Community College of Baltimore County

Board of Trustees Policy Manual

The Board of Trustees Policy Manual can be viewed on:

(1) CCBC website at ccbcmd.edu:

About CCBC > Board of Trustees > Policy Manual

(2) CCBC SharePoint site at

https://ccbcsharepoint.ccbcmd.edu/Pages/Default.aspx

under the Policies and Procedures tab

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Section 1: Community College of Baltimore County

1.01 Introduction

A. Two-year co-educational community colleges were established in Baltimore County in the late 1950s as a result of recommendations by the Governor's Commission to Study the Needs of Higher Education in Maryland. The commission recommended that the establishment of community colleges constitute the first step in the program for meeting the demands of higher education which could not be met by expanding institutions already in existence.

B. Community colleges exist to meet varied societal demands for education beyond high school at a cost that is affordable to the student. Through general education, transfer, career education and vocational, developmental, technical, and continuing education, community colleges enhance quality of life, promote economic development and facilitate individual self-improvement.

C. In Baltimore County, the Catonsville and Essex community colleges were established in 1957, with Dundalk Community college being founded in 1971. The colleges operated as separate institutions reporting to a single board. On Oct. 1, 1998, the Community College of Baltimore County (the "college" or "CCBC"), with campuses in Catonsville, Dundalk and Essex, became established by law. CCBC is now a single-college, multi-campus institution, including several satellite locations and online educational programming.

Board Approval:
June 12, 2024

Section 2: Board of trustees

2.01 Legal basis for the board of trustees authority

A. On August 3, 1961, the board of trustees of the Community Colleges of Baltimore County was established in accordance with Chapter 134 of the Acts of 1961, General Assembly of Maryland.

B. The following bylaws and policies are presented herein and are adopted in furtherance of the board's authority as set forth in Maryland Annotated Code, Education Article § 16-103. Their purpose is to delineate lines of responsibility as they pertain to the board of trustees, the college administration and the college employees.

Board Approval:
June 12, 2024

2.02 Membership and duties of the board

A. Membership and organization

1. The board of trustees of CCBC shall consist of 15 members, one at-large and 14 from the councilmanic districts in Baltimore County, two from each district, to be appointed by the governor of the state of Maryland with the advice and consent of the state Senate, in accordance with the Annotated Code of Maryland, Education Article, Title 16.

2. The president of the college shall serve as the secretary-treasurer of the board of trustees as a non-voting member of the board.

3. The term of a board member is five years and begins on July 1. A board member may be reappointed for a second term, but may not serve more than two consecutive terms.

4. The board of trustees shall have legal authority only when the board is in formal session and when a quorum is present. A majority of the full membership of the board shall constitute a quorum. A board member is deemed present when attending a formal session in person, by video conference, or by phone.

5. The control over the college by the board of trustees is not by individual members, but through the majority vote whereby rules, regulations, policies and other actions are approved.

6. Absent extenuating circumstances, any board member shall be considered to have resigned from the board should they fail to attend 50% of the board meetings during any period of 12 consecutive months.

B. Officers

1. The board shall select from among its members a chair and a vice chair. The election of these officers shall occur annually at the June meeting of the board. A majority vote of the board is required for the election of officers.

2. A vacancy in any office may be filled by a majority vote of the board at any public meeting. If the position of president becomes vacant, the interim-president would serve as an interim secretary-treasurer until the position of president is filled.

C. Duties and powers of the officers

1. The chair of the board of trustees shall:

- Preside at all meetings of the board.
- Appoint special committees of the board.
- Sign all necessary legal instruments approved by the board, and/or in keeping with the authority for interim approval contained in Board Policy 2.03 of this board manual.
- Call special meetings of the board.
- Serve as the conduit of all board requests for information from the president and/or the president's staff.

2. The vice chair of the board shall, in the absence of the chair, at the chair's request, or should the chair be unable to act, have all powers of the chair, and shall execute such powers as may be delegated to the vice chair or the chair of the board of trustees.

3. The secretary-treasurer shall ascertain that all funds are received, held in custody and expended, consistent with the direction of the board, and shall be responsible for ensuring that an accurate record of the minutes of the board is maintained, that approved minutes are made available to the public, and that any reports required by the board are prepared.

D. Duties of the board

The board shall:

1. Adopt rules and regulations for its operations.

2. Maintain and exercise general oversight over the college.

3. Appoint, support and evaluate the president and establish the president's salary and terms of employment.

4. Approve salary policy for all college employees.

5. Approve the college budget.

6. Approve the funds necessary to finance the operation of the college.

7. Hold title and conserve the property of the college.

8. Approve the executive organizational structure of the college.

9. Approve major purchases for the college.

10. Approve the construction of new facilities and major renovations of existing facilities.

11. Consider and approve the academic programs offered by the college.

12. Adopt and approve long-range plans for the college.

13. Serve as the college's court of appeal as defined and set forth in Section 2.08 of this board manual.

14. Periodically review the mission of the college.

15. Perform other duties as may be allowed and/or required in furtherance of its general college oversight authority, and exercise all the rights, duties and authority allowed and/or authorized by law.

E. Evaluation and compensation of the president

1. The president shall be evaluated, in executive session, at an annual meeting of the board, according to written objectives, specific and general, developed by the president and presented to and approved by the board annually.

2. The chair of the board shall appoint a president's evaluation committee. Based on each annual evaluation, the committee shall recommend to the board of trustees, in executive session, the president's compensation package.

F. Committees and subcommittees

1. The chair of the board, with board approval, shall form committees to better implement its charge to exercise general oversight over the college. The committees presently authorized by the board include the Academic and Student Affairs and Budget and Finance committees. The Budget and Finance Committee shall serve as the audit committee.

2. The chair may authorize the establishment and appointment of ad hoc committees. When appointed, each ad hoc committee will be given, in writing, specific charges and a timetable for presenting its report. No member of the board shall serve on more than three committees (combination of standing and ad hoc committees)

simultaneously. The ad hoc committees presently authorized by the board include the Nominating and President Review committees.

3. The charge, and any subsequent modifications, for each ad hoc committee shall be approved by the board.

4. Any ad hoc committee action shall be reported to the board and brought before the board for approval.

5. Any reports prepared by any board subcommittee and committee shall be made available upon request to the board secretary-treasurer in accordance with the Maryland Public Information Act.

G. Bylaws of the board

1. The board shall adopt bylaws that govern the manner in which the board shall conduct its business.

2. The board's bylaws shall be attached as Appendix A.

Board Approval:
November 19, 1997
February 9, 2005
November 12, 2014
June 12, 2024

2.03 Interim board approval process

A. The board meets regularly in formal session at least six times a year. In order to conduct business and maintain the operating functions of the college in an efficient and effective manner, it is often necessary to obtain board approval for certain routine transactions between formal board meetings. Accordingly, the board has granted its chair, and the vice chair, in the absence of the chair, authority under the duty and powers of that office to act on behalf of the board in conducting certain business of a routine nature in finance and personnel areas.

B. Examples of items which shall not be delegated to the board chair pursuant to this interim board approval process include the following:

1. Lease purchase agreements.

2. Borrowing or budgetary matters.

3. Collective bargaining matters.

4. Changes in board policy.

5. Personnel matters which would require a hearing or other grievance procedure.

C. Items approved by the chair during the interim periods are to be presented to the full board for information purposes during its next regular session.

Board Approval:
November 17, 1999
June 12, 2024

2.04 Trustee code of conduct

A. Introduction

The purpose of this code of conduct is to establish ethical and professional standards for the board of trustees of CCBC and its members. This code of conduct shall be followed by each member of the board. This code of conduct is not intended as aspirational, but rather a specific way of conducting oneself as a member of the board.

B. Standards of conduct

Board members occupy a position of public trust and, in execution of that responsibility, are expected to:

1. Devote the time and thought necessary to become knowledgeable of the work, structure, governance and affairs of CCBC so that responsibilities as a trustee can be carried out in a conscientious and informed manner.

2. Support and advise the president as the chief administrative and academic officer of CCBC.

3. Prepare for, regularly attend, and actively participate in scheduled board meetings and accept committee assignments and other tasks, as requested by the board chair or the president.

4. Treat fellow board members and all members of the CCBC community with courtesy, fairness and good faith and respect their differences of opinion.

5. Assure the financial solvency, academic excellence and integrity of CCBC.

6. Vote knowledgeably and honestly on matters presented to the board, based on what is in the best interest of CCBC, rather than personal bias or outside influence.

7. Be an advocate of CCBC and support the majority position of the board.

8. Refrain from conduct, activities and/or associations that may bring embarrassment or disrepute to CCBC and resign if such conduct occurs.

9. Abide by the conflict of interest and ethical requirements that are applicable to

the board and strive to avoid even the appearance of a conflict of interest when conducting board affairs.

10. Refrain from using board membership to obtain employment at CCBC for themselves, family members or close associates.

11. Respect the confidential nature of executive session board deliberations.

12. Refrain from acting as spokesperson for the board unless specifically authorized to do so by the chair.

13. Participate in educational conferences, training sessions and workshops to enhance the board member's ability to serve CCBC.

14. Understand and consistently utilize the designated institutional channels in conducting board business.

15. Accept the spirit of academic freedom, shared governance, and diversity, equity, and inclusion as fundamental aspects of CCBC governance.

16. Understand the role of the board as a policymaking body and resist acting as an administrator of such policy.

17. Ensure that the performance of the president and the board are regularly evaluated.

C. Violations, censure and removal from the board

1. Potential violations
A fellow trustee, an officer of the board, or the college president can report a suspected violation of this policy to the board chair. Board members should consult with the board chair and/or college president if they are unsure if an activity or action violates this policy. In the chair's absence, or if the board chair is suspected of policy violations, the vice chair shall perform these duties.

2. Violations
A board member who violates the standards of conduct or misuses college resources must remedy the violation immediately. Board members who commit serious or continued violations are subject to action by the board as set forth in this policy.

3. Private admonishment of a board member
The board chair shall speak privately to a trustee if serious or continued policy violations are suspected. After hearing the trustee's explanation, the board chair may end the inquiry or choose to privately admonish the trustee. In the chair's absence, or if the chair is suspected of policy violations, the vice chair shall perform these duties.

4. Censure (public reprimand)
The board chair or vice chair may recommend censure of a trustee who violates this code of conduct. The trustee who could be censured shall receive written notice of the recommendation at least seven business days in advance and have an opportunity to be heard by the board. The hearing and deliberations will occur in executive session. The board may deliberate without the potentially censured trustee in attendance. A majority vote of the board in open session is required for censure of a trustee.

5. Removal from the board
The board chair or vice chair may recommend removal of a trustee who violates this code of conduct. The trustee who could be removed shall receive written notice of the recommendation at least seven business days in advance and have an opportunity to be heard by the board. The hearing and deliberations will occur in executive session. The board may deliberate without the potentially removed trustee in attendance. A two-thirds affirmative vote of the board in open session is required to remove a trustee from the board.

D. Conflict of interest

Board members shall avoid conflicts of interest. There must be no self-dealing or any conduct of private business or personal services between any board member and CCBC.

Board members shall maintain unconflicted loyalty to CCBC and members of the CCBC community. This accountability supersedes any conflicting loyalty such as that to advocacy or other special interest groups, political parties, and membership on other boards. This accountability also supersedes the personal interest of any board member acting as a consumer of CCBC services.

All board members shall submit annually a written statement to the board chair acknowledging their receipt of this code of conduct and disclosing any matter or relationship that the board member believes could constitute a conflict of interest.

1. Prohibited activities
A conflict of interest is a situation that involves a personal, familial, political, or business relationship between a board member and CCBC that could reasonably be expected to impair a board member's impartiality or independent judgment in the discharge of their duties to CCBC. Board members shall disclose any conflict of interest, at the earliest practicable time, by written notice to the board.

Conflicts of interest include, but are not limited to, the following activities:

a. A board member has an existing or potential financial or other interest which impairs or might appear to impair the board member's impartiality or independent judgment in the discharge of their duties to CCBC.

b. A board member is aware that a member of their family or any organization in which the board member is an officer, director, employee, member, partner, trustee, or controlling stockholder has such an existing or potential financial or other interest.

c. A board member is in competition, directly or indirectly, with CCBC in the purchase or sale of property or property rights, interest or services.

d. A board member is aware that a member of their family or any organization in which the board member is an officer, director, employee, member, partner, trustee, or controlling stockholder is in such competition.

e. A board member or an immediate family member of the board member holds a position with CCBC as an employee or contractor for goods or services.

f. A board member holds any other employment relationship which impairs or might appear to impair the board member's impartiality or independent judgment in the discharge of their duties to CCBC.

g. A board member accepts gifts, entertainment, or other favors (or an immediate family member receives services or accepts gifts, entertainment, or other favors) from any person or concern that does, or seeks to do, business with CCBC under circumstances which might cause a reasonable person to believe that the board member would be influenced by such favors in the performance of their duties to CCBC.

