

COLLEGEWIDE POLICIES AND PROCEDURES
SUMMARY OF MODIFICATIONS, JULY 1, 2010 – June 30, 2011

This summary is intended to provide users with a brief synopsis of the most recent revisions made and posted to the Montgomery College Policies and Procedures site beginning July 1, 2010. For a full understanding of the changes, users should refer to the appropriate section of the policies and procedures.

Some of the changes were substantive, requiring shared governance and administrative approval; other changes were technical or non-substantive. Revisions to the policies and procedures are ongoing. To view the latest and most current version, first go to the [Official Policies and Procedures Home Page](#). Please bookmark this page for future use.

If you have any questions, please contact Kevin Long in the Office of the Vice President for Planning and Institutional Effectiveness at 240-567-7971 or via email at kevin.long@montgomerycollege.edu.

REVISED POLICIES

Policy #	Title	Date Modified	Modifications
11001	Board of Trustees Bylaws	2/28/2011	Added the following language to section II, A, 2, f: this includes refraining from accepting or resigning from any leadership position of an organization or group within the College community that represents the interests of faculty, staff, or students.
11003	Labor Relations	12/13/2010	New Board Policy
11004	Governance	12/13/2010	New Board Policy
31002	Hate/Violence Activity	12/13/2010	Language related to “gender identity” added to comply with County regulations.
31006	Equal Employment Opportunity and Non-Discrimination	12/13/2010	Language related to “gender identity” added to comply with County regulations.
31011	Prevention of Work Place Violence	6/20/2011	New Board Policy
32102	Allocation, Recruitment, Employment, and Salary Placement and Advancement of Part-	09/27/2010	Updated the Board policy to comply with the new part-time faculty collective bargaining agreement by removing “appointment” along with the following sections: III. Part-time faculty are hired for a period not to exceed one semester. The

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	Time Faculty		<p>terms and conditions of the appointment shall be confirmed in a written letter of employment. Each semester's employment of a part-time faculty member is dependent upon the needs of the College and available funds. Appointment as a part-time faculty member in a particular semester does not constitute a guarantee of future employment nor establish a hiring preference for future part-time or full-time employment.</p> <p>V. — A part-time faculty member who is re-employed after an absence from the College for three be reevaluated and placed appropriately on the part-time salary scale.</p> <p>VI. — Part-time faculty are not eligible to participate in College benefit programs, except that sick leave may be granted on the basis of one absence per semester (absence on any one calendar day on which the instructor is required to teach) semester on a non-cumulative basis.</p> <p>VII. — Part-time faculty are subject to applicable policies and procedures of the College.</p>
35004	Wellness Activities Programs	6/20/2011	<p>Added the following sections:</p> <p>III. All other employees are eligible to participate in College sponsored wellness activities when utilizing the employees' own time for such activities.</p> <p>IV. Retirees are eligible to participate in College sponsored wellness activities.</p> <p>V. Spouses and domestic partners of employees or retirees are eligible to participate in College sponsored wellness activities.</p>
41002	Equal Education Opportunity and Non-Discrimination	12/13/2010	Language related to "gender identity" added to comply with County regulations.

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45003	Determination of Applicable Tuition and Fee Rates; State Aid	6/20/2011	Added language related to SB 167, Chapter 191 of the Laws of Maryland to reflect changes to state law. (NOTE: This modification was rescinded pending the outcome of the referendum related to SB 167 – previous policy is in effect)
45003	Determination of Applicable Tuition and Fees Rates; State Aid	11/15/2010	A complete list of changes can be found HERE (highlight and bold indicates new language; strike through indicates deleted language).
51000	College Mission, Vision and Core Values	6/20/2011	BOT adopted new Mission, Vision and Core Values Language to replace the previous Mission and Internal Spirit Statements.
79001	Use of College-Owned Vehicles	12/13/2010	Updated Board policy as follows: I. College-owned trucks, cargo vans, passenger vans, and other motorized passenger-carrying vehicles are to be used only for official College business. II. The only units authorized to budget for and purchase College vehicles are the Office of the President, Facilities, Workforce Development & Continuing Education , and Procurement. III. All College-owned vehicles will have appropriate administrative controls for routine maintenance and security. Maintenance and control of all College vehicles will be through Facilities.

REVISED PROCEDURES

Procedure #	Title	Date Modified	Modifications
24001CP	Organizational Chart	10/18/2010	Updated the College's Organizational chart to reflect new reporting structure and title changes
31002CP	Hate/Violence Activity	12/13/2010	Language related to "gender identity" added to comply with County regulations.

