

**CMI**

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

CMI Governance Policy #112: Policy on Policies

Status: Active
Effective Date: March 18, 2024
Approval Date: March 18, 2024

Policy Statement

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

The President approves all college executive policies, and delegates to College management the ability to develop operational 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.

Policy Purpose

This policy clarifies roles and responsibilities for the development, implementation, and communication of policies at different levels.

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, including policies associate with the fiduciary duty of the Board of Regents and the well-being of the community;



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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; these policies typically have relevance across multiple departments or divisions;
3. Operational Policy: Those policies of work environment and expectation set by college administrators in consultation with deans and directors of activities in response to executive policies and specific departmental issues or needs; these policies are typically specific to a given department or division.

Statements of Elaboration of Policy

Governance Policies

New or revised governance policies may be proposed through the college governance process or directly by the Board of Regents. Governance policies proposed through the governance process should be introduced in an appropriate committee. Once the committee votes to recommend the policy, it will be presented to the Executive Council by the relevant vice president. Upon the recommendation of the Executive Council, the president will present the policy to the Board of Regents. In urgent situations, the president may directly present a proposed new or revised governance policy directly to the Board. The Board may also initiate new or revised governance policies and has the right to specify whether the policy should go through the full college governance process. These policies may be withdrawn by the same process.

Governance policies use the template specified under Procedures or Forms within this document. Upon approval, they should be made publicly available through a centralized repository.

Governance policies should be revised according to the following schedule, or more frequently if needed:

Policy Series	Year for Review
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100: Board Bylaws and Policies	2026 (and every six years thereafter)
200: Financial Administrative Services Policies	2027 (and every six years thereafter)
300: Student Affairs and Academic Policies	2028 (and every six years thereafter)
400: Human Resources Policies	2029 (and every six years thereafter)
500: Facilities and Capital Policies	2024 (and every six years thereafter)
600: Other Policies	2025 (and every six years thereafter)

Executive Policies

New or revised executive policies may be proposed through the college governance process or directly by the President. Executive policies proposed through the governance process should be introduced in an appropriate committee. Once the committee votes to recommend the policy, it will be presented to the Executive Council, it is subject to the final approval of the president. In urgent situations, the president may directly impose an executive policy. These policies may be withdrawn by the same process.

Executive policies use the template specified under Procedures or Forms within this document. Upon approval, they should be made publicly available through a centralized repository. Executive policies should be reviewed at least every six years and should be numbered sequentially as approved.

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Nonsubstantive Revisions

Edits to governance and executive policies that do not change the meaning of the policies, such as fixing typos or formatting, may be made silently subject to the approval and signature of the board chair or president respectively.

Operational Policies

Operational policies, procedures, and processes should be developed by each vice president in close collaboration with the relevant departments and divisions. They should be reviewed by a relevant participatory governance committee. If the relevant vice president and committee agree that the operational policy does not affect more than one department, it does not need to be referred to the Executive Council. A vice president may directly impose a necessary operational policy after consultation with the president. These policies may be withdrawn by the same process.

Operational policies should use a format appropriate to their function and department. Once approved, they should be made available to all relevant employees, students, and others affected. Operational policies should be completed every three years upon submission of a completed program review.

Cross References to Related Policies, Regulations, and Standards

Participatory Governance Policy #111
ACCJC Standards 4.2, 4.3, and 4.4

Responsible Officer

The President of the College is responsible for implementation of this policy.



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Key Offices Involved in Implementation

All administrators, department heads, and participatory governance committees have key roles in the implementation of this policy.

Procedures or Forms

All Governance and Executive Policies should use the following headings:

CMI [Governance or Executive] Policy # _____: Title of Policy

Status:

Effective Date:

Approval Date:

Policy Statement [General Statement of Policy, including whom it covers (all employees, faculty, staff, students, others)]

Policy Purpose

Definitions [Define special terms in the policy, if applicable]

Statements of Elaboration of Policy [Details of the policy may include specific issues or situations, responsibilities and mechanisms for compliance. Sub-headings may be used in this section]

Cross References to Related Policies, Regulations, and Standards

Responsible Officer [Provide the Title of the Responsible Officer for the Policy]

Key Offices Involved in Implementation

Procedures or Forms [Procedures may be written here and any forms should be linked]

Date of Initial Policy

Date(s) of Any Revisions

Highlights of Revisions [list key changes made with each new version]

Signature Line [Board Chair for Governance Policies, President for Executive Policies]

References [cite any external policies or documents used in the development of this policy]



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Date of Initial Policy

December 1, 2020


Date of Any Revision

2024

Highlights of Revisions

The 2024 revisions simplify the statements of elaboration of policy to better match effective practices within participatory governance, revised the template, and added citations to policies consulted in the initial development of the policy.

Signature Line

DocuSigned by:

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March 18, 2024

Kathryn Relang, Chair, CMI Board of Regents

Date

References

The following policies were consulted in the development of the initial policy:

Emerson College Policy on Policies <https://emerson.edu/policies/policy-policies>

Trinity College Policy No. 1: Policy on College Policies

<https://www.trincoll.edu/wp-content/uploads/2020/10/Signed-Policy-on-College-Policies-1.12.19.pdf>