2. Voting

No board member shall vote on any matter under consideration at a board or board committee meeting in which the member has a conflict of interest, nor shall such board member be counted in determining the quorum for such meeting. Minutes of the meeting shall reflect that a disclosure was made, that the board member having a conflict of interest abstained from voting, and that the board member was not counted in determining a quorum for the meeting.

3. Resolution of conflicts

In the event a board member secures or holds any employment that could reasonably be perceived as a conflict of interest, they must withdraw from board deliberation, voting, and access to applicable board information and seek a leave of absence during the term of employment. A leave of absence taken under such circumstances shall not be counted against the board member's required meeting attendance. If the employment is of a permanent

nature, the board member must resign or is subject to removal from the board in accordance with this policy (Section C).

In the event a board member is elected to political office, such board member must resign from the board within 30 business days after the date of their election. In the interest of disclosure, a board member shall notify the board chair and secretary-treasurer that they have filed for election to political office within 10 business days after the date of such filing.

A board member presenting any other ongoing conflict of interest shall work with the president and board chairperson to resolve the conflict. Should attempts to resolve the conflict fail, the board member must resign or be subject to removal from the board in accordance with this policy (Section C).

Board Approval:
June 16, 1999

Board Review:
April 2012

Board Approval:
April 29, 2015
November 8, 2017
June 12, 2024

2.05 Board of trustees travel policy

A. Members of the board of trustees are encouraged to attend regional, state and national functions which benefit the college and fulfill their obligation to be an informed member of the board. The following general guidelines shall be followed by board members who are on official college business and shall govern the manner and to what extent board members will be reimbursed for expenses incurred by a board member while conducting college business.

1. Transportation
   a. If two board members are going on the same trip by private automobile together, reimbursement will be made to only one. Rental cars shall be shared as much as possible to minimize the expense to CCBC.

   b. Mileage reimbursement for the use of private automobiles shall conform to Internal Revenue Service regulations using the current IRS mileage reimbursement business rate less the IRS allowance for depreciation. (This rate shall be effective for all travel commenced on or after July 1, 2015.)

c. Travel to and from the departure point shall be classified as transportation expense.

d. Economy class air transportation and regular rail transportation shall be standard for travel. The travel expenses of a spouse or dependent who accompanies the board member shall be the sole responsibility of the board member.

2. Meal allowance

a. Recommended meal reimbursement for board members traveling on official college business shall not exceed the per diem allowance authorized by the president for college employees traveling on official college business.

3. Approval and reimbursement

a. The president's office shall assist, at a board member's request, with transportation reservations.

b. The president's office shall attempt to make all conference reservations for board members.

c. A travel expense reimbursement form must be completed by the board member at the completion of each trip within 90 days. Required receipts must be attached and submitted to the secretary-treasurer.

d. All expense reimbursement requests are subject to audit and public disclosure.

4. Additional reimbursable expenses:

a. Parking and toll charges.

b. Lodging at the standard room rate (one day before or after the event if schedule necessitates).

c. Long-distance telephone calls relating to board business.

d. Registration fees.

e. Necessary taxi, airport limousine, or rideshare fares.

f. Gratuities.

5. Non-reimbursable expenses:

a. Bar bills and alcoholic beverage expenses, with the exception of special occasions that are deemed to be appropriate by the president.

b. Entertainment and tours not directly connected with the purpose of

the trip.

Board Approval:
June 18, 1996
November 12, 2014
June 17, 2015
June 12, 2024

2.06 Board of trustee policy manual changes and updates

A. Each board member shall be provided with a current version of the Board of Trustees Policy Manual.

B. With the exception of minor editorial updates, proposed amendments to the board of trustees policy manual shall be presented to the secretary-treasurer for transmittal to the board 30 days prior to action by the board. Board agenda items that may cause changes in the policy manual shall meet the above-mentioned time requirements. Emergency matters may be considered by the board with less than 30 days' notice.

C. Amendments to the board policy manual shall be approved by a majority of the board at any public meeting of the board. The board members shall be provided at least 30 days' notice of proposed amendments to the board policy manual.

D. The secretary-treasurer shall be responsible for maintaining an updated copy of this policy manual, containing all amendments and additions to the board's policies, with dates on which changes were enacted.

Board Approval:
May 23, 1968
June 18, 1996
June 12, 2024

2.07 Employee grievance procedure for faculty, administrators, professionals and non-represented employees

A. Purpose

This procedure provides employees with administrative due process. It applies to employees holding full-time, regularly budgeted positions and term appointments. It does not apply to employees holding temporary, probationary, part-time or other special assignments, nor does it apply to employees who are members of collective bargaining units recognized by the college.

B. Definitions

1. "Administrator" means a full-time employee holding an administrative contract, paid on the Leadership scale, and evaluated with an administrative form.

2. “Appointing authority” means the individual or group of individuals who elect a representative.

3. “Appropriate grievance committee” means the specific administrator, faculty, professional or classified employee grievance committee in accordance with Section C of this procedure.

4. “Business day” means any day the college is officially open for business in accordance with the college’s operating calendar and does not include weekends, holidays or recesses. “Business day” also does not mean any day that the college is closed for at least four hours due to an emergency such as inclement weather.

5. “CCBC” or the “college” means the Community College of Baltimore County, including, but not limited to the Catonsville, Dundalk and Essex campuses, all of its locations, and all off-campus centers.

6. “Chair” means the elected head of each appropriate grievance committee.

7. “Classified employee” means a non-exempt, full-time employee who is not eligible for membership in a bargaining unit. This category includes classified staff who are confidential or supervisory. These employees are paid on the classified scale or the scale for non-exempt 40-hour week employees.

   All other members of the classified staff are subject to the grievance procedure contained in the American Federation of State, County and Municipal Employees (AFSCME) or the Communications Workers of American (CWA) Agreements, whichever is appropriate.

8. “Faculty member” means an individual who has, in effect, a full-time faculty contract with CCBC. "Faculty member" does not include individuals with adjunct faculty, visiting lecturer, or temporary contracts.

9. “Grievant” means a faculty member, administrator, professional or classified employee who has filed a timely grievance as described in this procedure.

10. “Grievance” means a written petition from a grievant that:

    a. Describes an alleged violation, misinterpretation, or inequitable application of written rules, procedures, policies or orders that govern the work-related behavior of the grievant as set forth in Board of Trustees Policy Manual, the CCBC College Handbook, Human Resources directives and other applicable CCBC policy.

    b. Relates to a decision/recommendation involving (i) termination of a tenured faculty member, (ii) disciplinary action, (iii) promotion, provided that a violation of due process or institutional equity, as distinct from a judgment of merit, is alleged, (iv) discharge for cause, (v) non-renewal of a contract, or (vi) the performance evaluation

process, provided that grievances related to performance evaluation are limited to process only and may not challenge the evaluation rating.

A grievance, as defined above, must be filed under this procedure within a period not to exceed 45 business days from the date of the event(s) resulting in the grievance. For 10-month employees, the period of June 15 to August15 will not be used in determining the 45 business days.

A grievance does not include an allegation by the grievant of discrimination and/or sexual harassment or violation of institutional equity. Such allegations should be directed to the assistant vice president of Human Resources.

11. "Hearing" means a formal hearing in front of the appropriate grievance committee.

12. "Professional" means a full-time employee holding a professional contract, paid on the professional scale, and evaluated with a professional form.

13. "Procedure" means this written grievance procedure.

14. "Receipt date" means the business day on which the assistant vice president of Human Resources or representative receives the grievance and the time/date it was received.

15. "Representative" means a member of the appropriate grievance committee selected in accordance with the procedure set forth in Section C of this procedure.

C. Selection of the grievance committee

1. The appropriate grievance committee shall be composed of a total of five members of the respective constituency who may or may not be members of the college senate. Two or three members of each grievance committee shall be selected annually during the September college senate meeting as follows:

   a. The Faculty Grievance Committee shall be composed of five faculty members, plus two alternates, when possible, self or senator-nominated, and elected by a majority vote of the college senators who are faculty members.

   b. The Administrator Grievance Committee shall be composed of five administrators, plus two alternates, self or senator-nominated, and elected by a majority vote of the college senators who are administrators.

   c. The Professional Grievance Committee shall be composed of five professional employees, plus two alternates, self or senator-nominated, and elected by a majority vote of the college senators who are professionals.

   d. The Classified Employee Grievance Committee shall be composed of five classified employees, plus two alternates, self or senator-nominated, and

elected by a majority vote of all non-represented classified staff. The election shall be conducted by the college senator who represents this constituency. In the absence of this serving college senator, elections will be conducted by a member of this constituency appointed by the assistant vice president of Human Resources.

2. The president, vice presidents, and assistant vice president of Human Resources are not eligible to serve on a grievance committee.

3. By majority vote, the members of each of the appropriate grievance committees shall elect a chair. The chair shall serve in that capacity until the end of their term unless removed by (a) majority vote of the appropriate grievance committee, or (b) a majority vote of the college senate.

4. If a hearing is or will be in progress beyond the formal expiration of a term, the representatives, including the committee chair, that received the grievance shall continue to serve on the grievance committee until their recommendation is issued.

   In the event of a grievance continuing after June 15 and before August 15, the 10-month faculty member(s) serving on the grievance committee shall continue to serve, with compensation consistent with their current salary, for their time spent on the grievance matter and in a grievance hearing, as appropriate.

   A grievant who is a 10-month faculty member will also be similarly compensated for the time spent in a grievance hearing that occurs after June 15 and before August 15.

5. Prior to winter recess, the college senate chair will provide the assistant vice president of human resources with a list identifying the members of each grievance committee.

D. Resignation and removal from a grievance committee

1. The College Senate may remove a representative, upon 30 business days prior written notice, if, in the reasonable discretion of the college senate, the continued service of that representative would be detrimental to the operation of the committee's work or by the representative's other responsibilities impede the representative from serving as an effective member of the grievance committee.

2. A representative may recuse themselves or the Grievance Committee may require that a representative not participate in a hearing due to a conflict of interest related to the grievant or the grievance.

   a. After a Grievance Hearing has been scheduled and the individuals involved (or those who may be called) are identified, the committee members should determine if anything has compromised the neutrality or integrity of the Grievance Committee. If such a situation exists regarding a member of the

Grievance Committee, that person should recuse themselves.

b. If a committee member refuses to step down from a specific grievance, then the committee should move forward with a formal recusal vote. (This process is not to be considered lightly and should be used as a last resort when it is believed that a member has acted unethically or participated in activities that have compromised the neutrality of the Grievance Committee and its process.)

c. The recusal of a committee member from a specific grievance will require a majority vote of the committee members, defined as members and alternates.

d. The Grievance Committee chair may suspend or alter the grievance timeline as needed to accommodate the recusal process. All parties will be notified of the timeline changes.

3. Any member of the grievance committee may resign by providing written notice within 30 business days of the effective date of resignation to the chair of the Grievance Committee and to the college senate.

E. Vacancy on a grievance committee

When a vacancy arises on a grievance committee, the appropriate constituency of the college senate shall elect a new representative for the vacant position. The senate secretary shall seek nominations and coordinate elections for the positions.

F. Operating procedures

1. Operation of the grievance committee

a. A quorum shall consist of the chair (or the temporary chair, as described below) and two of the four representatives. The chair shall make a reasonable effort to attend all hearings. In the event, however, the chair is unable to attend a hearing, the chair may designate, in writing, a temporary chair from among the other representatives. Hearings and other formal business of the grievance committee can be conducted only when a quorum is present.

b. The chair, as well as each representative, shall have one vote. Provided that a quorum is present, a majority vote of those representatives present is required to pass any measure, except with respect to the election of the chair.

c. If a grievance filed by a faculty member requires a hearing between June 15 and August 15 in accordance with this procedure, the Faculty Grievance Committee shall conduct the hearing. Faculty members on 10-month contracts who serve as representatives shall receive compensation, consistent

with their current salary, for their time spent on the grievance matter and in a grievance hearing, as appropriate.

