

---

Chapter: Board of Trustees

Modification No. 0023

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

---

- 1 I. Montgomery College is committed to providing clearly articulated and publicly posted  
2 policies that support the advancement of the College’s mission.  
3
- 4 II. The Board of Trustees, in consultation with the president of the College, develops and  
5 establishes policies that serve as the general principles for operations and decision-  
6 making, and, where appropriate, for delegating authority to the president.  
7
- 8 III. These policies are established pursuant to authority granted to the Board of Trustees  
9 under the Maryland Education Article, Title 16 Community Colleges, and are intended to  
10 address the responsibilities entrusted to the trustees under that Title.  
11
- 12 IV. As chief executive officer of the College, the president is responsible for bringing forth  
13 new policy recommendations and for implementing and maintaining these policies  
14 through appropriate procedures.  
15
- 16 V. All members of the College community, including guests on College premises, are  
17 subject to the policies and procedures as currently amended and posted, and are  
18 charged with notice and knowledge of their provisions.  
19
- 20 VI. The Board of Trustees is committed to maintaining College policies that are relevant,  
21 compliant, clear, and accurate. The president is directed to ensure that each reviewing  
22 established policy ~~is to affirm their continued relevance, update, or retire them, as~~  
23 ~~appropriate~~ is reviewed as needed, but no less frequently than once ~~During each~~  
24 ~~reaccreditation cycle of the College, and recommending to the Board that they be~~  
25 updated or retired when appropriate. ~~the Board will review each policy at least once.~~  
26
- 27 VII. The President is authorized to make editorial changes that do not otherwise affect policy  
28 content or substance, to Board policy at any time during the life cycle of a policy and  
29 such changes may be adopted without further Board consideration or action.  
30
- 31 VIII. In exceptional circumstances, such as the need for immediate compliance with an  
32 applicable law, identification of gap or omission or conflict with another Policy that creates  
33 immediate risk or vulnerability for the College; and/or identification of an unanticipated  
34 significant negative impact on the College if a Policy is not adopted, the president may  
35 approve a policy on an interim basis. Interim policies should be forwarded to the Board  
36 for consideration and full adoption as soon as possible.  
37
- 38 ~~VII.~~ IX. The Board of Trustees authorizes the president ~~is authorized~~ to establish any develop  
39 ~~and post~~ procedures necessary to implement this policy. The president is also authorized  
40 to waive or change the application of these procedures under circumstances deemed  
41 appropriate by the president, regardless of the provisions of the posted procedures; this  
42 authority to waive or change application may not be delegated by the president except as  
43 may be specifically provided in a procedure.

---

Board Approval: June 18, 2012; November 13, 2023; DATE.

Chapter: Board of Trustees

Modification No. 0023

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

I. Regular Review of Policies and Procedures

A. All policies and procedures are subject to regular and continuous review for mission and strategy relevance, compliance, clarity, and effectiveness. The responsible senior executive, or designee, for each policy shall review and each policy and its procedure as needed, and at least once every accreditation cycle.

B. If following the review of policy, no changes are recommended the policy as it stands shall be presented at a Board of Trustees meeting as an informational agenda item at the last board meeting of each semester along with other policies for which no changes are recommended. The date of the board meeting shall be notated on the policy document as the last review date.

~~II.~~ Proposing New or Revised Policies

A. Any member of the College community ~~employee~~ may recommend a new ~~or revised~~ policy or modification to an existing 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.~~

B. The recommendation will be reviewed by senior administrative leadership, in consultation with relevant members of the College community who have knowledge of the content. ~~process will generally include a senior administrative leadership review, and~~

C. Subsequent drafts of a new or modified policy will be posted for a period for feedback by the College Community and 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.~~

~~All new and revised policies (whether standard, urgent, technical corrections, or routine maintenance) require the board's approval.~~

D. Except in the special circumstances outlined in Section VIII of this policy, all new policies, and all substantive and non-minor modifications to policies, must be approved by the Board of Trustees.

E. Minor modifications are editorial changes that do not otherwise affect policy content or substance, including but not limited to: organizational structure, position or office titles, dates, information technology-based systems, contact names and information, references to laws, rules or policies; and to correct grammar, punctuation, or clerical errors; or to conform to other Board policies in

91 any other non-substantive ways. Such minor modifications may be made to  
92 Board policy at any time during the life cycle of a policy without further Board  
93 consideration or action. Dates of administrative modifications will be notated on  
94 the policy document.

95  
96 F. Upon approval, ~~the president will authorize the public posting of~~ the policy will be  
97 posted to the official policies and procedures web page following a standard  
98 format to include effective date, modification date(s), and review date(s) as  
99 appropriate.

100  
101 G. The College community will be informed of the new or modified policy via  
102 standard communication and governance channels.

### 103 104 III. Proposing New or Revised Procedures

105  
106 A. Any member of the College community ~~employee~~ may recommend a new or  
107 revised procedure or modification to an existing procedure ~~to the president~~  
108 through the college governance system, ~~or member of the President's Executive~~  
109 Council.

110  
111 ~~B. The president or designee will review the proposal according to a process~~  
112 ~~determined by the president; the President must give final approval for a~~  
113 ~~procedure in order for it to become effective and be posted.~~

114  
115 B. The recommendation will be reviewed by senior administrative leadership, in  
116 consultation with relevant members of the College community who have  
117 knowledge of the content and ~~process will generally include a senior~~  
118 administrative leadership review, and a period for feedback by affected  
119 stakeholders and units.

120  
121 C. Subsequent drafts of a new or modified procedure will be posted for feedback by  
122 the College Community and affected stakeholders. Urgently needed proposals  
123 may have an expedited review that may not include these steps before approval.

124  
125 ~~All new and revised procedures (standard, urgent, technical corrections or~~  
126 ~~routine maintenance) require the president's approval.~~

127 D. Upon approval by the president, ~~the president will authorize the public posting of~~  
128 the procedure will be posted to the official policies and procedures web page  
129 following a standard format to include approval date(s).

130  
131 E. The College community will be informed of the new or modified policy via  
132 standard communication and governance channels.

133 -

### 134 135 III. IV. Retirement of Policies and Procedures

136  
137 A. Policies/procedures that are no longer necessary because of a change in law or  
138 operations, or because their content is included in other policies, may be retired.

139  
140 B. Retirement of policy must be approved by the Board of Trustees.

141  
142 D. When a policy or procedure is retired, the College community will be informed of  
143 the new or modified policy/procedure via standard communication and  
144 governance channels.

### 145 146 IV. V. Suspension of Procedures

147 ~~If~~ ~~When~~ the president deems it appropriate to ~~application of a procedure is~~ waived,  
148 temporarily changed, or suspended the application of a procedure, all affected  
149 employees shall receive notice in writing, in advance if possible, with a rationale for the  
150 action and any available timelines for reinstatement or revision.

---

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