

**BLUEFIELD STATE COLLEGE  
BOARD OF GOVERNORS  
POLICY NO: BG-102**

**TITLE: POLICYMAKING**

**SECTION 1. GENERAL**

- 1.1 Scope: This policy describes steps for adoption, amendment, or repeal of policies and posting and publication of policies by Bluefield State Board of Governors (Board).
- 1.2 Authority: W.Va. Code Section 18B-1-6; W.Va. Title 133 CSR 4
- 1.3 Filing Date: April 6, 2020
- 1.4 Effective Date: April 6, 2020.

**SECTION 2. APPLICATION**

- 2.1 This policy shall apply to the adoption, amendment, or repeal of any policy of the Board. It does not apply to administrative policies 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: Rules and Administrative Procedures of the Higher Education Policy Commission.

**SECTION 3. NEW, AMENDING, AND REPEAL OF POLICIES**

- 3.1 The Board authorizes the president and his/her staff to initiate and execute the rulemaking process on its behalf in a manner consistent with Title 133, Series 4, Rules and Administrative Procedures of the Code of State Rules, as amended; provided, that the Board shall maintain authority over the final adoption, amendment or repeal of a policy

- 3.2 A written copy of the Notice of Proposed Rulemaking and any rules that have been adopted, amended or repealed shall be posted (1) on the bulletin board located outside the human resources office on the second floor of Conley Hall; and (2) on a bulletin board reserved for Bluefield State College at the Erma Byrd Center in Beckley, WV.

#### **SECTION 4. RECORD KEEPING**

- 4.1 Consistent with 133 CSR 4.5.b, the Board shall maintain all written comments, evidence received and determinations made in electronic form on the college's website and in hard copy form in the office of the president.