Frederick Community College

Policy and Procedures on the Creation and Administration of College Policies and Procedures	BOT Approved: 1/20/2021

Table of Contents

Policy and Procedures on the Creation and Administration of College Policies and Procedures

I. Philosophy and Scope

Frederick Community College ("FCC" or the "College") maintains a policy governance structure that supports its mission, ensures transparency and participation, enhances operational efficiency, communicates expectations, and minimizes institutional risk.

This Policy and Procedures establishes a framework including a standard format, definitions, roles and responsibilities, and processes for the adoption, review, revision, repeal, and dissemination of all College policies and procedures. This Policy and Procedures applies to policies with institutional scope. This Policy and Procedures is not applicable to departmental or programmatic standard operating procedures.

The College expects all faculty, staff, and students to be familiar with and adhere to all College policies and procedures.

II. Definitions for the Purpose of this Policy and Procedures

A. **"Board of Trustees"** is the seven-member governing entity appointed by the Governor of Maryland.

B. **"College community"** refers to trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.

C. "**College stakeholder groups"** include the College Senate, President's Cabinet, Student Government Association (SGA), Support Staff Association (SSA), Administrative Staff Association (ASA), Faculty Association (FA), and the Supervisors & Department Chairs Communication Forum (SDCCF) members.

D. **"Convener"** refers to the facilitator assigned by the Senior Leader of a Policy Review Team.

E. **"Definitions"** is a listing of terms and their meanings to help clarify a given policy and procedures.

F. **"Entities Affected by this Policy and Procedures"** specifies the applicable individuals impacted or governed by a given policy and procedures.

G. **"Mark-up version"** refers to the redline, watermarked draft of proposed edits to a policy and procedures.

H. **"Non-substantive change"** is a modification which is editorial in nature and/or to more fully explain or improve a procedure but does not change the spirit or intent of the policy. A non-substantive change may also be required due to superseding laws or regulations.

I. **"Philosophy and Scope"** is a statement of guiding principles and standards that articulate the College values and communicates behavioral expectations and requirements related to a specific topic or area.

J. **"Policy Review Team"** is an ad hoc committee that includes a responsible Senior Leader, a College Senate representative, and other interested parties that is charged with creating, reviewing, and/or updating a policy and procedures.

K. **"President's Cabinet (Cabinet)"** is comprised of administrators, faculty, support staff, affinity group chairs/executives, the President of the Student Government Association, and the convener of the Department Chairs. The Cabinet acts as a leadership and advisory council in implementing the mission, vision, and strategic plan of the College. The President convenes the Cabinet for the purpose of direct communication and collaboration related to College governance by the Board of Trustees.

L. **"Procedures"** are a series of steps, instructions, or a prescribed way of operationalizing the policy statement.

M. **"Related Policies and Procedures"** is a listing of other College policies and procedures that may be associated with, relevant to, or impacted by a given policy and procedures.

N. **"Responsible Office"** refers to the College office with delegated responsibility for administering a policy and procedures.

O. **"Responsible Senior Leader"** refers to the member of the President's Senior Leadership Team with administrative oversight for a policy and procedures.

P. **"Senior Leader"** refers to a member of the President's Senior Leadership Team, which includes the President; Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development; the VP for Finance; the VP for Human Resources; the VP for Learning Support; the Chief of Operations; the Chief Information Officer; and the Special Assistant to the President for Institutional Effectiveness.

Q. **"Substantive change"** is a modification, expansion, or contraction that changes the spirit and intent of a policy. A substantive change may also be required due to superseding laws or regulations.

R. **"Table of Contents"** is the listing of applicable sections and corresponding page numbers in a policy and procedures.

S. **"Visitors and Guests"** refers to any person who is not a member of the College community who is on College premises.

T. **"Volunteers"** refers to individuals who are not members of the College community but have had background checks and have been officially approved to serve as volunteers at the College.

III.   **Responsible Senior Leader and Responsible Office**

President

Office of the President

IV. **Entities Affected by this Policy and Procedures**

The College community

V. **Procedures**

A. Standard Template

For consistency, all College policies and procedures shall use the standard format that includes the following:

1. Policy and Procedures Title
2. Approval and Revision Dates
3. Table of Contents
4. Philosophy and Scope
5. Definitions
6. Responsible Senior Leader and Responsible Office
7. Entities Affected by this Policy and Procedures
8. Procedures
9. Related Policies and Procedures

B. Creating New Policy and Procedures

Any member of the College community may recommend a new policy to a Senior Leader and/or the College Senate. A new policy may also be necessitated by a regulatory or legislative change, or through a College operational process. The responsible Senior Leader and a College Senate representative will assemble a Policy Review Team to facilitate the development, review, and approval of the new policy and procedures.

