



Frederick Community College Procedure

Section 2.00 Policy Overview	Procedure Number	2.11
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Initiating, Approving and Modifying Institutional Policies, Procedures, and Protocols	Policy Number	2.11
	Approved	11/10/04
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A. Preface

The College is committed to policy governance and uses an open, internal, decision-making process for the development, modification and approval of all College policies and procedures. For purposes of this document, policies are defined as those courses of action approved and adopted by the Board of Trustees, intended to influence decisions and actions of employees of the College. Procedures, then, are the methods used to affect Board-approved College policies, and constitute internal means for conducting the policy-related affairs of the College. All College policies require the Board of Trustees approval. All College procedures require processing through the internal governance structure of the College and must be attached to College policy. College administrative protocols are, by default, methods of internal transactions designed to negotiate, carry out, perform and manage the policies and procedures of the College. College administrative protocols do not require processing through the internal governance of the College, nor do they require Board of Trustee approval.

1. There are three separate processes in place for initiating changes to College policies, procedures, and protocols. Changes related to employee College-wide welfare issues are handled as one type of process. Changes related to non-welfare, College-wide operating issues are handled as a second type. Changes related to administrative protocols are handled as the third type.
2. Proposed policies and procedures, or changes to existing policies or procedures affecting the employees at large, are put forth to employee affinity groups for input. Affinity chairs are expected to respond with input or cite "no comment" on the proposed change under consideration.
3. Division or department level processes affecting that respective area only are made by appropriate administrators in that area.
4. New policies and procedures, or changes to existing policies or procedures, follow the processes outlined below in sections B and C. New protocols, or changes to existing protocols, follow the process outlined in section D.
5. Tracking of activities that apply to this procedure is managed through the President's Office.
6. When appropriate, legal counsel reviews the proposed policy or procedure/change for determination of compliance with applicable law.

7. Minor language changes that clarify or correct errors but do not change the intent or modify an approved policy or procedure are made without seeking formal approval under these procedures.

B. Employee Welfare College-Wide Policies and Procedures

1. Welfare issues relate to employee work-life. They include those issues associated with salary, overtime pay, vacation pay, educational allowance, professional meeting allowance, fringe benefits (such as insurance, retirement, sick leave, sabbatical leave, and promotion), calendars of employment, work schedules, and other working conditions.
2. New policies and procedures, or changes to existing policies or procedures, that deal with employee welfare may be initiated through the:
 - a. Human Resources Office (HR), or
 - b. Employee Affinity Groups. Affinity Group members may initiate policies, procedures, or changes either individually or collectively. If endorsed by the group, the policy or procedure is sent to the President's Office for processing in accordance with these procedures.
3. Process during August 1 – May 31*:
 - a. The unformatted draft language of the policy or procedure is forwarded to the President's Office.
 - b. The President's Office assigns a policy or procedure number. The proposed policy or procedure/change is presented by the initiator or appropriate Vice President to the President's Administrative Staff (PAS) for review.
 - c. At this point, PAS determines if the policy or procedure requires review by legal counsel. Policy or procedure is forwarded to legal counsel, if necessary.
 - d. Following review by PAS, the initiator or the appropriate Vice President introduces the proposed policy or procedure at the President's monthly Cabinet meeting, with an advance copy distributed by the President's Office to each Affinity Group Chair no later than the day prior to the scheduled Cabinet meeting.
 - e. Following introduction of the policy or procedure, Affinity Group Chairs will notify their affinity group members, apprising them of the newly posted proposed policy or procedure. A summary of the input and feedback on the proposed policy or procedure is due within 30 calendar days to the Affinity Group Chairs who will forward it to the President's Office. Further discussion of these changes will take place at the next scheduled Cabinet meeting.
 - f. Within 30 calendar days after extended discussion at the Cabinet meeting, the President's Office makes the agreed upon changes and presents the policy or procedure for final review and approval at the next scheduled Cabinet meeting.
 - (1) If it is determined that there are no substantive issues, the policy or procedure is approved by Cabinet.
 - (a) When a **procedure** is approved by the President's Cabinet, the

issue is considered resolved. The President's Office updates the permanent file of the policy/procedure manual and ensures that the approved procedure is updated on the College Intranet site.

- (b) When a **policy** is approved by the President's Cabinet, the policy is submitted by the initiator or appropriate Vice President to the FCC Board of Trustees (BOT) for discussion, review and approval. Per any recommendations by the Board of Trustees, the President's Office updates the permanent file of the policy/procedure manual and ensures that the approved policy is updated on the College Intranet site.

- (2) If after extended discussion at Cabinet, there are still unresolved substantive issues regarding a policy or procedure, PAS will review and determine a resolution. PAS may or may not elect to solicit additional affinity group input prior to the resolution.

C. Non-welfare, College-wide Policies or Procedures.

1. Non-welfare issues are those topics relating to operations between and among functional units of the College that directly impact their interactions with one another in executing College policy and procedures; or in the relationship of their functional mission to the matriculation and experience of the general student at the College. These units include but are not limited to, credit programs (Arts and Sciences/ Workforce Development and Professional Preparation), non-credit programs (Continuing Education/Customized Training), Center for Teaching and Learning, student development, institutional research, admissions, registration, student records, enrollment management, financial aid, information technology, athletics and risk management.
2. New policies and procedures, or changes to existing policies or procedures, may be initiated individually or collectively through the President by:
 - a. A Vice President or designee, or
 - b. An appropriate College Senate committee.
3. Process
 - a. When a non-welfare, College-wide policy, procedure, or change is initiated by a Vice President or designee, that policy, procedure, or change is taken to PAS for review. Following approval by PAS, the President takes the policy, procedure, or change to Cabinet for referral to the College Senate.
 - b. When a non-welfare, College-wide policy, procedure, or change is initiated by a College Senate Committee, that policy, procedure, or change is processed through the College Senate as outlined in their Constitution.

D. General Administrative Protocols

1. General administrative protocols relate to those conventions, processes and practices which have an impact on the College as a whole and which, by exclusion, do not affect the welfare of College employees as outlined in section B, and do not directly affect the functional activities between and among College units identified in section C, or between the College and the general student. Administrative protocols may pertain to,

but are not limited to, processes associated with donations to the College, the College's facility renovations and space allocations, furniture standards for offices and classrooms, painting schemes, vehicle use, landscaping, etc.

2. Process

- a. Administrative protocols may be initiated or modified by a Vice President or his/her designee.
- b. Administrative protocols are subject to review by the President of the College through the President's Administrative Staff (PAS).
- c. Administrative protocols may be directed toward a standing group at the College by the President for requested input.
- d. Final approval of administrative protocols resides with the President of the College or his/her designee.
- e. Tracking of administrative protocols is coordinated through the President's Office.

* Policies, procedures, and changes to existing policies or procedures that go through the processes described during June 1 – July 31 will be reviewed by the Faculty Association during their first fall meeting. If there are no substantive issues, the policy, procedure, or change to existing policies or procedures will go forward with no further discussion.