2. Filing a grievance

a. A grievant shall submit their grievance in writing to the assistant vice president of human resources or designee where it will be time/dated as received. A grievance must be submitted within 45 business days of the event(s) giving rise to the grievance. For 10-month employees, the period of June 15 to August 15 will not be counted towards these time requirements. Failure to meet time requirements will result in denial of the grievance, except in special circumstances as determined in the sole discretion of the assistant vice president of Human Resources.

b. Within 10 business days of the receipt date of a written grievance, the assistant vice president of Human Resources shall send a copy of the grievance to the chair of the appropriate grievance committee and the grievant's immediate supervisor, or if the grievance involves the immediate supervisor, to the second-level supervisor.

c. The assistant vice president of Human Resources will attempt to resolve the grievance informally by facilitating discussion among the grievant, the grievant's supervisor, and/or the grievant's second-level supervisor. With mutual consent of the assistant vice president of Human Resources and the grievant, another CCBC employee may attempt to informally resolve the grievance. If the assistant vice president of Human Resources is unable to informally resolve the grievance within 10 business days of the receipt date of the written grievance, the assistant vice president of Human Resources will make a written recommendation regarding resolution of the grievance within 20 business days of the receipt date of the written grievance. If the assistant vice president of Human Resources' recommendation is unacceptable to the grievant, the grievant will have five business days from receipt of the assistant vice president of Human Resources' recommendation to request a hearing before the appropriate grievance committee. Such a request must be in writing and directed to the assistant vice president of Human Resources. In the absence of a request for a hearing, the grievance will be resolved in accordance with the assistant vice president of Human Resources' recommendation. The assistant vice president of Human Resources shall send the appropriate grievance committee chair notice of the outcome of the informal process within 10 business days of the assistant vice president of Human Resources' recommendation.

d. If a hearing is timely requested by a grievant, the assistant vice president of Human Resources shall, within 10 business days of receipt, forward the hearing request to the chair of the appropriate grievance committee. The chair shall, within 15 business days of the grievance committee's receipt of the hearing request, issue a notice of hearing to the grievant and assistant vice president of Human Resources. In scheduling the hearing, the chair

shall ensure that the date of the hearing provides the grievant and the college at least seven business days' advance notice of any hearing. The chair, in the sole discretion of the chair, may grant a request for a postponement for good cause.

3. Grievance hearing procedure

It is the policy and practice of each grievance committee to conduct hearings in a fair and impartial manner according to these rules:

a. The hearing will be a personnel matter closed to the public and the press. Only those persons whose presence is required, as determined by the grievance committee, will be permitted to attend.

b. The grievant may be accompanied, represented, and advised by a representative of their choice who is willing and able to represent the grievant, including an attorney. If the grievant selects a college employee as their representative, the employee may not represent the grievant if doing so would involve a conflict of position, such as might be the case with a member of the Office of Human Resources.

c. If the grievant was properly notified of the hearing and does not attend, the hearing will convene as scheduled and be decided based on the parties' prehearing written submissions and the presentation of CCBC's representatives during the hearing. If the grievant notifies the chair at least two business days prior to the hearing of an unforeseen personal or medical condition that will not permit the grievant's attendance at the hearing, all attempts will be made to reschedule the hearing within 10 business days. If the grievant notifies the chair less than two days prior to the hearing or shortly after the published start of time of the hearing of an unforeseen personal or medical condition that will not permit the grievant's attendance at the hearing, the chair will decide whether to convene or postpone the hearing. This decision shall be at the chair's sole discretion.

d. The charges and evidence against the grievant shall be presented by the assistant vice president of Human Resources as the CCBC representative or their designee or representative. The college also may be accompanied, represented, and advised by a representative of its choice, including an attorney.

e. For grievances that allege (1) a violation, misinterpretation, or inequitable application of written rules, procedures, policies or orders, or (2) a violation of due process or institutional equity of the promotion process, or (3) a violation of the performance evaluation process, a hearing will consist of the following phases:

i. Introductions of all individuals present.

ii. Overview of the grievance hearing procedures by the chair. The chair will state that "during the entire grievance process, every attempt will be made to ensure that the entire process is objective and fair (non-punitive) to the grievant."

iii. Explanation of the issue/charges by the CCBC representative.

iv. Opening statement by the grievant (maximum of 15 minutes).

v. Opening statement by the CCBC representative (maximum of 15 minutes).

vi. Presentation of the grievant's position, including witness(es) called by the grievant (maximum of 60 minutes).

vii. Cross-examination of the grievant and grievant's witness(es) by the CCBC representative.

viii. Questioning of the grievant or witness(es) by members of the grievance committee.

ix. Presentation of CCBC's position, including witness(es) called by CCBC (maximum of 60 minutes).

x. Cross-examination of the CCBC representative and witness(es) by the grievant.

xi. Questioning of the CCBC representative or witness(es) by members of the grievance committee.

xii. Closing summary statement by the grievant (maximum of 15 minutes).

xiii. Closing summary statement by the CCBC representative (maximum of 15 minutes).

xiv. The grievance committee will enter a closed session for its deliberations.

f. For grievances that relate to a decision/recommendation involving (i) termination of a tenured faculty member (ii) disciplinary action, (iii) discharge for cause, or (v) non-renewal of a contract, a hearing will consist of the following phases:

i. Introductions of all individuals present.

ii. Overview of the grievance hearing procedures by the chair; the chair will state that "during the entire grievance process, every

attempt will be made to ensure that the entire process is objective and fair (non-punitive) to the grievant."

iii. Explanation of the issue/charges by the CCBC representative.

iv. Opening statement by the CCBC representative (maximum of 15 minutes).

v. Opening statement by the grievant (maximum of 15 minutes).

vi. Presentation of CCBC's position, including witness(es) called CCBC (maximum of 60 minutes).

vii. Cross-examination of the CCBC representative and CCBC's witness by the grievant.

viii. Questioning of the CCBC representative or witness(es) by members of the grievance committee.

ix. Presentation of the grievant's position, including witness(es) called by the grievant (maximum of 60 minutes).

x. Cross-examination of the grievant and grievant's witness by the CCBC representative.

xi. Questioning of the grievant or witness(es) by members of the grievance committee.

xii. Closing summary statement by the CCBC representative (maximum of 15 minutes).

xiii. Closing summary statement by the grievant (maximum of 15 minutes).

xiv. The grievance committee will enter a closed session for its deliberations.

g. The hearing times may be extended by majority vote of a quorum of the grievance committee at its sole discretion. Representatives may ask questions during or after the presentations.

h. All evidence against the grievant will be presented in their presence. The grievant (or their representative) shall be permitted to question and confront any witness, to speak for themself, and to present witnesses and evidence on their behalf.

i. At least three business days before the hearing, the grievant and assistant vice president of Human Resources (or their representatives) must file with

the chair a brief written description of their position regarding the grievance, with exhibits if desired. This description shall also be provided simultaneously to all parties. The description shall not exceed 10 pages, double-spaced, with one-inch margins, and must be at least 12-point type font. Failure to adhere to these requirements, without advance approval of the grievance committee chair, may result in the brief not being considered. If the college or the grievant wishes to present a position at the hearing that was not referenced in their initial position description, the grievance committee may exclude such testimony if the committee believes that the position or information was available to the college or grievant at the time their position statement was filed. New positions or information does not refer to information used to rebut the opposing party's position statement. These decisions shall be at the grievance committee's sole discretion.

j. All parties must act with courtesy and dignity. Technical rules of evidence or procedure as followed in judicial proceedings will not apply, and the grievance committee will not entertain technical legal motions. Reasonable rules of relevancy will guide the grievance committee in ruling on the admissibility of evidence. The grievance committee may limit testimony, including unduly repetitious testimony.

k. The college will cooperate with the grievance committee to obtain necessary witnesses, documentation and other evidence. Employees of the college will be made available as witnesses if the chair requests their presence. Witnesses will be paid their regular salary or overtime as appropriate for their time during the hearing. Witnesses shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting their testimony. In the discretion of the grievance committee, witnesses may be sequestered during the testimony of other witnesses. Former employees and students may be invited as witnesses, but there is no authority to compel their attendance. Testimony of such witnesses may be presented by secure video conferencing, which allows for the grievant, the college, and their respective representatives to observe, hear, and question witnesses who cannot be compelled to appear in person or have a legitimate reason for appearing remotely. If the college determines that it is administratively impracticable to make a current employee available, the chair shall be notified in writing of the reasons for that determination. If the chair finds that the presence of that witness is essential to a full and fair hearing, the hearing may be postponed until the witness is available.

l. Either a stenographic record or audiotape of the hearing may be made, as determined by the grievance committee after discussion with the grievant and the assistant vice president of Human Resources. If a stenographic record or audiotape is made, copies will be made available to the grievant at their expense. If a court reporter is used, the grievant will be responsible for obtaining their own copy of the transcript from the reporter.

m. The grievance committee, through the chair, shall deliver its recommendation in writing to the grievant, the assistant vice president of Human Resources, and the college president within 15 business days of the conclusion of the hearing. The grievance committee shall state its findings and the reasons supporting its recommendation.

4. Decision of the college president

a. Upon receipt of the grievance committee's recommendation, the president may request additional information from the parties or the grievance committee and may review the record of the hearing and evidence received at the hearing. The president may also request a meeting with the grievance committee and/or its chair. Within 10 business days after receiving the recommendation, the president shall render their decision. The president shall state the reason(s) for their decision in writing to the grievant with copies to the assistant vice president of Human Resources and the chair of the grievance committee.

b. The president's decision is final except in matters relating to termination for cause and the non-renewal of a faculty member with a five-year contract. If the grievant disagrees with the president's decision to terminate for cause or not renew a faculty member's five-year contract, they may request a hearing before the board, in which case the president shall provide their decision to the college board. The board hearing procedure, including the applicable time requirements for requesting a hearing before the board is included in Board Policy 2.08.

5. Time limits:
The time limits and other requirements of this procedure apply unless an individual contract provides for a different procedure or a longer applicable time period. The time limits and other requirements of this procedure may be changed or waived by agreement of all of the affected parties.

Board Approval:
June 21, 2006
January 22, 2014
November 18, 2020
June 12, 2024
January 29, 2025
June 11, 2025
February 25, 2026

2.08 Board of trustees as the board of appeals for a termination for cause of faculty, administrators/professionals and non-represented classified employees

A. This procedure for appeal of a termination for cause of faculty, administrators/professionals, and non-represented classified employees (the "procedure") sets forth the procedure for faculty, administrators/professionals, and non-represented (collectively, the "employee") to request an appeal and hearing by

the board of a termination for cause. "Cause" does not include non-renewal of an employee's contract except for the non-renewal of a faculty member's five-year contract. This procedure applies solely to a termination for cause of an employee that is properly the subject of an appeal and hearing before the board under CCBC policies or individual contracts. This procedure does not create any independent right to a hearing before the board. The board may follow these procedures in other circumstances as it deems appropriate.

B. Review by the board under this procedure is limited to whether CCBC exceeded its authority in a termination for cause, or whether CCBC erroneously applied any applicable CCBC policy to a termination for cause. The board, in its sole discretion, may expand the review of an appeal.

C. It is the policy and practice of the board to conduct hearings in a fair and impartial manner according to this procedure.

D. The employee must have exhausted all procedures available under CCBC policies or an individual contract, including the grievance procedure in Board Policy 2.07, before the employee can request an appeal to the board.

E. The employee must request an appeal in writing to the chair of the board (the "chair"), with a copy to the president of CCBC (the "president"). The request must be dated, contain the name and position of the employee, a brief description of the basis of the termination for cause, the date of the termination for cause, and the date a final decision was issued under any grievance procedure afforded the employee under CCBC policies. The request must be dated and signed by the employee.

F. Unless another applicable CCBC policy or contract provides otherwise, the written request must be received by the chair of the board and the president within 10 business days from the date of a final decision issued under any CCBC grievance procedures or individual contract. If the 10th day falls on a date when CCBC is officially closed, the 10th day shall be the next business day after the date when CCBC is officially closed. Time limits are of the essence in order that the matter shall not become stale. Failure to meet the time limits will result in denial of the appeal, except in special circumstances as determined by the board in its sole discretion.

G. Upon timely receipt of the written request, the board will schedule a hearing for the next regularly scheduled board meeting date that is at least 21 business days after receipt by the chair of the written appeal. That hearing shall be a personnel matter, and not open to the public. The board shall be the sole determiner of the propriety of those who may attend, except that either or both parties shall be permitted to be represented by an attorney or by an employee of CCBC.

H. At least 15 business days before that hearing, the employee may (but does not have to) file a brief written description of the grounds supporting their grievance and its appeal, with exhibits if desired. The description shall not exceed 10 pages, double-spaced, with one-inch margins, and be at least a 12-point type font. Failure to adhere

to these requirements may result in the description and any exhibits not being considered, at the board's sole discretion.

I. At least five business days before that hearing, the president or the designee of the president, may (but does not have to) file a written reply to the written description filed by the employee, with exhibits, adhering to the same time constraints as apply to the employee.

J. The hearing will consist of each side being afforded 15 minutes in which to present its position. Members of the board may ask questions during or after the presentation. Unless the board decides otherwise by majority vote of the board members who are present in the hearing, these presentation time limits shall be followed strictly.

K. The board requires that all parties act with courtesy and dignity. There will be no formal rules of evidence.

L. Unless specifically authorized or requested by the board, no post-hearing briefs or written positions will be considered.

M. Nothing in this procedure impedes the right of the board, in its absolute discretion, to meet in executive session, to seek counsel or advice from any source, or take other action deemed appropriate to reach a proper decision.

