

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-2.1

TITLE: PRIME POLICY

SECTION 1. GENERAL

- 1.1 Scope This policy applies to the Board of Governors' actions for formulation and review of official policy statements governing Eastern West Virginia Community & Technical College.
- 1.2 Authority West Virginia State Code § 18B-2A-4, "Powers and duties of governing boards generally," and WV Code of State Rules, Title 133, Procedural Rule, WV Higher Education Policy Commission, Series 4, "Rules, Guidelines and Other Policy Statements By Governing Boards."
- 1.3 Effective Date May 24, 2004
- 1.4 Repeal of Former Rule – Repeals and replaces Policy No. BP-2.1 effective October 23, 2002.

SECTION 2. DEFINITIONS

- 2.1 Board of Governors Policy: a statement officially adopted by the Board of Governors (Board) at a public meeting that establishes one or more general institutional goals and/or stipulates the stance that the Board of Governors directs the institution to maintain in pursuit of approved general institutional goals and/or state Higher Education Policy Commission (HEPC) Rules.
- 2.2 Policy Action: a proposal to adopt, amend, or repeal a Board policy.
- 2.3 Responsibility: the Board of Governors is the governing entity of Eastern West Virginia Community & Technical College. In this role, the Board of Governors has statutory authority to adopt, amend, or repeal all policies governing the College.
- 2.4 Initiation: the policy formulation process may be initiated either by the Board of Governors or by the various college constituencies, i.e., administration, faculty, staff, and/or students.

- 2.5 College Regulation: a statement officially approved by the President that sets out College-wide procedures to follow in the implementation of policy(s) adopted by the Board of Governors or as required by State or Federal law.
- 2.6 Senior Administrative Leadership Team (SALT): senior administrators holding non-classified employee status, directly reporting to the President with policy recommendation and leadership responsibilities.
- 2.7 Governance Council: the second level review body consisting of representatives of constituent groups sitting as a formal body for the purpose of policy development and recommendation and for the approval and issuance of College regulations.

SECTION 3. FORMULATION AND REVIEW

- 3.1 A proposed policy action shall be forwarded to the President for review and consultation as appropriate.
- 3.2 If deemed necessary, the President will refer the proposed policy action to legal counsel and the appropriate senior administrator for comment.
- 3.3 If the President is unsure whether or not a proposed policy action is specifically regulated by HEPC Series 4, then the President shall contact the Chancellor for guidance.
- 3.4 After all appropriate consultations, the President shall provide written feedback to the initiator and the Board as to the appropriateness, need, and future of the proposed policy action.
- 3.5 If the President determines that the proposed policy action is warranted, then the President refers the policy action to the appropriate senior administrator(s) for the formulation of an initial draft and first level review with the appropriate governance team.
- 3.6 The President will place the initial draft of the policy action on the agenda of the Governance Council. Concurrently, the President will disseminate a copy of the draft policy action to all internal constituencies, soliciting written comments on the proposal.
- 3.7 At the meeting, the Governance Council will revise the initial draft, making changes as necessary. Consideration will be given to any written feedback from the internal constituencies.
- 3.8 When the Governance Council concurs, the President will recommend the draft policy action to the Board of Governors Chair. Concurrently, the

- President will disseminate copies of the draft policy action to the internal constituencies and the Chancellor.
- 3.9 The Board of Governors Chair will refer the draft policy action to the Board Committee with the subject oversight responsibility for the policy area.
- 3.10 The Committee will review all draft policies referred to it in the sequence determined by the Committee Chair, make any changes deemed necessary, and vote to recommend the policy action to the full Board.
- 3.11 The Board Chair will place specified Committee draft policy action(s) on the Board meeting agenda.
- 3.12 The Board will consider the policy action and vote either to approve the policy action or refer it back to Committee for further consideration.
- 3.13 Draft policy actions returned to Committee will repeat the process outlined in sections 3.9 through 3.12 above.
- 3.14 Draft policies approved by the full Board will be referred to the President for the following actions:
- 3.14.1 Post the approved policy for a 30-day comment period from issuance date at official sites:
 - On the Eastern web site
 - In the College's Resource Center designated locations
 - On the Eastern faculty and staff shared computer file
 - 3.14.2 Send a copy of the approved policy to the Chancellor for review in accordance with HEPC Rule, Series 4.
- 3.15 Written comments received during the 30-day period shall be returned to the President who will organize the comments and present them to the Board Chair.
- 3.16 The President shall notify the Board Chair of any comments received from the Chancellor during that 30-day period. The Board shall address any such comments in accordance with HEPC Rule, Series 4.
- 3.17 The Board may schedule a public hearing regarding the policy action following the 30-day comment period.
- 3.18 The Board will review the comments received and make any changes to the policy action deemed necessary.

