



# BOARD OF TRUSTEES

## Executive Action Summary

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**Committee Name** Academic Affairs

**Date** September 8, 2023

**Agenda Item:** Restructuring of Board of Trustees Policy Manual, Adoption of specified actions related to Board of Trustees Policies, and Adoption of Standard Template

**Information**

**Discussion**

**Action**

**Resolution:**

BE IT RESOLVED, that the Board of Trustees hereby approves the renumbering of the current Board of Trustees Policy Manual, including the incorporation of provisions of the Board of Trustees Bylaws, as enclosed with this resolution (Attachment A);

BE IT FURTHER RESOLVED, that the Board authorizes the Secretary and Chief of Staff to the Board (“Secretary”) to update numbering and naming references to policies and make other technical amendments to policy titles or substance as enclosed with this resolution (Attachment A);

BE IT FURTHER RESOLVED, that the Board of Trustees hereby approves the adoption of a standard policy template for Board of Trustees policies for use with immediate effect when revising or developing Board of Trustees policies (Attachment B); and

BE IT FINALLY RESOLVED, that the Board of Trustees directs the Secretary to work with university stakeholders to ensure that the revised policy structure is communicated and implemented as soon as practicable after passage of this resolution.

**Recommendation:**

The Trustee Committee on Academic Affairs recommends that the Board of Trustees approve the following:

- The renumbering and restructuring of the current Board of Trustees Policy Manual (to be renamed “Board of Trustees Policies”) including:
  - The incorporation of certain provisions of the Board’s current Bylaws,

- The retirement of specified Board of Trustees policies,
- The transition of specified Board of Trustees policies to be universitywide policies
- Retitling and technical revisions to certain Board of Trustees policies
- Adoption of a standard policy template for use when revising or developing Board of Trustees policies after the approval date of the resolution.

**Prior Action by BOT:**

Prior amendments to Board of Trustees policies are noted in each policy.

**Responsible Officers:**

Stefan Fletcher, Secretary and Chief of Staff to the Board of Trustees

**Summary:**

Through this resolution and accompanying action related to the Board of Trustees Bylaws, several actions are proposed to further the Board of Trustees governance and policy management framework.

The current Board of Trustees Policy Manual is being reorganized to enhance the accessibility of the policy set for campus stakeholders. The proposed actions related to the Policy Manual are outlined and summarized in Attachment A.

Last, the Board of Trustees is authorizing the adoption of a standard policy template for Board of Trustees policies, to be used when revising or developing Board of Trustees policies after the date this resolution is adopted. The use of a standard policy template improves the readability, usability, and consistency of board policies. The proposed standard policy template is enclosed as Attachment B.

**Background Information:**

The Board of Trustees Bylaws, ordinances, and policies support the Board's constitutional responsibilities related to the general supervision of the University. Several actions are proposed to update, restructure, and standardize these documents.

The Board currently has 72 policies that guide the university's operations in a range of areas. Examples of policy areas covered include patents, admissions, housing, and capital planning. The current numbering scheme of the policy manual dates back to February 1984, predating the electronic means by which policies are generally accessed and reviewed today. The restructuring of the policy manual into a policy series allows for a better organization of policies overseeing core functions of the University, aligning with the work of the Office of Audit, Risk, and Compliance related to universitywide policies and

effective policy management practices. Additionally, retitling and technical amendments to certain policies is specified in Attachment B. These revisions are proposed to better reflect current terminology for the underlying content in a policy and remove gendered pronouns. Last, several board-level policies are proposed for removal from the policy series due to being obsolete or transitioned to university-level policies due to the level of information and detail offered in the policy.

Board policies also have various formats to them. Implementing the use of a standard template will provide a more consistent level of information for those charged with implement or complying with a particular policy. The introduction of standard subheadings and scheduled review dates are standard policy management features to aid the organization of policy content and guide the systematic review of Board policies.

