

Formulation and Adoption of Policies	BOT Approved: 11/19/1985 2/21/2017
---	--

Table of Contents

PURPOSE: 1
 POLICY STATEMENT: 1

PURPOSE: The Board of Trustees of Garrett College seeks to support and sustain a participative system of policy development. Policy is wisest when it reflects the collective wisdom of those who must implement policy and whom policy most affects. For this reason, the Board adopts policies that ensure opportunity for broad involvement of faculty and staff in policy formulation.

The Board has statutory responsibilities that require its direct involvement in setting policy in areas of special concern and in areas of broad internal and external consequence. It has statutory and moral obligations it cannot delegate. On the other hand, the Board believes that timely response, efficient administration, and common sense require that the President be able to establish procedures on behalf of the Board within the framework of policies and proper guidelines.

The Board adopts the following policy in furtherance of these purposes.

POLICY STATEMENT: Policies have two sources—external and internal. External policies are determined by regional, federal, and state statute and authorities. Internal policies may be originated through the faculty or staff, the College Council, the President, or the Board of Trustees; but ultimately must be approved by the Board.

The Board of Trustees holds direct interest in all matters having broad implication within and outside the College and in such matters as conditions and timing may require direct Board involvement. It has specific responsibilities as specified in COMAR, and it has special interest in institutional mission, financial management, personnel policies, and governance.

In order to permit expeditious discharge of responsibilities and the efficient operation of the College, the President is authorized to act on behalf of the Board and to enact administrative

procedures that are primarily operational in nature and focused in scope. Judgment is required in order to ascertain whether a particular action calls for a Board policy or an administrative procedure. The initial judgment resides with the President. If uncertain about whether a policy action should have Board review before enactment, s/he shall consult the Chairperson of the Board, who shall determine whether the policy calls for administrative or Board action.

The College Council shall review and recommend with respect to all policies to be considered for administrative or Board enactment. This review shall not be considered complete unless the topic has been posted previously in the Council agenda and until the minutes of the meeting have been disseminated for a period of five working days.

In exceptional circumstances requiring urgent response, the Board or the President may take executive actions as appropriate to the circumstances. Executive actions shall not have the force of policy.

Responsibility: The President shall be responsible for ensuring that policy formulation conforms to the intent of the Board of Trustees as set forth above.