N. The board will issue a written decision in a form the board deems appropriate, usually within 30 business days following the hearing. That decision will be final and binding.

O. The board may, in its sole discretion, waive any of the provisions in this procedure with the written agreement of the parties, and reserves the right to adjust this procedure as deemed appropriate by the board to act fairly.

Board approval:
March 12, 1997
June 21, 2006
January 22, 2014
June 12, 2024
January 29, 2025

2.09 Trustee emeritus policy

A. Trustee emeritus status is an honor granted by the board to a retiring (or retired) trustee in recognition of the trustee's significant contributions to CCBC.

B. A candidate for emeritus status shall be recommended to the chair of the board by a sitting member of the board.

C. For a past member of the board to be eligible and considered for emeritus status, the member shall have satisfied, as a minimum, the following criteria during their tenure on the board:

1. Served two full terms on the board.
2. Served as the chair or active committee member of a board committee.
3. Made significant contributions to the college during their tenure on the board.

D. An award of emeritus status shall be by unanimous vote of the board.

E. The status of trustee emeritus shall be conferred by the board in public session, with appropriate recognition by the college community.

Board Approval:
September 30, 2015
June 12, 2024

Section 3: Administration

3.01 President

A. General

1. The president of the college shall be appointed by the Board of Trustees.

2. The president is the chief executive officer of the college through whom the board carries out its policies.

Board Approval:
September 25, 2024

3.02 President's relationship with Board of Trustees and duties

A. The president's duties shall include, but not be limited to, the following:

1. The president shall be the official through whom the board carries out its policies.

2. The president shall be the official channel of communication to and from the college community and the board members.

3. The president has the authority to appoint, terminate, discharge with good cause and accept the resignations of college personnel in accordance with the terms of a delegation of authority approved by the board and will apprise the Board of Trustees of such action.

4. The president shall be responsible for the conduct and operation of the college and for the administration and supervision of its departments.

5. The president shall be responsible for the safety, proper care and use of all college property.

6. The president shall prepare an annual budget for the college.

7. The president shall authorize the purchase of all supplies, materials and services authorized by the annual budget, in accordance with adopted policies of the board.

8. The president shall designate college officials who, in addition to the president, shall be authorized to sign, as hereinafter set forth, all checks for monies paid out of college-controlled funds, as authorized by the board and in conformance with state law and policy.

9. The president may delegate authority and responsibility for directing a special area of operation of the college to the vice presidents and other staff of the college, but the president shall have the final responsibility.

10. The president shall, in concert with the chair and vice chair of the board, be responsible for developing an agenda for board meetings.

11. The president shall attend all board meetings except where the terms of their contract are discussed.

12. If the president is temporarily unavailable, the president shall designate an individual to temporarily act as president to address any emergency matters that may occur during such time. Should the president become temporarily incapacitated, the board shall designate an individual to temporarily act as president during the period of incapacitation. If the state of incapacitation is permanent in nature, the board shall appoint a new president in accordance with board policy.

13. The president shall keep the Board of Trustees informed concerning acceptable college practices and make recommendations to the board which lead to the continued progress of the college.

14. The president shall provide written certification to the board attesting to the following:
    - The president has reviewed the audit report.
    - The audit report does not contain any untrue statement of a material fact, or omission of a material fact, necessary to make the financial statements misleading.
    - The president has established, maintained and evaluated the effectiveness of internal controls designed to ensure that material information relating to the institution is made known to the vice president of administrative services and other appropriate individuals.

    The vice president for Administrative Services will provide the same certifications, as set forth above, to the president.

Board Approval:
December 14, 1961
June 18, 1996
February 9, 2005
December13, 2006
September 25, 2024

3.03 Organization of the college

A. The board shall periodically approve the executive organizational structure of the college and shall approve any proposed reorganization of the executive organizational structure of the college.

Board approval:
September 25, 2024

3.04 Operating calendar

A. The president shall prepare an operating calendar for the college for each fiscal year.

B. The operating calendar for the next fiscal year for the college shall be presented to the Board of Trustees as an information item at the board meeting in November before publication and distribution to the college community.

C. The operating calendar shall specify the dates of regular college business, including holidays and recesses recognized by the college. The president shall have the responsibility to declare college closings on special holidays or during emergencies.

D. Union employees shall follow the operating calendar, as approved in their contracts.

Board Approval:
May 23, 1968
June 11, 1975
September 25, 2024

3.05 Execution of legal documents

A. Pursuant to Section 16.105 of the Education Article of the Annotated Code of Maryland, as amended, the board has delegated to the president the authority to sign all legal documents for the board without further resolution of the board except with respect to the following matters which require a resolution of the board for each specific transaction:

1. Financial transactions that involve installment payments for a period of more than one year or require the college to grant a security interest in personal property owned by the college or to use real estate owned by the college as security for payment of a debt.

2. Sale, acquisition, condemnation of real property.

3. Real estate leases for a period of more than one year; provided, however, this requirement does not apply to leasing of real estate or personal property owned by the college to telecommunication companies.

4. Banking services.

5. Borrowing money on behalf of the college.

B. The president may delegate their authority to sign legal documents on behalf of the college pursuant to the president's delegation of authority, which shall be approved by the board. (See Appendix B)

Board Approval:
September 17, 1997
December 13, 2006
September 25, 2024

3.06 Intellectual property rights

The Community College of Baltimore County, also referred to as CCBC or the college, encourages the development of original materials by faculty and staff, both for personal and professional use, and for the benefit of the college's students, their learning, needs and goals. The college encourages and supports refinement and revision of these materials, as well as experimentation with new and innovative concepts and materials for the primary purpose of supporting learning. It is the general intention of this policy that the college and its employees share the joint and several rights to continued use without compensation of ordinary college-related material created by covered persons with college resources, and that material created by individuals outside of college time and without college resources belong to the person who created it.

A. Scope
This policy applies to all faculty, staff, administrators, and other persons employed by the Community College of Baltimore County, both full time and part time. It applies to visiting faculty, and any other persons, including students, who create or discover applicable intellectual property using significant college resources beyond ordinary and usual classroom and subject resources. College resources include all tangible resources provided by the college, except salary, related benefits, and paid leaves. This policy will be distributed generally.

B. Property
Intellectual property covered by this policy (applicable intellectual property) is any invention, creation, innovation, discovery, or improvement developed with college resources (with the exceptions noted in a. and b. below, and in the section of this policy titled "web courses"), for which the creator receives the assistance or support of the college for developing commercially, or for which assignment to the college is required by agreement, such as pamphlets and brochures. Applicable intellectual property also includes all television works and broadcasts created by an employee using CCBC's television and broadcasting facilities and resources.

Applicable intellectual property does not include:

a. Traditional works of scholarship and creativity. These are works reflecting research and\or creativity, expressed in any medium, which are considered as evidence of professional advancement or accomplishment, such as scholarly publications, dissertations, journal articles, treatises, research bulletins, monographs, books, plays, choreographic works, poems, musical works (including lyrics), dramatic works (including any accompanying music), works of art, photographs, sculptural works, and software, such as an electronic textbook, glossary, or encyclopedia, that is designed primarily to provide information to the user.

b. Instructional materials. These are works, expressed in any medium, whose primary use is for the instruction of students, such as textbooks, syllabi, graphs, diagrams, bibliographies, simulations, lecture notes, study guides, overhead transparencies, as well as digitized versions of these materials such as multimedia materials, educational software, and webpages and all content incorporated on those pages the college may use instructional materials that are developed or produced by a person to whom this policy applies on a nonexclusive, royalty-free basis for non-commercial purposes.

C. Ownership

The college owns the rights to all works, inventions, developments and discoveries (herein referred to as "work" or "works") created by employees within the scope of their employment (including students working for the college) or whose creation involves the substantial use of college equipment, services or resources. This includes any patentable invention, computer-related software, databases, web-based learning, and related materials. The use of college equipment, services or resources is "substantial" when it entails a kind or level of use not ordinarily available to all, or virtually all, faculty, staff and/or students.

When employee-created intellectual property results from third-party grants, contracts, or awards made to the college, the intellectual property is owned by the college unless written agreement involving the college, the employee, and the sponsor establishes an alternative ownership arrangement. No such agreement shall be entered into without the review and approval of the president. The terms of any final grant govern.

A compilation is a work formed by the collection and assembly of college-owned and individual-owned intellectual property in such a way that the resulting work, as a whole, constitutes an original work. If a work is a compilation, each contributor shall retain all ownership interests in their intellectual property; but by allowing the work to become part of the compilation, they thereby grant a non-exclusive, royalty-free license to the college for use of their contribution. While the college shall own rights to the compilation, it shall own no rights to the underlying work beyond said license and will share any net proceeds from the compilation as described below.

If an employee creates intellectual property other than a scholarly work which may lead to commercial development, they are required to immediately notify their immediate supervisor and dean in order to provide them with sufficient information to permit the college to evaluate the work, both its ownership and its commercial potential, and, if appropriate, to take steps to protect the college's intellectual property rights. If ownership rests with the college, but the college elects not to exercise its ownership rights, then ownership rights and responsibilities related to patenting, copyrighting and licensing belong to the author(s). In such case, the college retains a non-exclusive, royalty-free right to use the work for non-commercial purposes.

In the case of employee-owned intellectual property, the author/creator may petition the college to accept assignment of ownership rights and the attendant control of and responsibility for development. The college, however, is under no obligation to accept this assignment.

Clarification of "within the scope of employment"

Works related to an individual's job responsibilities, even if they are not specifically requested to create them, belong to the college as works-for-hire, except as described in Section B. A work is related to one's job responsibilities if it is the kind of work one is employed to do and one does it, at least in part, for one's use at work, or for use by fellow employees, the college or the college's clients. The work should be performed substantially at work using work facilities, but one's use of personal time or other facilities to create the work will not change its basic nature if it is related to one's job as described above. Works that have nothing to do with job duties will remain the property of the employee, so long as they make no more than incidental use of college facilities.

For example, if your job is "safety engineer," a software program that you create on your own initiative to run on each employee's computer to show a graphic of their nearest fire exits is related to your job duties and belongs to the college, even if no one asked you to create it and you did some of the programming at home on your own computer. A program that you create that does not relate to your job, that neither you nor others use at work, and that you create on your own time belongs to you.

If intellectual property results from research supported by federal funds or third-party sponsorship and no written agreement involving the college, the researcher and the sponsor have established an alternative ownership arrangement.

Rights of the college concerning works owned by their creators

The college may use materials created by faculty for internal instructional, educational, and administrative purposes for any purpose, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions, on a non-exclusive, royalty-free basis for non-commercial purposes without obligation.

Rights of the college concerning class-related works created by students

The college reserves the right to keep a copy of all coursework produced by a student. The college reserves the right to make copies of student papers and other scholarly works for use in the college curriculum and for archival purposes. Students may not disseminate notes for commercial purposes. Students may not take video or audio recordings in class without college permission and these recordings may not be used for commercial purposes.

D. Revenue distribution

Unless otherwise agreed to in writing by the creators of a work or inventors of an invention, for college-connected material, each named creator or inventor shall receive equal shares of net revenue. The college shall share with creator's revenue it receives from applicable intellectual property. This section applies only for money received by the college.

1. Costs. The college first will be reimbursed any and all costs incurred by the college in obtaining and maintaining the copyright, and in developing, marketing, licensing and defending the work.

2. The remaining revenue will be distributed according to the following formula:

    a. Creator(s)' share. The creator(s) shall receive 50% of the net revenue the college receives from their creative work unless applicable laws, regulations, provisions of grants or contracts, or signed agreements with creators provide otherwise.

    b. College's share. The college shall receive 50% of the net revenue. The college share of revenue from applicable intellectual property shall be allocated according to the following formula: One-half to the school/division of the creator and one-half to the college. The school/division share is to be used on the basis of a vote of the school/division in which the invention was created. Income derived from copyrights where the creators come from two or more schools will be divided consistently with the formula cited above, according to the respective share of income allocated to each creator. Net revenue received on account of applicable intellectual property shall be dedicated to research, scholarship, creative work, professional development, and related academic activities.

3. Timely distribution. To the extent that it has control, the college shall distribute accrued revenue due creators under this policy at least annually. Distribution will be made along with a statement of related income and expenses.

4. Accounting. Upon request, the college shall give a creator of intellectual property a statement of revenues and expenditures with supporting data.

E. Stewardship

The creator of intellectual property is responsible for the care, editing and updating of their intellectual property. Creators retain the rights to pursue related research and creative activities, to develop related intellectual property, except to the extent that a creator has voluntarily entered into contractual arrangements or is required by legal or professional considerations to do otherwise.

F. Distance education courses

This section distinguishes among different categories of distance education courses.

Institutional: These are web courses created through contractual agreement with CCBC, signed by both parties, wherein the creation of the web course is at the instigation of CCBC according to a specific set of guidelines. These courses are applicable intellectual property and are owned by CCBC.