**Source of Funds:**

Not applicable.

**Resource Impact:**

Not applicable.

**DRAFT**

<b>BOT Policy Name</b>	<b>Current Policy Number</b>	<b>Proposed Policy Number</b>
<u>Board of Trustees-Amendment of Policy Manual</u>	01-01-01	BOT 101
<u>Trustees Emeriti</u>	01-01-08	BOT 102
<u>Board of Trustees Conflict of Interest Policy</u>	01-01-10	BOT 103
<u>Board of Trustees-Auditor Rotation</u>	01-01-04	BOT 104
<u>University Operation in Special Emergencies</u>	NEW (Bylaws, Article 14)	BOT 105
<u>Policy Stipulations and Supporting Documents of the Michigan State University Board of Trustees</u>	N/A	BOT 106
<u>Presidential Redelegation</u>	02-02-01	BOT 201
<u>Presidential Performance Evaluation Policy</u>	02-17-02	BOT 202
<u>Cowles House</u>	02-02-02	BOT 203
<u>Athletic Council Constitution</u>	02-18-01	RESCIND
<u>Access to University</u>	06-08-01	BOT 301
<u>Archives and Records</u>	02-12-01	BOT 302
<u>Research Guidelines</u>	03-05-01	BOT 303
<u>Course Fee Courtesy</u>	02-10-01	BOT 304
<u>Extension Centers</u>	NEW (Bylaws Article 12)	BOT 305
<u>Disruption of University Activities</u>	02-09-01	BOT 401
<u>Conflict of Interest in Employment</u>	04-17-01	BOT 402
<u>Indemnification</u>	02-17-01	BOT 403
<u>Anti-discrimination Policy</u>	02-03-01	MOVE TO UNIVERSITYWIDE POLICY SERIES
<u>Drug and Alcohol Policy</u>	02-09-03	BOT 405
<u>Smoke and Tobacco-free Policy</u>	02-09-04	BOT 406
<u>Domestic Partner Benefits</u>	04-17-04	BOT 407
<u>Base Retirement Plan</u>	04-17-06	BOT 408
<u>Outside Work for Pay</u>	03-17-02	BOT 409
<u>Overload Pay</u>	03-17-03	BOT 410
<u>Political Candidacy</u>	03-17-04	BOT 411
<u>Librarian System</u>	04-17-02	BOT 412
<u>Medical Practice Guidelines</u>	03-17-11	BOT 413
<u>Consensual Amorous or Sexual Relationships with Students</u>	04-17-05	BOT 501

<u>Awarding of Emeritum Status</u>	04-17-07	BOT 502
<u>Conflicts of Interest, Faculty/Academic Staff</u>	03-17-01	BOT 503
<u>Faculty-Tenure System</u>	03-17-08	BOT 504
<u>Faculty-Dismissal of Tenured Faculty</u>	03-17-09	BOT 505
<u>Faculty-Nontenured in Tenure System</u>	03-17-10	BOT 506
<u>Faculty-Appointments</u>	03-17-05	BOT 507
<u>Faculty-Appointment Periods</u>	03-17-06	BOT 508
<u>Faculty Grievance Procedure</u>	03-17-13	BOT 509
<u>Specialists</u>	04-17-03	BOT 510
<u>Sabbatical Leaves of Absence</u>	03-17-07	BOT 511
<u>Retirement</u>	03-17-12	BOT 512
<u>Accounting System-Adoption of Michigan Uniform System</u>	05-07-01	BOT 601
<u>Endorsements, Sponsorship and Advertising</u>	02-07-01	BOT 602
<u>Expenditure Policy</u>	05-07-02	BOT 603
<u>Lottery Tickets</u>	02-09-02	BOT 604
<u>Risk Management and Quality Assurance</u>	02-07-02	BOT 605
<u>Settlement of Claims and Litigation</u>	02-07-03	BOT 606
<u>Investment Policy</u>	01-07-01	BOT 607
<u>Recognition of Revenues from State Appropriations to the Operating Funds</u>	05-07-03	BOT 608
<u>Debt Policy</u>	01-07-03	BOT 609
<u>Capital Project Planning and Approval</u>	02-06-01	BOT 610
<u>Responsible Contractor Policy</u>	02-06-06	BOT 611
<u>Buildings and Facilities-Naming</u>	02-06-03	BOT 612
<u>University Facilities-Use for Political Activities</u>	02-06-04	BOT 613
<u>Real Estate</u>	02-06-05	BOT 614
<u>Student Traffic Fines Loan Fund</u>	06-09-02	RESCIND
<u>Application Fee Waiver</u>	06-08-02	BOT 615
<u>Patents</u>	03-19-01	BOT 616
<u>Copyright and Legal Title</u>	03-19-02	BOT 617
<u>Voter Registration</u>	02-16-02	BOT 618
<u>Public Radio and Television</u>	02-16-01	BOT 619
<u>Speakers on Campus</u>	06-09-01	BOT 701

