
Chapter: Board of Trustees

Modification No. 001

Subject: **Formulation and Issuance of College Policies and Procedures**

- I. Montgomery College is committed to providing clearly articulated and publicly posted policies that support the advancement of the College's mission.
- II. The Board of Trustees, in consultation with the president of the College, develops and establishes policies that serve as the general principles for operations and decision-making, and, where appropriate, for delegating authority to the president.
- III. These policies are established pursuant to authority granted to the Board of Trustees under the Maryland Education Article, Title 16 Community Colleges, and are intended to address the responsibilities entrusted to the trustees under that Title.
- IV. As chief executive officer of the College, the president is responsible for implementing these policies through appropriate procedures.
- V. All members of the College community, including guests on College premises, are subject to the policies and procedures as currently amended and posted, and are charged with notice and knowledge of their provisions.
- VI. The president is authorized to develop and post procedures to implement this policy. The president is also authorized to waive or change the application of these procedures under circumstances deemed appropriate by the president, regardless of the provisions of the posted procedures; this authority to waive or change application may not be delegated by the president except as may be specifically provided in a procedure.

Board Approval: June 18, 2012

Chapter: Board of Trustees Modification No. 002

Subject: **Formulation and Issuance of College Policies and Procedures**

I. Proposing New or Revised Policies

- A. Any College employee may recommend a new or revised policy to the president through the college governance system or member of the President's Executive Council.
- B. The president or designee will review the proposal according to a process determined by the president; the president must give final approval for a policy developed by an employee in order for it to be forwarded to the Board of Trustees for approval.
- C. The review process will generally include a senior administrative leadership review, and a period for feedback by affected stakeholders and units, before approval by the President for presentation to the board. Urgently needed proposals may have an expedited review that may not include these steps before approval for forwarding to the Board.
- D. All new and revised policies (whether standard, urgent, technical corrections, or routine maintenance) require the board's approval. Upon approval, the president will authorize the public posting of the policy to the official policies and procedures web page.

II. Proposing New or Revised Procedures

- A. Any College employee may recommend a new or revised procedure to the president through the college governance system or member of the President's Executive Council.
- B. The president or designee will review the proposal according to a process determined by the president; the President must give final approval for a procedure in order for it to become effective and be posted.
- C. The review process will generally include a senior administrative leadership review, and a period for feedback by affected stakeholders and units. Urgently needed proposals may have an expedited review that may not include these steps before final approval by the president.
- D. All new and revised procedures (standard, urgent, technical corrections or routine maintenance) require the president's approval. Upon approval, the president will authorize the public posting of the procedure to the official policies and procedures web page.

III. Suspension of Procedures

When the application of a procedure is waived, changed, or suspended, all affected employees shall receive notice in writing, in advance if possible, with a rationale for the action and any available timelines for reinstatement or revision.

Administrative Approval: June 18, 2012; January 22, 2019