Independent: These are web courses created by CCBC faculty or staff on their own initiative and on their own time (meaning time spent beyond the contracted number of hours) using their own resources and using minimal CCBC resources. These courses are not applicable intellectual property and are owned by the faculty or staff member(s) who created them. CCBC makes no claim, monetary or otherwise, on such a course or any of its content or materials.

Collaborative: These are courses created by CCBC faculty or staff members on their own initiative using CCBC-licensed software for the management and delivery of the course and with the assistance of designated CCBC staff. Unless otherwise stipulated by written contract, pages of content created for use in a collaborative course belong to the content expert. No one may edit, change, or update these pages in any way without the written consent of the content expert. Decisions to sell or lease a collaborative course or any part of it, and decisions for use of the course by an instructor other than the content expert, must be agreed to in writing by CCBC and the content expert. If such a written agreement is signed, the content expert has the right to edit, update or remove any of their pages, or change them in any way before the sale, lease, or use of the course, in a reasonable period of time (30 days, unless otherwise agreed).

CCBC has a royalty-free license to transmit or display a collaborative course to its students regardless of a student's location. CCBC has the right to display its name and logo in association with a collaborative course. The faculty or staff member who creates a collaborative course has a royalty-free license to use the course or any part of it at another institution in the event of a change of employment.

These collaborative courses do not constitute applicable intellectual property.

Conflicts: Disputes concerning the meaning and interpretation of this policy shall be processed through the then-current grievance procedure.

Board Approval:
September 21, 2011

Section 4: Fiscal policies

4.01 Budgetary and accounting controls

A. The Board of Trustees is responsible for maintaining the fiscal integrity and solvency of the college.

B. The Board of Trustees is responsible for assuring that the college maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, and transactions are executed and recorded in accordance with proper administrative authorization. The concept of reasonable assurance provides that the cost of a control should not exceed the benefits derived.

C. The Board of Trustees is required under the laws of the state of Maryland to submit an annual budget for all the operating funds of the college. This budget is incorporated into the budgetary controls established by the college accounting system. During the fiscal year, interim financial reports are prepared and distributed to the Board of Trustees and college administrators. The college organizational managers are responsible for ensuring that the expenditures are within appropriation balances.

Board Approval:
November 12, 2014
June 17, 2015
December 4, 2024

4.02 Budget development

A. The board shall annually prepare, adopt and submit to the Baltimore County government an operating budget and a capital budget.

B. 1. The operating budget will identify all available revenues anticipated by the college as well as all expenditures in a manner required by law.

2. The capital budget will identify all available revenues by project.

C. The operating budget shall be prepared on the following schedule:

1. At the January board meeting, the operating budget will be presented to the Board of Trustees for review at their budget work session.

2. At the February board meeting, the Board of Trustees will approve the operating budget.

3. Once approved, the operating budget will be submitted to the Baltimore County government.

D. The capital budget shall be prepared on the following schedule:

1. At the November board meeting, the capital budget will be presented to the Board of Trustees for review at their budget work session.

2. At the January board meeting, the Board of Trustees shall approve the capital budget at their regular meeting.

3. Once approved, the capital budget will be submitted to the Baltimore County government.

Board Approval:
November 12, 2014
December 4, 2024

4.03 Bank depositories, receipts and disbursements

A. Upon recommendation of the president, the Board of Trustees will designate the bank depositories necessary for efficient operation of the college.

B. All accounts of these depositories shall be in the name of the Board of Trustees, Community College of Baltimore County.

C. Satisfactory security for all monies deposited will be in accordance with the provisions of Article 95, Section 22G of the Annotated Code of Maryland.

D. As delegated by the president, all automatic teller machines (ATMs), checking and saving, investments, credit cards, and any other accounts and agreements with financial institutions are under the supervision and stewardship of the vice president of Administrative Services (or designee). Only the vice president of Administrative Services (or designee) is empowered to open checking, savings, investment, credit card and any other type of accounts with a financial institution in accordance with this policy.

E. All college funds will be receipted and deposited in appropriate accounts. Only departments (or organization units) and staff approved by the vice president of Administrative Services (or designee) shall be empowered to receive money and/or effect cash transactions (including, but not limited to, registration, tuition and fees, books, supplies, and any other payments to the college).

1. The receipt, payment or transfer of monies to, from, or within the college's established bank accounts may be made by electronic or other mechanism so long as at least two authorized staff members (including either the vice president of Administrative Services, assistant vice president of Finance or the Controller have approved the transaction.
2. All checks for monies paid out of college-controlled funds shall be signed by at least two staff members as authorized by the president. Electronic or facsimile signatures may be utilized whenever deemed appropriate for conducting college business.

Board Approval:
June 17, 2015
December 4, 2024

4.04 Operating budget – transfer of funds

A. Intra-functional transfers – The early report of transfers of funds within a function of the approved operating budget shall be submitted to the president for approval. The president will submit a summary report of expenditures by function to the Board of Trustees on a quarterly basis, noting any anticipated transfers.

B. The president will submit any requests for a budget appropriation transfer of funds for inter-functional transfers or supplemental appropriations to the Board of Trustees for approval. On approval by the Board of Trustees, the budget appropriation transfer or supplemental appropriation will be submitted to Baltimore County government for review and approval.

Board Approval:
December 4, 2024

4.05 Purchasing

A. The college shall conduct all purchasing in accordance with the provisions of Title 16 of the Education Article, Annotated Code of Maryland, as amended.

B. The college is committed to seeking competitive pricing to ensure that it obtains the best value for each expenditure. Approvals are as follows:

1. For expenditures of $75,000 or more the Purchasing Office shall issue a formal invitation to bid or request for proposals unless such expenditures are exempt from competitive bidding under Maryland law or board policy. Prior board approval of such expenditures of $200,000 or more is required. Prior approval of the college president is required for expenditures of $100,000 to $199,999. The president shall provide the board with a written report of such approvals at each regularly scheduled meeting of the board.

2. One quote shall be sought and secured for expenditures of less than $10,000.

3. No fewer than two quotations shall be sought and secured for expenditures of $10,000 to $24,999.

4. No fewer than three quotations shall be sought and secured for expenditures of $25,000 and less than $74,999.

C. Prospective vendors shall submit all bids and proposals in a uniform manner according to the specifications prepared by the college. The specifications shall include a statement of the scope of the procurement and the policies governing the contract award; the results to be achieved or services to be provided; the proposed

pricing that will be used in evaluating proposals; and the relative importance of each factor.

D. Competitive sealed bids shall be advertised and publicly opened. The college shall tabulate the results of any competitive bid for consideration. Competitive sealed proposals shall be advertised but may not be publicly opened. All contracts awarded by the Board of Trustees based on a competitive bid or proposal shall have a public notice of award posted.

E. The following purchases are always exempt from competitive bidding:

1. Educational tests, textbooks, printed instructional materials, films, recordings or similar materials.

2. Library books, reference books, periodicals, and other library materials and supplies.

3. Items for resale.

4. Utilities, including gasoline.

5. Legal services.

F. With the approval of the vice president of Administrative Services (or designee), one of the following procurement methods may be used instead of competitive bidding. However, purchases of $200,000 or more require prior board approval.

1. Sole source procurement.

2. Emergency or expedited procurement.

3. Intergovernmental cooperative purchasing agreement.

4. Use of a competitively bid contract awarded by another public body.

5. Non-competitive negotiations for purchases under $100,000 as authorized in Section 16.314.1 of Education Article, Annotated Code of Maryland. The office, division or department requesting non-competitive negotiation is required to submit a written justification to the director of Purchasing who shall review the justification and, if warranted, submit a written determination to the president that non-competitive negotiation is in the best interest of the college and state; and the president will submit a request for approval of the contract award to the Board of Trustees. (Annually, the president shall provide a report to the board of all non-competitive awards.)

G. In the conduct of its business, the college will:

1. Demand honesty in sales representation, whether offered through the medium of an oral or written statement, an advertisement, or a sample of the product.

2. Conduct all procurements in a fair and impartial manner; avoid an impropriety or the appearance of an impropriety.

3. Neither solicit nor accept gratuities, favors, or anything of monetary value from suppliers, contractors, or parties to subcontracts.

4. Grant all competitive bidders equal consideration; regard each transaction on its own merits; foster and promote fair, ethical, and legal trade practices; safeguard all qualified bidders have access to public business; and safeguard that no potential bidder is arbitrarily or capriciously excluded.

5. Strive to comply with the provisions of preferences to benefit disabled individuals, minority business enterprises and female-owned firms.

H. No employee, officer or official of the college shall participate in the selection, award or administration of a contract, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer or official, or any member of their immediate family, their partner or an organization which employs or is about to employ any of the parties indicated above, has a financial or other interest in the firm selected for award.

I. This policy applies to all budgets administered by the college regardless of the source of funds.

Board Approval:
June 17, 2015
November 16, 2022
September 24, 2025
November 19, 2025

4.06 Contractual agreements – authorized signatures

A. The chair of the board, or in their absence, the vice chair, may sign contractual agreements on behalf of the board and the college, when board authorization on such agreements is required.

B. The authority to sign contractual agreements on behalf of the college must be in accordance with Board Policy 3.05, relating to the president signing legal documents and their authority to delegate such authority when properly authorized by the board to do so.

Board Approval:
December 4, 2024

4.07 Reimbursement of business and travel expenses

A. Any reimbursement of expenses incurred on official college business will only be paid in accordance with the policy established herein.

B. The general guidelines will be followed by individuals who are on official college business.

1. Transportation

   a. A college vehicle should be used whenever possible.

   b. When two or more persons are going on the same trip by private automobile, mileage reimbursement will be made to only one. A rental car shall be shared when possible, to minimize the expense to the college.

   c. Mileage reimbursement for the use of private automobiles shall conform to IRS regulations and be issued at the current IRS mileage reimbursement rate for business travel less the IRS allowance for depreciation.

   d. Travel to and from the airport/train terminal shall be classified as a transportation expense.

   e. Economy class air transportation and regular rail transportation shall be the standard for travel. Expense for a spouse or dependent who accompanies the employee on a business trip shall be the responsibility of the employee.

2. Meal allowance for overnight travel – Employees traveling on official college business shall be subject to the per diem meal allowance authorized by the president.

3. Meal allowance for local travel – Lunches are assumed to be personal expenditures that are normally incurred during the regular business day and, as such, are not subject to reimbursement.

4. Travel reimbursement

   a. Pre-paid travel and conference arrangements and all cash travel advances must be pre-approved by the employee's immediate supervisor. Cash travel advances shall not exceed 80% of the anticipated cost.

   b. A travel expense reimbursement form with required receipts attached must be completed and submitted for reimbursement within 90 days

after the trip.

c. All expense reimbursement requests are subject to audit, and employees must be prepared to justify all items that come under audit review.

5. Additional reimbursable expenses – The following additional expenses may also be reimbursable if such expenses are incurred as part of college-required travel: parking and toll charges, lodging at the standard room rate (one day before or after event if schedule necessitates), registration fees, necessary taxi, limousine, or rideshare fares and gratuities.

6. Non-reimbursable expenses – The following expenses are not reimbursable: transportation or meal costs for spouse or other members of the family; alcoholic beverage expenditures, with the exception of special occasions that are deemed to be appropriate by the president; entertainment and tours not directly connected with business-related events; and any personal expenses not connected with the purpose of the business trip, such as dry cleaning, valet services, in-room movie services; tours and personal phone calls.

Board Approval:
December 13, 2006
November 12, 2014
June 17, 2015
December 4, 2024

4.08 Reimbursement for interviews

A. Applicants invited for an interview for faculty, administrative or professional positions may be reimbursed up to 100%, depending on the position, for lodging, meals and transportation expenses, when the applicant travels from outside a 50-mile radius of the location of the interview. Reimbursement of expenses incurred during the recruitment process is subject to availability of funds for such purpose in the college budget.

B. The college does not generally provide for moving expenses except upon approval by the president.

Board Approval:
December 4, 2024

4.09 Auxiliary enterprises/organized activities

A. Auxiliary enterprises or college-operated businesses function to provide services to students. These enterprises currently include the bookstores, cafeterias, vending machines, and childcare center. When possible, all losses of these operations shall be absorbed by the profits of the other auxiliary enterprises.

B. Organized activities are all campus activities in fund accounts with income that is restricted to a specific activity use. Such activities include athletic events and meetings supported by an athletic fee and campus club activities supported by an activity fee.

C. The vice president of Administrative Services shall be responsible for maintaining proper financial records of all college auxiliary enterprises and organized activities.

Board Approval:
December 4, 2024

4.10 Independent audit

A. Each year, an independent certified public accounting firm shall conduct an annual independent audit of the college's financial affairs, including its books of accounts, accounting procedures and principles, and other fiscal and operational methods and procedures in accordance with guidelines prescribed by the Maryland Higher Education Commission.