<u>University Housing</u>	06-09-03	BOT 702
<u>Student-Athlete Conduct Policy</u>	06-18-01	BOT 703
<u>Student Disorderly Conduct</u>	06-11-01	BOT 704
<u>Development Program-Centralized</u>	02-13-01	BOT 801
<u>Gifts and Grants-Acceptance</u>	02-13-02	BOT 802
<u>Board of Trustees-Addressing</u>	01-01-02	MOVE TO BYLAWS
<u>Board of Trustees-Agenda Contents</u>	01-01-03	MOVE TO BYLAWS
<u>Board of Trustees Committee Structure</u>	01-01-09	MOVE TO BYLAWS
<u>Participation of Board</u>	01-01-11	MOVE TO BYLAWS
<u>Board of Trustees-Faculty Liaison</u>	01-01-06	MOVE TO BYLAWS
<u>Board of Trustees-Student Liaison</u>	01-01-07	MOVE TO BYLAWS
<u>Board of Trustees-Expenditure Guidelines</u>	01-01-05	MOVE TO BYLAWS
<u>Computer Policy</u>	06-05-01	RESCIND
<u>Investments-Republic of South Africa</u>	01-07-02	RESCIND

**BoT Proposed New Numbering System**

- 100 Board of Trustees
- 200 President
- 300 Academic Affairs & Research
- 400 Personnel - All Employees
- 500 Personnel - Faculty & Academic Staff
- 600 Finance & Administration
- 700 Student Life
- 800 Advancement

**DRAFT**

Policy Name	Current Policy Number	Proposed Policy Number	Proposed Move to Bylaws	Proposed Rescission of Policy	Proposed Move to Universitywide Policies	Proposed Additional Actions
<u>Board of Trustees- Amendment of Policy Manual</u>	<b>01-01-01</b>	BOT 101				Update title to 'Amendment of Board of Trustees Policies'
<u>Board of Trustees- Auditor Rotation</u>	<b>01-01-04</b>	BOT 104				Update references from 'Trustee Audit Committee' to 'Trustee Audit, Risk, and Compliance Committee.'
University Operation in Special Emergencies	<b>NEW</b>	BOT 105				New policy. Currently exists as Article 14 of the Board of Trustees Bylaws.
<u>Policy Stipulations and Supporting Documents of the Michigan State University Board of Trustees</u>	N/A	BOT 106				Rename as 'Investment Advisory Subcommittee.'
<u>Presidential Redelegation</u>	<b>02-02-01</b>	BOT 201				Remove gendered pronoun ('his') from the policy with respect to the President.
<u>Athletic Council Constitution</u>	<b>02-18-01</b>	N/A		<b>X</b>		Rescind. Duplicative with provisions in Academic Governance Bylaws which the Board already approves changes to.