- 3.19 Once the Board votes to approve the final policy, an effective date will be assigned to the Policy, evidenced by the signature of the Board of Governors Chair.
- 3.20 Any policy approved by the Board shall be filed with the Chancellor in accordance with HEPC Rule Series 4.
- 3.21 Copies of all approved policies will be placed on file in the College's Resource Center and on the College's official web site.
- 3.22 The President is authorized to prepare and implement regulations to implement all approved policies.

SECTION 4. EVALUATION

- 4.1 All policies will be evaluated periodically by the President, but at a minimum of every three years. The respective manuals and web site, in which all policies are incorporated, shall be updated periodically to reflect any revisions.

SECTION 5. EXCEPTIONS TO THE REVIEW PROCESS

The Board may make policy actions that are exempt from the above review process in response to the following:

- 5.1 Emergencies.
 - 5.1.1 The Board may declare that an emergency exists and a policy is necessary for the immediate preservation of the public peace, health, safety, or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of HEPC, or to prevent substantial harm to the public interest, or to deal with financial exigency.
 - 5.1.2 The President shall forward the Board policy action and the facts constituting an emergency in writing to the Chancellor. If the Chancellor agrees that an emergency exists, then, any such policy adopted by the Board under this exception, shall remain in effect no longer than three (3) months and shall expire unless the Board has completed final approval under the normal process set out in this policy. During the emergency period, the policy will be labeled as an "Emergency Policy" until the full process is complete and the final approval with effective date is authorized by the Board.

- 5.2 Items that are to be acted upon by the Board in accordance with local, state, and federal laws, rules, or regulations.
- 5.3 Board of Governors operating guidelines, bylaws, and/or standing rules.
- 5.4 Editorial or non-substantive changes to existing policies.

SECTION 6. NUMBERING SYSTEM

- 6.1 All Board Policies will be numbered in the following sequence with individual policies numbered, for example BP-2.1, BP-2.2, BP-3.1, BP-3.2 etc.:

- BP-1.0 College Overview
- BP-2.0 Policy Framework
- BP-3.0 Academic/Instructional
- BP-4.0 Learner Services
- BP-5.0 Personnel
- BP-6.0 General Administrative
- BP-7.0 Fiscal
- BP-8.0 Miscellaneous

SECTION 7. FORMAT

- 7.1 Policies will be organized in the same format as followed in this Prime Policy. See attached form.

BOARD OF GOVERNORS, CHAIR

May 24, 2004

DATE

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-2.1

TITLE: [TITLE]

SECTION 1. GENERAL

- 1.1 Scope This policy applies to [general statement as to coverage of the policy]
- 1.2 Authority [State any Rules, State Code, etc. that drafter makes reference to in this policy to best of your ability.]
- 1.3 Effective Date [will be added at time of final approval and signature]

SECTION 2. DEFINITIONS

- 2.1 [Underline word/s being defined followed by a “:” and then define.]
- 2.2 [Number according to quantity of words that need to be defined to make drafting easier: Avoid putting lengthy definitions in the body of the policy. You can define once here and just use the word hereafter.]

SECTION 3. [TITLE SECTION AS NECESSARY TO DEFINE EACH SECTION, i.e. FORMULATION AND REVIEW, WORKWEEK, HIRING PRACTICES, etc.]

- 3.1 [Break down the processes, or ideas in paragraphs in whatever combination makes sense to drafter. Numbering is for ease of referral only, so drafter can decide when to break into separate paragraphs.]
- 3.2 etc.

SECTION 4. [TITLE]

- 4.1 [Use as many sections as drafter wants to break up policy for ease of understanding.]

BOARD OF GOVERNORS, CHAIR

DATE