness and Research. Any campus office may request a copy of an existing policy.

#### **6. Procedure:**

- a. **Implementation:** Not applicable.

- b. **Responsibility for Compliance:** Chief of Staff
- c. **Notification:** This policy will be posted on the College's website.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 1.004
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Related policies:

Policy History

Version 1.0	October 21, 2013
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