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, 2011. 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
11005	Formulation and Issuance of College Policies and Procedures	6/18/2012	New BOT Policy
43003	Tuition Waiver for Non- Employees of the College	11/14/2011	Updated the policy language to comply with changes in the Maryland State Code regarding tuition waivers.
61001	Fiscal Control	3/19/2012	Multiple modifications including raising threshold dollar amount changes for BOT approval from \$25,000 to at or above \$250,000, clarification of the consultant contracting process; adjustments to the approval levels for moving funds among account categories within an individual capital project, revisions to the approvals for reduction in contract retainage, release of final payment, and clarification of who may sign requests for reimbursement of the state's share on capital projects to the county. Eliminated practice of "formal" acceptance of major construction projects by the BOT because it is neither a legal or contractual requirement. BOT receives regular status updates and are continually involved. Full scope of changes can be found HERE.

Policy #	Title	Date Modified	Modifications
61004	College Investment Program	6/18/2012	Moved some policy language to new procedure; title changes; new language regarding meetings and reporting requirements. Changes can be found HERE.
61007	Intangible Assets Management	3/19/2012	New BOT Policy
63001	Procurement	6/18/2012	Major revisions to the policy language. The full scope of changes can be found HERE .
66002	Confidential Data Management and Security	6/18/2012	New BOT policy
68004	Records Management	6/18/2012	Clarified language regarding inspection and copies; authorization given to the president to establish a Records Retention Schedule; clarified language regarding records disposal.
61007	Intangible Assets Management	3/19/2012	New BOT Policy

REVISED PROCEDURES

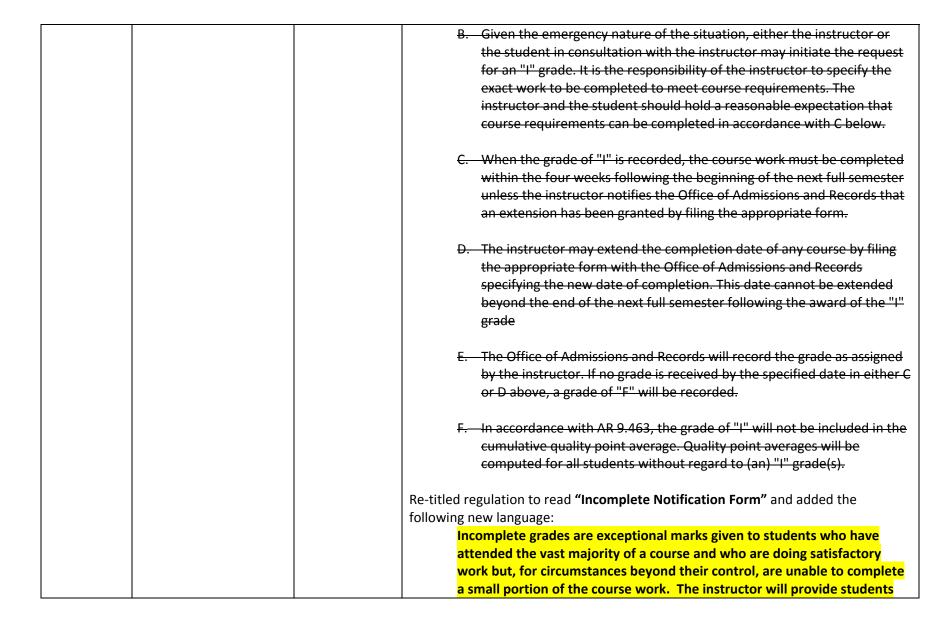
Procedure #	Title	Date Modified	Modifications
11005CP	Formulation and Issuance of College Policies and Procedures	6/18/2012	New procedure to implement BOT Policy 11005
24001CP	Organizational Chart	11/8/2011	Updated the College's Organizational chart to reflect new reporting structure and title changes
32105CP	Recruitment and Appointment Procedures for Support and Associate Staff	2/23/12	Clarified language regarding internal and external recruitment efforts, added expectation of compliance notification to orientation, changed titles.
32305CP	Working Hours for Staff Employees	4/23/2012	Numerous revisions to add Flextime and Alternative Work Schedule procedures. Full scope of changes can be found <u>HERE</u> .

