



## **Charter:**

### **Administrative Policy Committee**

#### **Charge**

Facilitate the adoption, amendment, and repeal of administrative policies by identifying needs, identifying appropriate university units to draft or amend administrative policies, soliciting feedback from campus constituencies, and recommending action to the President.

#### **Authority**

This committee will assist with implementing Board of Governors in Policy 1.1, Section 4, Delegation, which states:

- 4.1. The Board of Governors delegates to the President the authority to adopt administrative policies and/or administrative procedures to effectuate the implementation of this BOG Policy, or in furtherance of any other authority that the Board of Governors has expressly delegated to the President; *Provided, That* the President shall:
  - 4.1.1. Continue to bring to the Board all matters required by state or federal statute or policy or BOG Policy, and
  - 4.1.2. Continue to advise the Board of all matters not specifically required by law, but which, as a matter of sound management practice, should be brought to the Board's attention.
- 4.2. Nothing in this BOG Policy may be construed as delegating to the President the authority or responsibility for approving the adoption, amendment, or repeal of BOG Policies, nor to relieve the President of the duty to keep the Board of Governors informed on adoption of or changes to administrative policies and/or administrative procedures affecting more than one single unit, division, department, or school.

#### **Definitions**

Board of Governors in Policy 1.1, Section 5, Definitions, which states:

- 5.1. "BOG Policy" means any regulation, directive, standard, statement of policy or interpretation of general application which has institution-wide effect or that affects the rights, privileges, or interests of employees, students, or citizens. BOG Policy does not include:
  - 5.1.1. Regulations, guidelines, or policies established for individual units, divisions, departments, or schools of Fairmont State University that deal solely with the internal management or responsibilities of a single unit, division, department, or school; or
  - 5.1.2. Academic curricular policies that do not constitute a mission change for Fairmont State University.
- 5.2. "Administrative policies and/or administrative procedures" means any

regulation, guideline, directive, standard, policy statement, or interpretation of general application not constituting a BOG Policy.

### **Intent**

Administrative policymaking should be a transparent, inclusive, and systematic process.

Administrative policies should be easily accessible to all University constituencies.

Administrative policies should be reviewed and validated or revised on a regular basis.

### **Policymaking Process**

- Committee identifies or the President informs the Committee of a need for action (i.e., adoption, amendment, or repeal of an administrative policy).
- Committee proposes broad outlines of the action and the appropriate University constituencies to participate.
- Committee recommends action and participants to the President.
- President approves or adjusts the action and participants.
- University participants draft the new administrative policy, change to an existing administrative policy, or justification for repeal of an existing administrative policy.
- Committee reviews and edits the draft.
- Committee solicits additional feedback from other campus constituencies, if necessary.
- Committee recommends decision to the President.

### **Initial Tasks**

1. Complete an inventory of existing Administrative Policies across the University.
2. Identify gaps in existing Administrative Policies across the University.
3. Recommend a taxonomy or numbering system and online repository for Administrative Policies.
4. Develop a work plan for Academic Year 2025-2026 that identifies the most pressing Administrative Policies for adoption, amendment, or repeal.
5. Suggest how often Administrative Policies should be reviewed.

### **Co-chairs**

- Brian Selmeski, Chief of Staff
- Tanner James, General Counsel

### **Members**

- Susan Ross, Academic Affairs
- Greg Bamberger, Athletics Department
- Alicia Kalka, Enrollment Management
- Carolyn Thele, Finance and Administration
- Luke Kopp, Student Affairs

- Adam Podlaskowski, Faculty Senate
- Trish DeNoon, Staff Council
- Matthew Krumpe-Null, Student Government

#### **Ex-officio**

- Paul Steinhaus, Chief Information Officer
- Ashley Maxey, Human Resources Director

#### **Meetings**

- Initial: April 2025.
- Subsequent: At least monthly.

#### **Duration**

- Established March 21, 2024.
- Initial members will serve through June 30, 2026.
- Membership will be reviewed at that time and may be revised.