B. The audit report(s), together with the related management letter(s), shall be submitted to the board in accordance with the laws of the state of Maryland.

C. The Board of Trustees shall annually appoint the independent certified public accounting firm provided that:

1. Competitive proposals shall be solicited and evaluated for selection of an independent certified public accounting firm at least every five years.

2. No individual partner shall serve more than five consecutive years as the partner in charge of said audit.

Board Approval:
November 12, 2014
December 4, 2024

4.11 Declaration of a fiscal exigency

A. The responsibility for declaring a fiscal exigency at the college resides with the Board of Trustees.

B. Upon a request from the president and upon finding sufficient reason for so doing, the board will declare such an exigency. The college will implement at that time a contingency plan aimed at preserving the fiscal integrity of the college as a viable educational institution.

C. The contingency plan to address the fiscal exigency will be developed by the president and forwarded to the board for its consideration and approval.

4.11A Creation of a fiscal exigency plan and reduction in force

I. Preamble

As a public institution, the Community College of Baltimore County must be fiscally responsible to the citizens of both Baltimore County and the state of Maryland. According to its mission, vision and values, the college is committed to serving these citizens by responding to individual and collective needs with convenient, comprehensive, and diverse educational programs and support services.

The college is also committed to the principle of shared governance and the optimal use of its human resources. These commitments and the college's mission and institutional goals will guide the implementation of a fair and equitable fiscal exigency plan. This fiscal exigency policy is designed to delineate the rights of individual employees; however, the college's mission will drive the particulars of any fiscal exigency plan and ensuing decisions.

This policy addresses a reduction in force and consequent layoff of employees due to a fiscal exigency. It does not address reductions in force that result from academic program reviews, lack of enrollment in a specific program, elimination or outsourcing of a college service, or a change in the college's mission from external or regulatory changes. Additionally, non-renewal of contracts or contract termination due to lack of grant or contract funding are not considered a reduction in force for fiscal exigency.

II. Fiscal management actions

It is the administration's continuing responsibility to (1) manage resources and expenses within the approved annual budget and (2) plan for balanced budgets in subsequent fiscal years.

In response to fiscal constraints, the college may implement a variety of cost-saving or revenue-enhancing measures. This may happen during a fiscal year or in planning for the next fiscal year's budget. These measures include, but are not limited to, the following (listed in no particular order) which will be implemented to the degree that circumstances require. The implementation of any or all of these measures does not initiate or establish a fiscal exigency.

A. Increasing efforts to boost enrollment.
B. Seeking additional revenue from external sources.
C. Selling college assets.
D. Reducing non-personnel expenditures.
E. Reducing college funding for co-curricular and student activities.
F. Implementing organization changes or consolidations to reduce costs.
G. Altering academic program emphases and/or scope; eliminating programs.
H. Freezing or delaying new faculty or staff hires.
I. Reducing the number of positions in a department or program by only filling vacancies required for continuance of programs or services.

J. Offering voluntary retirement or separation incentives.
K. Adjusting the number of part-time employees.
L. Mandating changes in work hours and/or work assignments.
M. Evaluating the increased use of ten-month or fractional contracts with proportional decreases in salaries.
N. Reducing fringe benefits, including health insurance coverage.
O. Increasing employee premium participation.
P. Limiting or suspending faculty, administrative or professional sabbaticals.
Q. Limiting or suspending faculty promotions.
R. Limiting or suspending salary increases.
S. Furloughing employees.
T. Increasing class sizes.
U. Raising the minimum enrollment to run classes.
V. Reassigning administrative personnel to instruction when these individuals are qualified to teach.
W. Providing retraining opportunities for full-time employees when (1) an employee has an interest in, and aptitude for, training in another discipline or service area, and (2) a need exists in the employee's area of interest.
X. Implementing other cost-saving or revenue-enhancing strategies.

III. Declaration of a fiscal exigency

Fiscal exigency is a serious condition wherein the operating funds of the college are inadequate to successfully maintain the established level of programs and services. The college's response to the financial deficiency will include a reduction in force of full-time employees in budgeted operating fund positions.

Fiscal exigency is declared by the college's Board of Trustees in accordance with Board Policy 4.11.

IV. Input, development and communication of a fiscal exigency plan

As provided in Policy 4.11, the president shall recommend to the Board of Trustees a contingency plan to address a fiscal exigency.

A. The president will appoint a Fiscal Exigency Task Force ("task force") to advise them in the development of a plan. Unless otherwise approved by the president, the Fiscal Exigency Task Force will complete its work within 30 calendar days.

B. The task force will have 26 representatives as follows:

1. Two vice presidents, appointed by the president.
2. Two instructional deans, appointed by the president.
3. One Enrollment and Student Services dean, appointed by the president.
4. The assistant vice president of Human Resources.
5. The chief information officer.

6. Seven faculty members, one from each academic credit school, and one from the library, to be elected from their membership.
7. Two faculty, administrators, or professionals from Continuing Education, to be elected from their membership.
8. Two administrators from the non-instructional areas (Administrative Services, Enrollment and Student Services and Institutional Advancement) to be elected from its membership.
9. Two professionals from the non-instructional areas (Administrative Services, Enrollment and Student Services and Institutional Advancement) to be elected from its membership.
10. One additional administrator and one additional professional staff member, from any area of the college, who do not report directly to any of the other committee members, appointed by the president.
11. Two non-exempt Unit 2 staff who do not report directly to any of the other committee members, appointed by the CWA president.
12. One non-exempt Unit 1 staff member, who does not report directly to any of the other committee members, appointed by the AFSCME president.
13. One non-exempt Unit 4 (group 80 and confidential non-exempt) staff member who does not report directly to any of the other committee members, appointed by the president.

C. The president will designate someone to give a full presentation of the financial state of the college and potential cost-saving strategies to the task force. The task force may seek additional information or invite other presentations.

D. The task force shall advise the president on programs and services prioritized to meet the college's mission. The task force should assess which programs are vital to the mission of the institution using available data. Components of the assessment may include enrollment trends, student retention trends, student/faculty ratio within programs, program costs, and compliance with state and federal regulations and accreditation requirements.

E. The task force shall advise the president on one-time, recurring, personnel and non-personnel savings targets and revenue generation strategies. The task force should consider an equal or proportionate impact on various employee groups as it advises the president on the number of required employees to provide the prioritized programs and services. The task force is specifically not charged with making reduction in force decisions about specific individuals or advising the president about an individual's future employment.

F. During this process, employees will continue to have opportunities for input in meetings with such groups as their supervisors, their divisions or units, the College Senate, and the task force.

V. Reduction in force and recall

A. In this policy, a reduction in force is a layoff of full-time employees in budgeted operating fund positions for fiscal exigency. Based upon the fiscal exigency contingency plan approved by the Board of Trustees, the president shall determine the number of full-time positions, by job category, which will be restructured or eliminated in each department or unit. The president's determination shall be based, in part, on the advice of the task force.

B. The assistant vice president of Human Resources will create a "length of service" list for each job category described in paragraph V(D). The "length of service" list will be ordered as follows:

- First, based on employees' length of service in their current job category.
- Second, only for full-time faculty, by academic rank.
- Third, by employees' total length of service in full-time positions, regardless of job category, inclusive of non-continuous full-time service.
- Fourth, by lot.

If two employees have the same length of service in their job category, same academic rank (if applicable) and same length of total service at the college, the employees will draw lots, as facilitated by the executive director of Human Resources, to determine order on the "length of service" list.

C. For purposes of this policy, "length of service" refers to the latest period of continuous full-time employment at the Community College of Baltimore County, Catonsville Community College, Dundalk Community College and Essex Community College, inclusive of family medical leave, departmental medical leave, disciplinary leave (if any) and sabbatical leave, but excluding leave without pay granted in accordance with Board Policy 6.19.

Ten-month full-time faculty who began work for a fall semester between August 15 and August 31 will be assigned a uniform service start date of August 15. All other faculty and employees will be assigned their actual service start dates.

D. For purposes of the "length of service" list, job categories are as follows:
1. Group A Faculty: Full-time faculty holding a faculty contract or tenure as defined by Board Policy 6.09. Full-time faculty on sabbatical leave pursuant to Board Policy 5.10.
2. Group B Faculty: Full-time faculty on temporary contract (Board Policy 6.07) or fractional contract (Board Policy 6.08) or leave without pay (Board Policy 6.19).

3. Group A Administrators: Full-time administrators receiving a contract pursuant to Board Policy 6.06. Full-time administrators on sabbatical leave pursuant to Board Policy 5.10.
4. Group B Administrators: Full-time administrators on temporary contract (Board Policy 6.07) or fractional contract (Board Policy 6.08) or leave without pay (Board Policy 6.19).
5. Group A Professionals: Full-time professionals receiving a contract pursuant to Board Policy 6.06.
6. Group B Professionals: Full-time professionals on temporary contract (Board Policy 6.07) or fractional contract (Board Policy 6.08) or leave without pay (Board Policy 6.19).
7. Full-Time Unit 1 Classified Non-Exempt Employees
8. Full-Time Unit 2 Non-Exempt Employees
9. Full-Time Unit 4 Classified Non-Exempt Employees
10. Employees filling interim positions will be included in the job category "length of service" list for their regular position, not their interim position.
11. Administrators or professionals who continue to hold tenure by virtue of being tenured as a full-time faculty member and being employed in an administrative or professional post for less than four years shall be included in both the faculty and administrative or professional job category length of service lists. (Board Policy 6.11 provides additional details about tenure status.)

E. **Order of reduction in force (layoff)**

In each impacted department or unit, the following process will apply if more than one position or incumbent in the same job category exists:

1. Vacant positions, or positions where the incumbent accepted a voluntary separation or retirement incentive, will be eliminated before reducing any filled positions.
2. Full-time faculty positions:
   a. Incumbents on temporary contract, fractional contract, or leave without pay will be reduced first in inverse order of length of service list (Group B Faculty).
   b. Incumbents holding a faculty contract or tenure, including those incumbents on sabbatical leave, will be reduced second in inverse order of the length of service list, all other things being equal (Group A Faculty).
3. Full-time administrative positions.
   a. Incumbents on temporary contract, fractional contract, or leave without pay will be reduced first in inverse order of length of service list (Group B Administrators).
   b. Incumbents holding an administrative contract, including those on sabbatical leave, will be reduced second in inverse order of length of service list, all other things being equal (Group A Administrators).
4. Full-time professional positions.

a. Incumbents on temporary contract, fractional contract or leave without pay will be reduced first in inverse order of length of service list (Group B Professionals).
b. Incumbents holding a professional contract, including those on sabbatical leave, will be reduced second in inverse order of length of service list, all other things being equal (Group A Professionals).

5. Full-Time Unit 1 Classified Non-Exempt Employees shall be laid off in accordance with their collective bargaining agreement.
6. Full-time Unit 2 Classified Non-Exempt Employees shall be laid off in accordance with their collective bargaining agreement.
7. Full-time Unit 4 Classified Non-Exempt Employees shall be laid off in inverse order of length of service list, all other things being equal.
8. When necessary to ensure preservation of essential college programs or based on demonstrable individual employee merit, departures from layoff order can be made. Demonstrable individual merit must have been previously noted in the Annual Performance Evaluation or other approved performance evaluation tool. When a departure from the order stated above is made, both the positively and the negatively impacted incumbents will receive a written explanation.

F. **Notice of layoff**

Except as otherwise provided in a collective bargaining agreement, an employee will be given notice of at least 60 calendar days in advance of the layoff date. The employee will be notified of this involuntary separation of employment by the employee's supervisor in a personal interview, if feasible. The employee will also receive written notification of the layoff, either during the notification meeting or afterward via a letter from the Human Resources office to the employee's address of record.

G. **Laid-off employees**

Except as otherwise provided in a collective bargaining agreement, employees separated pursuant to this policy shall have the following rights and services:

1. If funds are available, the college will provide outplacement services for any employee who has been laid off.
2. The right to continue insurance coverage by bearing the full cost of premiums for 24 months as provided by the federal COBRA program.
3. For 24 months, the employee will receive the same benefits, and under the same conditions, as are provided to CCBC retirees, including access to college facilities and IT resources.

H. Recall procedures

1. Human Resources shall retain a comprehensive list of all employees laid off pursuant to this policy for a minimum of two years after separation. It is the obligation of the former employee to keep current contact information on file with the Human Resources office so that the laid-off employee may be contacted about openings; such contact may take place

through email or regular U.S. mail, whichever is the most expedient method.