Procedure #	Title	Date Modified	Modifications
32500CP	College Telework Procedure	4/23/2012	Clarified scope and requirements for telework. Full scope of the changes can be found <u>HERE</u> .
34001CP	Changes in Employee Status	1/10/2012	Added language regarding staff seeking voluntary transfer opportunities by establishing a transparent and efficient process to fill staff transfer opportunities (implements Employee Engagement Recommendation #6, Item #3). Clarifies reasons for involuntary transfer. Removes demotions for poor performance (language is being added to 34002CP – Disciplinary Action and Suspension – relocation will allow affected non-bargaining staff access to the grievance procedure outlined in 34101CP). Changes to the reduction in force provisions to align with the staff collective bargaining agreement to ensure a more equitable process for all staff. Updated titles.
35001CP	Compensation Programs	10/18/2011	Added language to implement the newly negotiated reimbursement of travel- related expenses for professional development for full-time faculty and similar provisions for non-bargaining and support staff and administrators. Also added language to implement the newly negotiated part-time faculty professional development assistance program.
35003CP	Leave Program	3/28/2012	Added disability leave for temporary employees; an employee who works at least half-time in a temporary-with-benefits position and has been employed at the College for at least three (3) consecutive years;
36001CP	Performance Evaluation and Employee Development	11/8/2011	Added "Enrichment Leave" pilot per Employee Engagement Survey.
38001CP	Recognition Awards	4/23/2012	Updated titles; revised procedures for Outstanding Service awards for Associate and Support Staff; added language for Outstanding Service awards for part-time faculty; deleted the Sustained Service Award; modified procedures for Scholarship Donor Appreciation Awards and College Hall of Fame Award. Full scope of the changes can be found HERE.

Procedure #	Title	Date Modified	Modifications
42001CP	Student Code of Conduct	12/1/2011	Updated the language of the appeals process to reflect the new role of the Senior Vice President for Student Services.
43003CP	Tuition Waiver for Non- Employees of the College	10/18/2011	Updated the procedure language to reflect changes in the Maryland State Code regarding tuition waiver qualifications.
45004CP	Student Indebtedness	12/7/2011	Added language allowing third-party contract training students with prior indebtedness to be registered for only those classes.
61004CP	College Investment Program	6/18/2012	New procedure; changed portfolio percentages; language added regarding derivatives; title changes. Full scope of changes can be found HERE .
61007CP	Intangible Assets Management	3/19/2012	New Procedure

*APPENDIX I – ACADEMIC REGULATIONS REVISIONS

Reg#	Title	Date Modified	Modifications
9.3011	Limiting Multiple	05/1/2012	New Regulation: Any Montgomery College student who already has earned an
	Degrees in the Same		associate's degree at the College must earn at least fifteen additional credits
	Major		beyond the first degree and meet all other graduation requirements in order to be
			eligible for another degree.
Reg #	Title	Date Modified	Modifications
9.411	Incomplete Notification	05/1/2012	Deleted the following language:
	Form		"Incomplete" Grade
			A. Normally, the use of an "I" grade is limited to bona fide emergency situations that occur at the end of a semester and that prevent students from completing all course requirements in a timely fashion to meet the final grade submission requirements of the Office of Admissions and Records.



			with incomplete forms stipulating work to be done by a certain date, usually by the fourth week of the following fall or spring semester. Every student should receive an incomplete form if an "I" grade is warranted. The incomplete form is available at the final grade worksheet in My MC. Upon completion of this form, a copy will be sent to the faculty member, the student, and the Office of Admissions and Records for inclusion in the student's record. Forms must be completed within two weeks of the grade submission deadline. Failure to fulfill the terms of the form will lead to conversion of the "I' grade to a failure. The instructors are afforded access to "I" grades they have assigned and
			both students and instructors are e-mailed about the original arrangement and are warned as deadlines approach.
			When the grade of "I" is recorded, the course work must be completed within the four weeks following the beginning of the next full semester, unless the instructor notifies the Office of Admissions and Records that an extension has been granted.
9.823	Class Attendance	05/1/2012	Added a new letter "E" with the following language:
			E. Faculty are required to report students who have never attended their courses by use of the "NA" (Never Attended) placeholder. The "NA" should be reported on Banner Web no later than three business days before the twenty percent benchmark for dropping courses. The "NA" should be reported in the space used for midterm grades. For summer and winter courses, the "NA" should be reported during the first two days of class.

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

<u>APPENDIX II – CONSTITUTIONS AND BYLAWS</u>

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