1. Rough drafts of new policies and procedures will be provided to the College stakeholder groups for dissemination to group members with an opportunity to provide feedback and input.
2. The leaders of the College stakeholder groups will review the input received by the membership and submit a feedback summary through the Policy and Procedure Review intranet site.
3. The Policy Review Team will reconvene to review feedback and a final draft will be developed.
4. The final draft will be distributed to the College stakeholder groups for dissemination to the College community with an opportunity for additional feedback and input.
5. The leaders of the College stakeholder groups will review the input received from the membership and provide a feedback summary through the Policy and Procedure Review intranet site.

6. The feedback will be reviewed by the Policy Review Team and the final version will be reviewed by Cabinet.

7. Cabinet will review the final draft and distribute any edits to the College stakeholder groups, as necessary.

8. Once a final draft is endorsed by Cabinet, it will be presented to the Board of Trustees by the responsible Senior Leader and College Senate representative for final approval.

C. Revising an Existing Policy and Procedures

Regular periodic review of policies and procedures is essential to effective College operations. With Cabinet approval, the College Senate will maintain a review schedule to ensure all policies and procedures are reviewed and may be revised on an annual basis. A policy and procedures may also be reviewed and/or revised at any time should operational needs and/or legislative/regulatory changes make a review necessary outside of the normal review schedule.

1. The Convener and a College Senate representative will assemble a Policy Review Team to facilitate the policy review.

2. The Policy Review Team will make proposed edits to the policy and procedures.

3. Mark-up versions of the revised policy and procedures will be provided to the leaders of the College stakeholder groups for feedback, input, and recommendation of whether the edits are substantive or non-substantive.

4. The leaders of the College stakeholder groups will review the input received from the membership and provide a feedback summary to the Policy Review Team.

5. Based on the feedback received, the Policy Review Team will recommend whether the edits are substantive or non-substantive and proceed as prescribed.

   a. Procedure for Non-substantive Changes

      i. Non-substantive changes to existing policies and procedures will be provided to members of Cabinet, which includes leadership from the College stakeholder groups no less than one week prior to the scheduled Cabinet meeting.

      ii. The responsible Senior Leader will provide a summary of the feedback received and follow-up actions at the next Cabinet meeting.

      iii. Once a final draft is approved by Cabinet, an effective date will be determined and it will be posted.

   b. Procedure for Substantive Changes

      i. The Policy Review Team will notify the Executive Associate to the President and Liaison to the Board of Trustees to disseminate the

        recommended substantive changes to the College stakeholder groups with an opportunity to provide feedback and input.

    ii. The leaders of the College stakeholder groups will review the input received by the membership and submit a feedback summary through the Policy and Procedure Review intranet site.

    iii. The Policy Review Team will reconvene to review feedback and a final draft will be developed.

    iv. The final draft will be distributed to the College stakeholder groups for dissemination to the College community with an opportunity for additional feedback and input.

    v. The leaders of the College stakeholder groups will review the input received from the membership and provide a feedback summary through the Policy and Procedure Review intranet site.

    vi. The feedback will be reviewed by the Policy Review Team and the final version will be reviewed by Cabinet.

    vii. Cabinet will review the final draft and distribute any edits to the College stakeholder groups, as necessary.

    viii. Once a final draft is endorsed by Cabinet, it will be presented to the Board of Trustees by the responsible Senior Leader and College Senate representative for final approval.

D. Repeal of a Policy and Procedures

1. Requests to repeal a policy and procedures will be recommended to the responsible Senior Leader and/or College Senate representative.

2. The responsible Senior Leader or designee and/or a College Senate representative will review and determine the merits of the recommendation and may submit the recommendation to Cabinet.

3. Cabinet members will review the policy and procedures proposed to be repealed, the reason for the repeal, and solicit feedback from the College stakeholder groups.

4. The respective leaders of the College stakeholder groups will provide a summary of the feedback at the next Cabinet meeting.

5. If Cabinet endorses repealing the policy and procedures, the recommendation will be submitted to the Board of Trustees by the responsible Senior Leader for final approval and the policy will be removed and archived.

E. Effective Date of Policy and Procedures

1. Unless otherwise required by law, regulatory body, or other requirement, all new or substantive revisions to policies and procedures will be effective on the date when approved by the Board of Trustees.

Unless otherwise required by law, regulatory body, or other requirement, all non-substantive revisions to policies and procedures will have an effective date of July 1 or as otherwise determined.

2. Unless otherwise required by law, regulatory body, or other requirement, policies and procedures are repealed as of the date when their repeal is approved by the Board of Trustees.

F. Recordkeeping

1. The date reviewed, revised, or Board approved/revised is indicated in the right-hand corner on the first page of each policy and procedures.

2. The most recently approved version of a policy and procedures is posted on the FCC College Policies and Procedures web page and all former versions are archived.

3. The electronic files of all archived policies and procedures are saved to a shared drive in the President's Office and sent to the Maryland State Archives in accordance with the State-approved Records Retention and Disposal Schedule. The Executive Associate to the President and Liaison to the Board of Trustees is the custodian of the electronic files.

VI.   Related Policies and Procedures

A. Records Retention Policy and Procedures

B. Board of Trustees Bylaws