

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO: 51**

TITLE: POLICY ON POLICIES

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; HEPC Title 133 Procedural Rule, Series 4
- 1.3 Filing Date: December 16, 2013
- 1.4 Effective Date: December 12, 2013

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 the rulemaking process on its behalf.
 - 3.1.1 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 among the College's elected faculty, staff, and students for the intent to draft and amend policies.
 - 3.1.2 In case of an emergency, the Board may adopt, revise, or amend a policy before the normal notice and comment period. A policy approved as an emergency must be approved, following the normal procedures in this policy, within three (3) months of its emergency approval or it shall expire. Prior to the end of the three (3) months, the Board may rescind the policy.
 - 3.1.2.1 An Emergency exists when Board action is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to

comply with a timeline limitation established by state or federal law regulation or a directive or rule of the West Virginia Higher Education Policy Commission, or to prevent substantial harm to the public interest, or to deal with financial exigency. The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who shall disapprove the action of the Board if the Chancellor, or his/her designee, disagrees that an emergency existed.

- 3.1.3 The Board authorizes the president and his/her staff to make modifications to a proposed policy in response to comments.
- 3.2 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.
- 3.3 Electronic copies of all policies and proposed policies will be available for viewing on the Bluefield State College Board of Governors' website.
 - 3.3.1 Proposed policies available on the Bluefield State College Board of Governors' website will provide an explanation regarding how comments will be received, the deadline for receiving comments, and contact information for the person who has been designated to receive comments.

SECTION 4. RECORD KEEPING

- 4.1 It shall be the responsibility of the Office of the President to maintain a "Master Copy" of all Board policies and to ensure that all policies are posted on the institution's official website.
- 4.2 It shall be the responsibility of the Office of the President to provide the Chancellor with a copy of the final policy within thirty (30) days of the Board's adoption of the policy.
- 4.3 All written comments and evidence received and determinations made by the Board shall be made available in the manner set out in Section 3.3 of this policy at least ten (10) days prior to the meeting in which the Board gives final approval to the policy and be carefully preserved by the institution and open for public inspection and copying for a period of at least five (5) years from the date of final Board action.