

Title: Policy on Policies and Procedures

- Initial Action: August 1, 2018
- Board Resolution: 18-037
 - Last Revised:
 - Policy: August 1, 2018
 - Procedure: February 15, 2023
- Last Reviewed: February 15, 2023
- Effective: August 1, 2018
- Next Review: February 15, 2026
- Responsibility: President's Office

Policy

Policies at Cecil College are adopted by the Board of Trustees and serve as statements of principle to inform decision making and guide actions in pursuit of the college's mission, vision, and goals.

Procedures are issued by the College President and set forth action steps required to carry out a Board policy and /or a standard method for implementing actions.

Cecil College is committed to providing clearly articulated policies that support the advancement of the college's mission. The Board of Trustees, in consultation with the president of the College, develops and establishes policies that serve as the general principles for operations and decision making, and, where appropriate, for delegating authority to the president. These policies are established pursuant to authority granted to the Board of Trustees under the Maryland Education Article, Title 16 Community Colleges, and are intended to address the responsibilities entrusted to the trustees under that Title. As chief executive officer of the College, the president is responsible for implementing these policies through appropriate procedures.

All members of the College community, including guests on college premises, are subject to the policies and procedures as currently amended and posted, and are charged with notice and knowledge of their provisions. The president is authorized to develop and post procedures to implement this policy. The president is authorized to waive or change the application of these procedures under circumstances deemed appropriate by the president, regardless of the provisions of the posted procedures; this authority to waive or change application may not be delegated by the president except as may be specifically provided in a procedure.

Procedure for New or Revised Policies

- Any College employee may recommend a new or revised policy to the president through the college affinity groups (Administrative Professionals Organization, Classified Staff Organization, Student Government Association, and Academic Senate) or member of the President's Executive Staff responsible for the policy in question. Before sending to the President, a Vice-President or executive team member must review.

- 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.
- The review process will generally include a senior administrative leadership review, and a period for feedback by 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. Upon approval, the president will authorize the posting of the policy to the official policies and procedures web page.

Policy and/or Procedure Process

Initiator Name: President

Date: August 1, 2018

Completed by Initiator August 1, 2018

Policy: August 1, 2018

(New or Revised)

Procedure: February 15, 2023

(New or Revised)

- Step 1- Review with Vice President or executive team member.
- Step 2- Notify President's office of new or revised policy or new or revised procedure and provide an electronic copy. President will discuss policy or procedure with Vice President, Affinity group member(s) and administrative staff as needed.
- Step 3- After the President reviews the policy and/or procedure, the College Management Team will review and make recommendations to the President. The policy and or procedure will be distributed to the appropriate affinity group for additional comments as needed.
- Step 4- The President approves any changes in procedures within a policy.
- Step 5- If a policy is new or has changed, it will require the President presenting the policy to the Board of Trustees for approval.
- Step 6- The President's office is responsible for posting all policies and procedures on the My Cecil site and will maintain a log of all such transactions.
- Step 7- Divisions may publish approved and posted policies to department web sites, catalogs, and other college publication with no alterations to the approved policy.

Progress Dates:

Submit to Vice President _____

Submit to President: _____

Submit to CMT: _____

Submit to Board of Trustees: _____

Posted on My Cecil: _____

Distributed to Staff: _____