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31006CP	Equal Employment Opportunity and Non-Discrimination	12/13/2010	Language related to “gender identity” added to comply with County regulations.
31105CP	Medical Examinations	08/24/2010	Updated titles and modified language in accordance with Montgomery County Code.
32103CP	Allocation, Recruitment, Employment, and Salary Placement and Advancement of Part-Time Faculty	2/25/2011	Updated procedure language to comply with new policy language and collective bargaining agreement. All changes can be found HERE (highlight and bold indicates new language; strikethrough indicates deleted language)
32106CP	Employment of Individuals with Disabilities	08/13/2010	Updated Federal Statute language related to Americans with Disabilities Act of 1990 (ADA) to reflect current Title I language.
32106CP	Employment of Individuals with Disabilities	09/3/2010	Updated titles and delegated responsibility.
32203CP	Academic Rank	08/24/2010	Updated titles and clarified the process and procedures for Part-time faculty based on new bargaining agreement.
32206CP	Faculty Workload	09/2/2010	Updated section on Part-time Instructional Faculty Members based on new collective bargaining agreement and updated section on Hiring and Payment of Substitute Instructors.
32305CP	Working Hours for Staff Employees	2/25/2011	Added new letter “C” to section III, providing break time for nursing mothers.
33004CP	Probationary and Regular Status for Support/Associate Staff Employees	10/1/2010	Updated titles and process to reflect more accurately reflect 34003CP Discharge of Administrative, Associate, and Support Staff (Section II, Discharge During Probationary Period)

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34101CP	Personnel Grievance Process for Support and Associate Staff	08/24/2010	Updated titles, modified the process and related timelines for both informal and formal grievance, added language related to Alternative Dispute Resolution, and added a table at the end of the document outlining and summarizing both the formal and informal processes. All changes can be found HERE (highlight and bold indicates new language; strikethrough indicates deleted language)
34002CP	Disciplinary Action and Suspension	09/28/2010	Updated titles and responsibilities, added language related to revised grievance policy, and added language to I., D. and V., A., 2. allowing employee to request the presence of a witness.
34003CP	Discharge of Administrative, Associate, and Support Staff	10/1/2010	Updated titles, process, and deleted sections related to “Appeal from Dismissal” in order to correspond to modifications made in 34101CP Personnel Grievance Process. Also modified the notification of appeal to include seven (7) calendar days instead of five (5) working days in accordance with 34101CP.
35001CP	Compensation Program	09/3/2010	A complete list of changes can be found HERE (highlight and bold indicates new language; strikethrough indicates deleted language).
35003CP	Leave Program	09/3/2010	A complete list of changes can be found HERE (highlight and bold indicates new language; strikethrough indicates deleted language).
36001CP	Performance Evaluation and Employee Development	6/21/2011	Modified the Faculty Evaluation Process language to comply with the revised Faculty Evaluation Forms. A complete list of changes can be found HERE .
36001CP	Performance Evaluation and Employee Development	08/31/2010	Updated titles, adjusted faculty evaluation calendar to reflect new collective bargaining agreement (pg. 6 of 18), and added section on “Evaluation of Part-time Faculty” to reflect collective bargaining agreement.
37001CP	Personnel Files	08/24/2010	Updated titles, responsibilities, and clarified content of the single “official personnel” file. Also added language related to Part-time faculty in accordance with collective bargaining agreement and existing procedures.
41002CP	Reasonable Accommodation for Students	12/13/2010	Language related to “gender identity” added to comply with County regulations.

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41002CP	Reasonable Accommodation for Students	10/07/2010	Added new procedure for applicants and students requesting reasonable accommodation.
42001CP	Student Code of Conduct	09/16/2010	Updated titles and made several changes to student rights and responsibilities, acts of misconduct, reporting process, and hearings. All changes can be found HERE (highlight and bold indicates new language; striketrough indicates deleted language).
44002CP	Student Life Contracts	08/20/2010	Replaced “Student Activities” with “Student Life”; updated titles to add associate dean of student development.
52000CP	Faculty Issues Committee	08/20/2010	New procedure outlining the role, membership, and responsibilities of the Faculty Issues Committee as outlined in the Academic Assembly Constitution.
52001CP	Curriculum and Course Proposals	08/20/2010	Updated titles and committee membership as outlined in the Academic Assembly Constitution.
53002CP	Exploratory Courses	08/20/2010	Updated titles and proposal process to include Collegewide Curriculum Committee.
53001CP	Academic Regulations and Standard	08/20/2010	Updated titles and committee membership as outlined in the Academic Assembly Constitution.
58001CP	College Calendar	08/13/2010	Updated titles.
58002CP	Assessment Testing and Appropriate Course Placement	08/20/2010	Extensive updates to the procedures, which can be found HERE (highlight and bold indicates new language; striketrough indicates deleted language).
58005CP	Closing of the College	2/25/2011	Updated procedure language to reflect single campus or building closures. All changes can be found HERE (highlight and bold indicates new language; striketrough indicates deleted language).
61001CP	Fiscal Control	2/25/2011	Added new section VIII. Financial Data Transactions

