

# **GLENVILLE STATE COLLEGE POLICIES**

## **ADMINISTRATIVE POLICY 10**

### **POLICY ON POLICIES**

#### **10.1. General**

1.1. Scope - This policy establishes the process for adoption, amendment, or repeal of policies and posting and publication of policies by the Glenville State College Board of Governors

1.2. Authority - WV Code §18B-1-6

1.3. Effective Date – ~~April 8, 2015~~

1.4. Revision of Former Policy - Revises and replaces Glenville State College Administrative Policy 10 [2006][2015].

#### **10.2. Purpose**

2.1. It is the purpose of the Board to encourage and facilitate, to the greatest reasonable degree, an active participatory governance process for the institution. To that end, this policy shall be implemented to encourage and foster notice and an opportunity for comment as to all institutional policies which come before the Board for review.

#### **10.3. Definitions**

3.1. The term “rule” shall be defined as it is in WV Code §18B-1-6(c). The current definition is quoted below:

3.1.1. §18B-1-6(c)(1) - "Rule" means any regulation, guideline, directive, standard, statement of policy or interpretation of general application which has institution-wide effect or which affects the rights, privileges or interests of employees, students or citizens. Any regulation, guideline, directive, standard, statement of policy or interpretation of general application that meets this definition is a rule for the purposes of this section

3.1.2. §18B-1-6(c)(2) Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution, which deal solely with the internal management or responsibilities of a single unit, division, department or school or with academic curricular policies that do not constitute a mission change for the institution, are excluded from this subsection, except for the requirements relating to posting.

3.2. The term “policy” as it is used by the Board shall be synonymous with the term “rule” defined in 3.1 above.

3.3 The term “administrative procedure” means any regulation, guideline, directive, standard, or statement of policy or interpretation of future effect that does not qualify as a “rule.”

#### **10.4. Application**

4.1. This policy shall apply to the adoption, amendment, or repeal of any policy of the Board of Governors. It does not apply to administrative policies/procedures or guidelines established by administrators of the college for individual units, divisions, or departments which deal solely with internal management or responsibilities of those units, divisions, or departments. This policy does not apply to academic curriculum policies which do not constitute a mission change and which are developed and implemented by academic committees. This policy does not apply to subject-matter not included within the scope of Series 4 of the Policy Commission.

#### **10.5. Adoption, Amendment, and Repeal of Policies**

5.1. The Board authorizes the president and his/her staff to initiate the rulemaking process on its behalf.

5.1.1. If the process is initiated by the president and his/her staff, the policy shall be brought to the Board for approval only after the appropriate notice and comment period requirements have been met for the intent to draft, amend, and/or repeal policies.

5.1.2. The board may also approve emergency policies before the normal notice and comment period. A policy approved as an emergency must be approved, following the normal procedures in this policy, within 3 (three) months of its emergency approval or it shall expire.

5.1.3. The Board authorizes the president and his/her staff to make modifications to a proposed policy in response to comments.

5.2. The Board will approve policies in a manner consistent with all applicable laws, policies, and procedures of the state of West Virginia and all relevant governing authorities.

5.3. The Office of the President shall notify the following individuals of a request for comment/suggestions on a proposed policy:

5.3.1. The GSC faculty senate president.

5.3.2. The GSC ~~classified~~ staff council president.

5.3.3. The GSC student government president.

5.3.4. The Chancellor of the Higher Education Policy Commission.

5.4. The same individuals will be notified of an intent to draft, amend, or repeal a policy and a date noted when comments regarding the intent to draft, amend, or repeal the policy are to be returned to the Office of the President.

5.5. Any policy subsequently drafted and considered for adoption will be circulated in draft form to the same individuals and a date noted when comments on the draft are to be returned to the Office of the President. ~~The timeframe for such comments shall not be less than 14 (fourteen) days. The final proposed policy shall be sent to the Chancellor 15 (fifteen) days prior to the Board of Governors' formal adoption of the policy.~~

5.6. A final draft of the policy being considered shall be sent to the same individuals and parties with an explanation of any changes and a summary of comments received. Comments will also be solicited regarding the final draft policy and a date noted when comments regarding the final draft policy are to be returned to the Office of the President. The timeframe for such comments shall be 30 (thirty) days.

5.7. A public comment notice will be posted on the GSC Board web page on all final draft policies for a period of 30 (thirty) days.

5.8. If comments are received during the 30 (thirty) day comment period, the final draft policy, along with comments received, will be posted on the College's website for ten 10 (ten) calendar days before final Board of Governor's action is taken.~~presented to the Board for final approval.~~ If no comments are received during the 30 (thirty) day comment period, the policy will be forwarded to the Higher Education Policy Commission for final approval, provided that the Board has provided notice that a policy which receives no comment during the 30 (thirty) day comment period will be forwarded the Higher Education Policy without further Board action.

5.9. Paper copies of all policies and proposed policies may be accessed in the Office of the President.

5.10. Electronic copies of all policies and proposed policies will be available for viewing on the GSC Board of Governors web page.

Approvals:

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President

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Date

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Chair of the Board

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Date