2. Unit 1 and Unit 2 employees will be recalled as provided in their collective bargaining agreement.
3. A faculty, administrative, professional, non-bargaining unit classified employee who has been laid off from the college shall be given preference in hiring, as noted below, for up to two years.
    a. If the identical position formerly held by the laid-off employee becomes available again during the two-year period, the former employee will be given first priority to fill the position again.

    b. The former employee will be notified of this option via email or letter and will be given seven business days to accept the position. If the former employee accepts the reappointment to the position, the employee will be given the same salary earned at the time of separation, provided however, the employee's salary would be subject to the same reductions in pay, if any, implemented for employees who were not laid off. If the former employee declines or does not respond within the seven-day period, then the position may be treated as any other vacancy, with the caveat that other laid-off employees may have priority for the position. ("Business day" means any weekday that the college is officially open for business in accordance with the college's operating calendar, excluding any weekday that the college is closed for at least four hours due to an emergency such as inclement weather.)
    c. A laid-off employee will also have hiring priority for up to two years for any other full-time, budgeted position (1) that is at or below the grade level of the former position held, (2) for which the individual meets the minimum qualification and is qualified to perform the job duties, (3) that is approved for recruitment by the president, and (4) for which the unit plans to conduct an external search. Former employees will be notified of these positions via email or letter. Former employees will have seven business days to express interest in the position by contacting Human Resources. If the former employee accepts this appointment, salary will be based on the then-current salary guidelines, not the employee's prior salary.
    d. A laid-off employee does not have priority hiring rights for any temporary positions, any part-time positions, any positions at a higher grade level than the former position held, or any position for which an internal-only recruitment is conducted.
    e. If a laid-off employee expresses interest in a position and is qualified for the position as detailed above, the former employee will receive hiring priority as detailed above. If multiple laid-off individuals in the same job category express interest in the same position, the qualified employee who was highest on their "length of service" list will be given priority. If multiple laid-off

individuals in different job categories express interest in the same position, the qualified employee who was in the same job category as the vacant position and was highest on the open position's job category "length of service" list will be given priority. In all other cases, the qualified employee with the longest length of service will be offered the position.

f. If a laid-off employee accepts a full-time, budgeted position with the college during the two-year priority period, all priority hiring rights for that individual will end immediately, regardless of the grade level of the position accepted. Individual priority hiring rights do not end if the individual declines or fails to express interest in a position offered by the college, if the individual accepts a temporary or part-time position with the college, or if the individual accepts employment outside the college.

Board Approval:
February 6, 2019
December 4, 2024

4.11B Furloughs as a fiscal management action

I. Purpose

In accordance with Board Policy 4.11A, the college may implement a variety of cost-saving or revenue-enhancing measures, including furloughs, in response to fiscal constraints. This policy provides the framework for implementation of employee furloughs. The implementation of a furlough does not initiate or establish fiscal exigency.

II. Definitions

Employee: The term "employee" shall mean executive, administrative, professional, faculty, and classified staff. For the purposes of this furlough policy, "employee" does **not** include part-time associates, adjunct faculty, or students in work-study positions.

Essential Employee: The term "essential employee" shall mean any position at CCBC that is critical to the health and safety of CCBC employees and students and/or are critical to the day-to-day operations of the college. As a result of the critical function they perform, those employees designated as essential employees are subject to being called to work during times that the employee would ordinarily be away from work, as specified in the College Handbook.

Furlough: The term furlough shall mean time off without pay for a specific period of time without the use of accrued paid-time-off (PTO). Furloughs allow for temporary cost savings for the college. Furloughs may minimize the need to reduce college services, may minimize the impact of cost-saving measures on the college workforce, and allow the college to recover more quickly once the need for such cost-savings measures has abated. Furloughs are included as one of many fiscal management actions that may be employed by the college listed in Board Policy 4.11A.

III. Scope

This is a college-wide policy and will apply to all employees as defined above except as prohibited by a collective bargaining agreement. This policy contemplates universal participation in furloughs by full-time employees. To the extent that furloughs are prohibited by a collective bargaining agreement, the college should seek to negotiate a similar impact on union employees. This policy does not apply to part-time associates, adjunct faculty, or students in work-study positions.

In the event that the president determines that furlough is the most appropriate cost-saving measure to address a budgetary or financial shortfall, the college may implement the following furlough options:

A. College-Wide Furloughs
The entire college may be closed for a specific number of days. During this time, furloughed employees are strictly prohibited from performing any assigned duties including checking work-related email and voicemail. Supervisors shall not direct furloughed employees to work.

B. Individualized Furloughs
An individualized furlough may: (a) reduce the number of work hours in a day; (b) reduce the number of workdays in a week; or (c) designate specific days off without pay. To the extent possible and practicable, no more than one individualized furlough day, i.e., 7.5 or 8 work hours, should be scheduled per pay period. However, the president may authorize more than one furlough day within a pay period.

As part of the decision-making process, procedures will be developed and implemented at the time to determine how the furloughs will be managed.

IV. Effects on benefits

All employee benefits will remain in place during a period of furlough, subject to the terms of the applicable benefit plan, program, or policy. All insurance coverage and payments shall continue. All paid time off leave shall accrue as if the employee were working. Holidays shall be paid as usual.

To the extent that benefits are continued during furlough, each employee's contributions will be deducted from pay as per usual. In the event of insufficient funds, payment of the employee's portion of benefits shall be conducted in accordance with "Human Resources Directive, FY 2015-04, Health and Welfare Benefits."

V. Implementation guidelines

A. Employees will be given a minimum 30-day written notice prior to the implementation of furloughs.
B. Employees, as defined in Section 2 of this policy, will be required to take furlough days.
C. During a period of furlough, non-essential employees are not required to be at any college or campus work area and are strictly prohibited from performing any official duties.

D. Essential employees, as defined in Section 2 of this policy, may be required to work during a furlough period to maintain critical functioning of the college. These essential employees shall be assessed alternate furlough days in accordance with this policy.
E. Furlough days will be selected to minimize the impact on instructional time.
F. Work-study students will not be scheduled to work during the furlough period; there will be no impact to funds from the work-study students financial aid awards due to any furlough. Funds associated with financial aid awards will remain available for future payments to work-study students.
G. No overtime, extra-time or compensatory time may be granted to compensate for loss of the services of furloughed employees.
H. No paid leave may be used on, or in lieu of, the period of furlough.
I. Employees on or scheduled for leave during the period of furlough will be assessed furlough days and leave balances will not be affected.
J. Authorized travel will not be affected by the scheduling of furlough days. If an employee is scheduled for authorized travel on a furlough day, their furlough will be assessed on an alternate day.
K. Implementation of furloughs for grant-funded employees will be accomplished in accordance with the provisions of the grant.
L. Furlough wages will be deducted in one (1) pay period as the default; however, in order to minimize the impact of furlough, an employee may choose to have furlough wages deducted over four (4) pay periods, unless fewer than four pay periods remain in the fiscal year when the furlough occurs. If furlough is spread over four pay periods, employees must sign an agreement that allows the college to recoup all unpaid furlough amounts in the event of separation from the college.

Board Approval:
September 28, 2022
December 4, 2024

4.12 Risk management

The college shall maintain a risk management program that defines how risks associated with college operations and activities will be identified, analyzed, managed and reported.

1. Some high-exposure risks are unacceptable to the college. The president shall stop or prohibit the activity or business process that triggers these risks.

2. Some risks will be mitigated by transferring them to other entities through insurance or other mechanisms.
   a. The college manages a portion of its risk by participating in Baltimore County's Self-Insurance Program Fund for general liability and workers' compensation coverage.

   b. The college shall purchase commercial insurance to protect its interest in college property and equipment.

c. The college shall purchase insurance against claims of employee dishonesty for certain employees who have regular access to cash, college bank accounts, and have the ability to contractually bind the college. This coverage should include losses of property as well as cash.

d. The college shall purchase malpractice insurance concerning instruction of Nursing and Allied Health students, e.g., Professional Liability Insurance for Healthcare Professionals. This insurance shall cover instruction, faculty and student work in clinical placements.

e. When economically feasible, the college may also purchase private insurance for employee health coverage.

3. Some risks will be mitigated by implementing new policies, business processes or controls.

a. The college shall work to take all reasonable measures to limit exposure to potential breaches of data security. The college's cybersecurity efforts will include the administrative, physical and technical safeguarding of customer information in compliance with Payment Card Industry (PCI) standards, the Gramm-Leach-Bliley Act, the Federal Trade Commission regulation known as the "Red Flag Rule," other applicable laws and relevant best practices.

i. Perform annual cybersecurity risk assessments to identify and evaluate potential vulnerabilities.
ii. Develop a written security program and implement remediation strategies and plans to address identified risks.
iii. Require third-party service providers to implement cybersecurity measures necessary to limit exposure and protect data.
iv. Maintain a Cybersecurity Incident Response Plan to effectively respond to and manage any data security incidents.

b. The president shall designate employee(s) to manage the college's information security program by:

- Identifying and assessing risks to customer information in each relevant area of the college.
- Evaluating the effectiveness of existing safeguards for controlling identified risks.
- Regularly monitoring and testing the security program.
- Selecting appropriate service providers and contracting with them to implement safeguards.

- Adjusting the information security program in light of relevant circumstances, including changes in the college's business operations, or the results of testing and monitoring safeguards.

B. The vice president of Administrative Services, or designee, is charged with administering the college's risk management program.

C. The president or president's designee shall present an annual report to the Board of Trustees regarding the college's risk management plan.

Board Approval:
June 17, 2015
December 4, 2024

4.13 Investment policy

A. The college shall invest public funds in a manner which provides a high investment return and maximum security while meeting the daily cash flow demands of the college.

1. This investment policy applies to all financial assets of the college which are under the direction of the board. These funds are included in the college's annual report and include the unrestricted and restricted funds, and agency funds.

2. The standard to be used by the investment officials shall be the "prudent person" standard and shall be made with judgment and care under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their affairs, not for speculation but for investment, considering the probable safety of their capital as well as the income to be derived.

3. The primary objectives, in priority order, of the board's investment activities shall be:

a. Safety: Safety of principal is the foremost objective of the investment program. College investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

b. Liquidity: The college's investment portfolio will remain sufficiently liquid to enable the board to meet all operating requirements, which might be reasonably anticipated.

c. Return on investment: The college's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budget and economic cycles, taking into account the board's investment risk constraints and the cash flow characteristics of the portfolio.

4. The college will diversify its investments by security type and institution. With the exception of U.S. Treasury securities, authorized pools and money market funds, no more than 50% of the Board's total investment portfolio will be invested in a single security type.

5. To the extent possible, the college will attempt to match investments with anticipated cash flow requirements. Unless matched to specific cash flow, the college will not directly invest in securities maturing more than one year from the date of purchase. Reserve funds may be invested in securities exceeding one year if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

B. The investment of all college funds shall conform to all state statutes governing the investment of public funds and other policies of the board.

1. The college will deal only with financial institutions that qualify under Securities and Exchange Commission rule 15C3-1 (uniform capital rule).

2. The college's investments will conform without exception to Article 95, Section 22 and Section 6-222 of the State Finance and Procurement Article of the Annotated Code of Maryland.

3. When the college seeks proposals for certificates of deposit, Baltimore County community banks shall be invited to make a proposal.

C. Authority to manage the college's investment program is derived from applicable laws, codes, regulations and policies of the board. Management responsibility for the investment program has been delegated to the vice president of Administrative Services or designee(s) who shall establish procedures for the operation of the investment program consistent with this investment policy. Procedures shall include explicit delegation of authority to persons responsible for investment transactions.

1. The vice president of Administrative Services shall be responsible for all transactions undertaken and shall establish an internal system of adequate controls to regulate the activities of subordinate officials. This system of controls shall be maintained to assure compliance with the investment program policy and procedures.

2. Officers and employees of the college shall comply with all applicable laws, codes, regulations and policies of the board governing ethics issues relative to public employees. They shall refrain from personal business activity that could

conflict with proper execution of the investment program, or which would impair their ability to make impartial investment decisions.

3. The vice president of Administrative Services and other employees of the college who invest or make recommendations to invest college funds, shall provide the president or designee with a signed copy of their annual Financial Disclosure Statement as filed with the Maryland State Ethics Commission. This

4. disclosure is made to avoid any conflicts of interest. College employees have an affirmative responsibility to disclose any known conflicts or potential conflicts to the president.

D. The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the board's investment risk constraints and cash flow needs. The board's investment strategy is passive. Given this strategy, the basis used to determine whether market yields are being achieved shall be the six-month Treasury bill rate, the average federal funds rate or other recognized indices as approved by the vice president of Administrative Services.

E. At least quarterly, the board shall be provided a report on investment activity.

F. The college will not borrow funds for the express purposes of investing those funds.

G. The board's investment policy shall be reviewed on a periodic basis, at least annually.

Board Approval:
June 17, 2015
December 4, 2024

4.14 Policies regarding tuition waivers

A. The Board of Trustees of the Community College of Baltimore County supports tuition exemption/reduction for the following tuition waiver programs:

1. **Employee waiver** – As approved by the Board of Trustees, any employee (active or retired and not eligible for a senior waiver) who enrolls, during their non-working hours, in any credit or non-credit class at CCBC that has at least 10 regularly enrolled students, is exempt from tuition payment as detailed in the Employee Handbook and related directives. FTE are not counted in computation of full-time equivalent enrollment for state aid.