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61003CP	Bank Services	08/20/2010	Updated the RFP process and process committee roles, titles, and responsibilities.
62003CP	College Relations	09/28/2010	Updated title of the Procedure to “Communications,” updated titles, and added new section (VIII) on “Electronic Communications.”
63001CP	Procurement	08/20/2010	Updated titles and competitive bid requirements (\$50,000 to \$100,000) to comply with Board Policy; deleted outdated “Central Stores Requisition” language.
65001CP	Reimbursement for Travel & Related Expenses	08/20/2010	Updated titles, added language related to “supporting documentation,” and updated Mileage/Travel Chart.
71001CP	Space Planning and Utilization	08/13/2010	Updated titles
72001CP	Construction Projects	08/13/2010	Updated titles
72002CP	Art in College Projects	08/13/2010	Updated titles
73001CP	Leasing of Facilities	08/13/2010	Updated titles
75003CP	Restrictions on Tobacco Use	08/13/2010	Updated titles
75004CP	Freedom of Expression	08/13/2010	Updated titles
75005CP	Children on College Premises	08/13/2010	Updated titles
76001CP	Vehicle Registration	08/13/2010	Updated titles
77001CP	College Safety and Security	08/13/2010	Updated titles
78001CP	Easement Procedures	08/13/2010	Updated titles
79001CP	Use of College-Owned Vehicles	12/13/2010	Updated titles and responsibilities; Added WDCE to section I. Added the following language and modifications to section II: B. College vehicles used by WDCE for driver education may be operated only by College employees who have a valid driver’s license or by validly

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			<p>licensed driver trainees, under the direct supervision of a certified driving instructor having a valid driver’s license. The appropriate WDCE unit administrator will certify in writing to the Chief Human Resources Officer, or designee, that personnel who are assigned to operate vehicles for their unit are qualified and properly licensed.</p> <p>C. All local, state and federal laws must be observed by operators of College vehicles. All applicable College procedures must be followed. Seat belts must be worn by all occupants. Drivers may not use cell phones, send text messages or use tobacco products while driving College owned or leased vehicles.</p> <p>Clarified section III to include “Passenger Vans” Added new section V:</p> <p>V. <u>Use of Non-College Owned Vehicles</u></p> <p>A. Units may lease vehicles when such use will be directly related to the academic or administrative activities of the College. Units must rent vehicles (buses, vans, and cars) through the Procurement Office for trips outside of Maryland and Washington, D.C. or for large groups. College-funded vehicle rentals must be driven by College employees with a valid driver’s license.</p> <p>B. The College’s insurance does not cover non-College owned vehicles, and the College is not responsible for the protection and safe operation of such vehicles or their occupants. Units must purchase insurance from the rental company to cover these vehicles and third parties.</p> <p>C. In accordance with rental company procedures and College</p>
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			<p>procedures, accidents in leased vehicles must be reported immediately to the rental company, the Office of Procurement, Human Resources, and the vehicle operator’s unit administrator. The operator must also file an incident report at a campus security office.</p>
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***APPENDIX I – ACADEMIC REGULATIONS REVISIONS**

Section	Date Modified	Modifications
9.41 Grading Scale	5/19/2011	Added the following language: “If an F or U grade is entered the last day of attendance is required.”
9.41 Grading Scale	2/25/2011	Added new H, M1, and M2 grades to the grading scale for MA094.
9.63 Academic Load	10/20/2010	Added the following language: C. Students may not enroll for more than 4 credit hours or equivalent in one winter session. Exceptions to this regulation may be made with the permission of the academic advisor or the Dean of Student Development or designee.

*Academic Regulations have been moved to 53001 Academic Regulations and Standards as an appendix effective 7/1/12

APPENDIX II – CONSTITUTIONS AND BYLAWS

No changes during this time (NOTE: All constitutions and bylaws have been removed as of 7/1/12 per the new governance system)