Policy Name	Current Policy Number	Proposed Policy Number	Proposed Move to Bylaws	Proposed Rescission of Policy	Proposed Move to Universitywide Policies	Proposed Additional Actions
<u>Access to University</u>	<b>06-08-01</b>	BOT 301				Rename to 'Admission to the University' Policy to better reflect the content of the policy and contemporary naming expectations.
<u>Research Guidelines</u>	<b>03-05-01</b>	BOT 303				Rename to 'Standards for Research Policy.' A 'Guideline' implies optionality or a 'recommendation' for an individual to follow. This policy is better termed as a policy due to the expectation of compliance.
Extension Centers	<b>NEW</b>	BOT 305				New policy. Currently exists as Article 12 of the Board of Trustees Bylaws
<u>Anti-discrimination Policy</u>	<b>02-03-01</b>	N/A			<b>X</b>	Move to universitywide policy series; OCR recommends move to provide parity with the RVSM Title IX Policy and framework and to better be able to address legal and regulatory changes
<u>Retirement</u>	<b>03-17-12</b>	BOT 512				Rename to 'Faculty & Academic Staff - Retirement.'



Policy Name	Current Policy Number	Proposed Policy Number	Proposed Move to Bylaws	Proposed Rescission of Policy	Proposed Move to Universitywide Policies	Proposed Additional Actions
<u>Recognition of Revenues from State Appropriations to the Operating Funds</u>	05-07-03	BOT 608				Update references from 'Agricultural Experiment Station' to 'AgBioResearch.'
<u>Student Traffic Fines Loan Fund</u>	06-09-02	N/A		X		Rescind. The policy is obsolete in light of date of passage (1939) and current practice.
<u>Computer Policy</u>	06-05-01			X		Rescind. The policy is obsolete and time bound with outdated references to internet connectivity requirements and a Trustee committee that no longer exists. The University has more contemporary guidance and support for students Retire. The document reads as a resolution of the board as opposed to a policy. The provisions are obsolete with the passage of time since the last amendment date (1993). The University can retire and archive the resolution as a 'retired policy' with context as a historical stance taken by the Board at that point in time.
<u>Investments- Republic of South Africa</u>	01-07-02			X		



## Board of Trustees Policy

**POLICY NUMBER:** *Unique identifier assigned by BOT Secretary*

**POLICY NAME:** *Primary means of identifying, locating, and referring to a policy.*

<b>Effective Date:</b>	<i>Date the policy was approved and posted on the MSU</i>
<b>Last Review Date:</b>	<i>Date of the last policy review.</i>
<b>Next Scheduled Review Date:</b>	<i>Date of next scheduled review, 5 years from last review date.</i>

### I. POLICY STATEMENT

*[Provide a brief statement of the University's intent and purpose of the policy including a values statement where applicable and any legal or regulatory requirements the policy aims to address.]*

### II. RESPONSIBLE OFFICE

*[University department, unit, college, or office accountable for a designated policy, including implementation, accuracy, routine review, and revision.]*

### III. SCOPE

*[Identify the members of the MSU community the policy applies to.]*

### IV. DEFINITIONS

*[Define any terms used in the policy that have a specialized or technical meaning. List in alphabetical order.]*

### V. POLICY

*[Insert the policy in this section. Use standard outline format. Please start with a table of contents for policies that are complex and/or longer than 6 pages.]*

## **VI. PROCEDURES**

*[Insert the procedures in this section. These are the actions necessary to comply with a policy.]*

## **VII. RELATED POLICIES AND INFORMATION**

*[List (and provide any available hyperlinks to) (i) related policies; (ii) any applicable legal or regulatory information; or (iii) any forms or templates, FAQ documents, or other information related to the policy.]*

## **VIII. HISTORY**

*[Document the history of issuance, approvals, and revisions of the policy in the table. For new revisions and where possible for historical revisions, note the part of the policy that was revised and reason for the revision.]*