2. **Senior waiver** - As provided for in Title 16 Section 106(b)(2) of the Education Article of the Annotated Code of Maryland, any resident of the state who is 60 years old or older, and who enrolls in any class that is eligible for state support, is exempt from tuition payments, only when course space is available. FTE are counted in computation of full-time equivalent enrollment for state aid.

3. **Disability waiver** - As provided for in Title 16 Section 106(c) of the Education Article of the Annotated Code of Maryland, any resident of the state who is out of the workforce by reason of total and permanent disability, and who enrolls in any CCBC class that has at least 10 regularly enrolled students, is exempt from payment of tuition for up to 6 credits per semester or up to 12 credits per semester if the individual is enrolled in classes as part of a degree or certification program designed to lead to employment; or for continuing education instruction designed to lead to employment, including life skills instruction. FTE are counted in computation of full-time equivalent enrollment for state aid.

4. **Early college access waiver -** As approved by the Board of Trustees and in compliance with the College and Career Readiness and College Completion Act of 2013, any student who is dually enrolled in a secondary school in the state and an institution of higher education in the state will receive a waiver of tuition. FTE are counted in computation of full-time equivalent enrollment for state aid.

5. **National Guard waiver** – As approved by the Board of Trustees and cited in Title 11 Section 403 of the Education Article of the Annotated Code of Maryland, any student enrolled in credit or non-credit courses on a space-available basis, who has been certified by the Maryland Adjutant General to have at least 24 months remaining to serve in the National Guard or has agreed in writing to serve for a minimum of 24 months, receives a 50% reduction in in-county tuition and a 100% reduction in the out-of-county differential. FTE are counted in computation of full-time equivalent enrollment for state aid.

6. **Nonresident tuition exemption for active military, veterans, spouses, financial dependents and members of the National Guard** – As provided for in Title 15 Section 106.4 of the Education Article of the Annotated Code of Maryland, active duty members of the U.S. armed forces, honorably discharged veterans, spouses and financially dependent children of active military are exempt from paying nonresident tuition, if:

   (1) the active-duty member is stationed, resides or is domiciled in this state.
   (2) the spouse or financial dependent child of an active-duty member is enrolled as an entering student in a public institution of higher education or was accepted to attend a public institution of higher education in the state.
   (3) the veteran was honorably discharged or is domiciled in the state.
   (4) The National Guard member is a member of the Maryland National Guard and joined or subsequently serves in the Maryland National Guard to: (i) provide a Critical Military Occupational Skill; or (ii) be a member of the Air Force Critical Specialty Code as determined by the National Guard.

A spouse and financially dependent child who is exempt from paying nonresident tuition shall continue to be exempt from paying nonresident tuition if: (i) the spouse or financially dependent child enrolls as an entering student in a public institution of higher education in the state; (ii) the spouse or financially dependent child remains continuously enrolled at the public institution of higher education, and (iii) the spouse or financially dependent child remains domiciled in the state during enrollment. This exemption continues regardless of whether the active-duty member still meets the requirements of under the statute.

Students in this category shall be included as in-state residents for computation of state aid.

7. **Foster care recipient and homeless youth waiver** – As provided for in Title 15 Section 106.1(b)(1) of the Education Article of the Annotated Code of Maryland, a foster care recipient or homeless youth is exempt from paying any tuition at a public institution of higher education, regardless of that individual's receipt of any scholarship or grant, if: (i) the student is enrolled at CCBC on or before the date that the student reaches the age of 25 years; (ii) the student is enrolled as a candidate for a vocational certificate or an associate degree, and (iii) the student has filed for federal and state financial aid.

   Students shall be counted in computation of full-time equivalent enrollment for state aid.

   For these purposes, foster care recipient means an individual who was placed in an out-of-home placement by the Maryland Department of Human Services and resided in an out-of-home placement on the individual's 18th birthday or at the time the individual graduated from high school or successfully completed a GED, or the individual resided in an out-of-home placement on or after the individual's 13th birthday for at least one year and was placed into guardianship, adopted or reunited with at least one of the individual's parents. Foster care recipient also includes a younger sibling of an individual defined above, if the younger sibling is concurrently placed into guardianship or adopted out of an out-of-home placement by the same guardianship or adoptive family.

   Homeless youth means a child or youth who has had a consistent presence in the state for at least one year before enrollment in a public institution of higher education that is documented by school, employment or other records and has been verified as a homeless child or youth (as defined by the federal McKinney-Vento Homeless Assistance Act), at any time during the 24 months immediately preceding the student's enrollment in a public institution of higher education or while the student is enrolled in a public institution of higher education.

Verification of a student's status as a homeless youth can be made by (1) the director or designee of a governmental or nonprofit entity that receives public or private funding to provide services to persons experiencing homelessness; (2) a local educational agency liaison for children and youth experiencing homelessness designated in accordance with the federal McKinney-Vento Homeless Assistance Act; (3) a school counselor; (4) a school social worker; (5) the director or a designee of a federal or state outreach and student services program designed to identify and provide services to economically disadvantaged individuals; (6) the director or a designee of a federal or state program for providing early awareness and readiness for undergraduate programs; or (7) the director or a designee of the director of a financial aid department at the public institution of higher education in which the youth is enrolled or seeks to enroll.

8. **Nursing licensure waiver** – As provided for in Title 16 Section 310(a)(4) of the Education Article of the Annotated Code of Maryland, any student attending a community college in this state who is not a resident of this state and is enrolled in an education program leading to licensure in nursing shall be included as an in-county resident for tuition purposes. To be eligible for this waiver, the student shall furnish a surety bond or promissory note to the state with security satisfaction to the Maryland Higher Education Commission, that on completion of the nursing education program, the student will work for at least two years in a hospital or related institution in this state. Students shall be included as in-state residents for computation of state aid.

9. **Department of Defense tuition waiver** – As approved by the Board of Trustees and in compliance with the Department of Defense Memorandum of Understanding requiring educational institutions to have one single tuition rate for all service members enrolled in the same course, regardless of service component. The single tuition rate applies to active-duty service members, as well as reservists and National Guard members who are called to active duty. For this population of students, CCBC will waive any out-of-county or out-of-state differential. Students shall be included in the computation of state aid.

10. **Children of fallen or disabled state or local public safety employees waiver** – In accordance with Title 15 Section 106.7 of the Education Article of the Annotated Code of Maryland, the college will waive the out-of-county tuition differential for a child of state or local public safety employees who are killed in the line of duty or who sustain an injury in the line of duty that renders the state or local public safety employee 100% disability. A public safety employee is defined as a career or voluntary member of a fire department, ambulance company or squad, or rescue company or squad; a law enforcement officer; a correctional officer; or a member of the National Guard who was a resident of the state at the time of death or injury. Students shall be included in the computation of state aid.

11. **Students employed in businesses in the county waiver** – As provided for in Title 16 Section 310(a)(5) of the Education Article of the Annotated Code of Maryland, each board of community college trustees may waive the out-of-county or out-of-state fee for a student who is employed by a business located in the county that supports the community college. Any student attending a community college in this state, who receives a tuition waiver under this provision, shall not be included as in-state resident for computation of state aid.

12. **Contractual agreements** – As provided in COMAR 13B.07.02.03D, CCBC may adopt a policy allowing it to enter into a contract to provide education or training for public or private sector employees or members with a public or private sector employer or nonprofit organization that maintains, facilities, operates or does business in the state. The contract may provide for a set contractual fee in place of payment of tuition under the following conditions:
    - The employee or member is enrolled in credit or noncredit courses that will benefit the employer or nonprofit organization.
    - The employer or nonprofit organization pays the fee charged by the college; and
    - The fee reasonably reflects the usual costs charged to students in the same or similar courses.

    Contractual arrangements under this program may include customized training as well as employer-paid or organization-paid tuition and tuition reimbursement plans. The employees or members enrolled under this program are eligible to be considered Maryland residents for purposes of state aid.

13. **Victims of human trafficking waiver** – As provided in Title 16 Section 310(b)(5) of the Education Article of the Annotated Code of Maryland, CCBC will waive the out-of-county fee or out-of-region fee for a student who attends CCBC and (1) is not a resident of the county and (2) is a victim of human trafficking. Students shall be counted in computation of full-time equivalent enrollment for state aid.

    Under this provision, information collected as part of the student's registration shall remain confidential. If the community college admits an individual who qualifies for a waiver of the out-of-county fee or out-of-region, a record of the number of individuals for whom a waiver was granted must be maintained and reported to MHEC each year.

    MHEC regulations require that an application for waiver contain evidence the applicant is a victim of human trafficking, including:
    1. Certified law enforcement, court or other federal or state agency records or files;
    2. Documentation from a human trafficking prevention or assistance program, or

3. Documentation from a religious, medical or other professional from whom the applicant has sought assistance or treatment as a victim of human trafficking.

14. **Parents of deaf or hard of hearing children waiver –** As provided in Title 15 Section 106.10 of the Education Article of the Annotated Code of Maryland, any parent of a deaf or hard of hearing child will receive a waiver for the tuition and fees for one course that teaches a language or communication. Students shall be counted in computation of full-time equivalent enrollment for state aid.

15. **Returned Peace Corps volunteers waiver** – In accordance with Title 15 Section 106.11 of the Education Article of the Annotated Code of Maryland, a returned Peace Corp volunteer who attends a public institution of higher education in the state is exempt from paying nonresident tuition at a public institution of higher education in the state if the returned Peace Corp volunteer is domiciled in the state. A returned Peace Corp Volunteer means a person who has been certified by the Director of the Peace Corps as having served satisfactorily as a Peace Corp Volunteer. A student who attends a community college in the state and pays tuition under this provision is included as an in-state resident for the computation of state aid.

16. **Erroneously convicted individuals tuition and fee waiver** – In accordance with Title 10 Section 501(a) of the State Finance and Procurement Article of the Annotated Code of Maryland, when court ordered, an individual proven innocent of a crime after being erroneously convicted, sentenced or confined, will receive a waiver of tuition and fees (1) for education and training relevant to life skills, job and vocational training, or financial literacy, for a period of time until the individual elects to no longer receive the education and training; or (2) for access to enrollment at a public senior higher education institution for a period of enrollment not exceeding eight (8) years. Students shall be counted in computation of full-time equivalent enrollment for state aid.

Board Approval:
December 19, 2007
June 12, 2013
February 24, 2016
December 4, 2020
November 16, 2022
December 4, 2024

4.15 Residency determination for tuition purposes

A. The board directs the president to develop criteria and requirements for determining student residency status for the purpose of determining what students are eligible for in-county tuition, in-state tuition and/or out-of-state tuition rates. These criteria shall

be set forth in the college catalog.

B. Students with Deferred Action of Early Childhood Arrivals (DACA) and undocumented high school students shall be eligible for in-state (either in-county or out-of-county) tuition.

Board Approval:
June 18, 2014
December 4, 2024

4.16 Capital planning policy

A. The college shall establish a planning policy and procedure for development of its long-term building and facility needs.

B. These policies and procedures shall be included in the college's 10-year facilities master plan and shall establish procedures for evaluating, determining, and developing a plan for the college's ongoing facility and infrastructure needs.

Board Approval:
December 4, 2024

4.17 Fund balance policy

CCBC's fund balance is a measurement of available financial resources and represents the difference between total assets and total liabilities at the end of the fiscal year. CCBC's fund balance will be allocated into the following categories.

1) Rainy Day Fund: This is a committed fund balance as established by the Board of Trustees.
   a) The fund is intended to provide the college with financial liquidity to meet normal operating and contingency obligations, and finance unforeseen needs of an emergency nature or facilitate the orderly adjustment to adverse changes to revenue sources and the economic environment.

   b) This fund shall be between 1% and 5% of the college's annual operating revenue (excluding student Title IV aid, loans, and grants). In the event that the fund falls below 1% due solely to operating revenue growth, the college shall budget the replenishment within the next fiscal year.

   c) This fund may be spent on any expenditure appropriately classified in the college's general fund.

   d) Spending must be approved by the Board of Trustees either within the board-approved budget or within a budgetary deficit reduction plan recommended by the president. A budget or deficit reduction plan using the Rainy Day Fund should describe how the college's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of this fund as a financing

bridge, and describe the time period and means over which the Rainy Day Fund will be replenished.

2) Strategic Reserve Fund: This is an assigned fund balance as established by the Board of Trustees.
    a) This fund is intended to be expended over time and not replenished except by specific board action.
    b) The fund will be restricted for the following non-recurring expenses:
        i) Major expenditures that cannot be funded in the current fiscal year through the operating budget.
        ii) