CMI Policy No. 110.

Policy on Policies

Status: Active
Effective Date: December 1, 2020
Approval Date: December 1, 2020
Steward: Board of Regents
Approval Authority: Board of Regents

Policy Statement

The Board of Regents articulates and approves all governance policies that guide the purpose for which it was founded and authorizes the President of the College to implement as appropriate through the prudent development of procedures and processes.

The President approves all College administrative policies which includes Executive and Operational Policies, and delegates to College management the ability to develop policies and procedures for their areas of responsibility, consistent with governance policies.

All college constituencies have the opportunity to propose, contribute to and comment on policies through the participatory governance process.

Reason for the Policy

This Policy clarifies the distinction between governance policies articulated and approved by the Board of Regents and those administrative policies that are the responsibility of the President. It establishes a process for the development, approval, review, and dissemination of all College Policies to assure consistency and compliance with the RMI law, accreditation standards, and certain, applicable federal laws. This policy ensures that the policy development process is clear, the policies are comprehensive, consistent and easily accessible to the appropriate stakeholders, are widely disseminated, and appropriately reviewed.

Definitions

The three types of policies at the College are defined as follows:

1. **Governance Policy**: Those policies of mission, program and general operating conditions set by the Board of Regents;
2. **Executive Policy**: Those policies of fiscal, facility and personnel management established by the president, in consultation with VP's in response to governance policy;
3. **Operational Policy**: Those policies of work environment and expectation set by deans and directors of activities in response to executive policies.

Responsible Officer

The President is the responsible officer for Governance and Executive policies. The respective Vice President with principal responsibility for the area covered by a College operational policy, has the responsibility for the development, implementation and review of the operational policy.

Policy review

Governance policies will be reviewed regularly by the Board of Regents.

Executive and Operational Policies are regularly reviewed by the Executive Council through the participatory governance process whereby standing committees of the EC will review their policies and propose amendments to the EC.

Statements of Elaboration of the Policy

I. Development of College Policies and Procedures

A. Governance, Executive and Operational policies will be:

a. Presented in a common format (Appendix A)

b. Formally approved by the Executive Council

c. Maintained centrally and accessible to all

d. Linked electronically to procedures for implementation of the policy

e. Kept current according to the established cycle (see policy 620.03)

B. If a Responsible Officer determines that an existing or proposed policy may have broader application, he or she submits the policy proposal through their direct reports to the Executive Council for review.

C. The EC reviews the policy proposal and takes one of three actions: it appoints the Responsible Officer to draft or revise the policy as a College Policy, it authorizes the formation of an ad hoc policy-drafting committee to do so, or it determines that the proposed policy or revision does not fall under this policy.

D. When a proposed College Policy has been drafted or revised as specified, the document is submitted to the EC for review and approval. The EC may determine that the proposed policy should be reviewed by representatives of particular College constituencies; if so, the EC will arrange for such review.

F. The President, in consultation with the EC members, determines if the proposed College Policy should receive the approval of the Board of Regents. Following approval by the President and/or the Board of Regents, as the case may be, the College Policy is disseminated to the CMI community by the EC secretary.

G. The VPs of respective areas will ensure that College Policies are reviewed, updated and/or revised as needed in accordance with the review cycle (620.03).

H. Changes to Policies must be approved by the EC based on the Responsible Officer's submission of a revised Policy, including a new purpose

for the policy, to the EC. On an as-needed-basis, the Responsible Officer will request of the EC routine changes (such as new contact names, position titles and email or Web addresses) to an existing policy document.

I. The President may grant Policy exceptions for good cause shown, such as unusual facts or circumstances that make adherence to the College Policy impossible or impracticable. The President will grant no exception that may violate national (and if applicable federal), laws or regulations. In evaluating a request for an exception to a College Policy, the President will meet the following standards:

- If there is any question whether the exception may implicate national or applicable federal laws or regulations, legal Counsel must be consulted before any exception is granted.
- An exception is ordinarily limited to the particular facts and circumstances giving rise to the request. Should the facts and circumstances indicate an issue that may recur or a broader issue, the Responsible Officer should consider submitting a request to the EC to revise the College Policy to avoid the need for an exception on a similar issue in the future.

J. Violations of College Policy may result in disciplinary action up to and including termination of employment or expulsion from the College and, in some cases, may subject the violator to civil or criminal action.

IV. Withdrawing a Policy

In special circumstances, the President may deem it appropriate to withdraw an existing College Policy or consolidate it with another College Policy.

Key Office to Contact Regarding this Policy and its Implementation

The President is the Responsible Officer and is responsible for the oversight and implementation of this policy.

Date of Initial Policy: _____, 2020

Appendix A

College Policy Template

The following template should be used for College Policies:

CMI POLICY NO. _____

TITLE OF POLICY

Status: Active/Archived
Effective Date: MM, DD, YYYY
Approval Date: MM, DD, YYYY
Steward: Board of Regents/CMI Administrator
Approval Authority: Board of Regents/CMI department name/CMI Committee

- Policy Statement [General Statement of Policy, including whom it covers (all employees, faculty, staff, students, others)]
- Reason for the Policy
- Definitions [Defined terms in the policy, if applicable]
- *Statements of Elaboration of Policy, if any* [Insert subsections with headings and details concerning the policy, including specific issues or situations, responsibilities and mechanisms for compliance]
- Cross References to Related Policies
- Responsible Officer [Provide the Title of the Responsible Officer for the Policy]
- Key Offices to Contact Regarding the Policy and its Implementation
- Links to Procedures or Forms
- Date of Initial Policy
- Date(s) of Any Revisions

- Signature Line for the President