TOPIC: Guidance for Review of BOR Policies

COMMITTEE: Committee on Organization and Compensation

DATE OF COMMITTEE MEETING: January 19, 2016

SUMMARY: The USM BOR has bylaws and policies that provide guidance for BOR, USMO and USM institutional operations. The bylaws address overall operations of the BOR including the charges for each standing committee. The policies provide broad policy guidance to the BOR, USMO and the USM institutions and also cover technical and operational requirements.

Updates are made to BOR bylaws and policies to address needed changes or new issues as part of normal, ongoing operations. However, the BOR requested that a more comprehensive approach be developed to ensure that the bylaws and policies are kept up-to-date, appropriately implemented and reflect current operational requirements. It is also beneficial for the BOR to have familiarity with the bylaws and policy requirements.

ALTERNATIVE(S):   The current approach for bylaw and policy review can continue to be followed.

FISCAL IMPACT: Minimal fiscal impact.

CHANCELLOR'S RECOMMENDATION: The Chancellor recommends that the Organization and Compensation Committee approve the attached guidance for the review of BOR bylaws and policies.

COMMITTEE ACTION: DATE: January 19, 2015

BOARD ACTION: DATE:

SUBMITTED BY: Janice Doyle, 301-445-1906

USM BOR Policy Review

Recommendations for Review Process

The USM BOR recommends that a comprehensive approach be established for the review of BOR bylaws and policies as follows:

BYLAWS:

1. The Committee on Organization and Compensation should review BOR bylaws on a 4-year cycle.
2. Each BOR committee should conduct an annual review of their committee charge at the beginning of each fiscal year.

BOR POLICIES:

1. All BOR policies should be reviewed on a 4-year cycle.
2. Each policy should be assigned to a BOR committee(s); assigned policies should be relevant to the committee's mission.
3. USM staff will assist BOR committees in developing a detailed 4-year policy review schedule that considers policies that are high priority and identifies policies that are primarily technical or administrative in nature or dictated by external requirements.
4. Policy reviews should include an update of policies, as needed, as well as the elimination of unneeded policies and/or merger of policies.
5. Policies may be reviewed out of cycle if problems arise with the policy implementation or to implement best practices.
6. Each BOR committee should report annually at the end of each fiscal year to the BOR on the policies reviewed during the past 12 months.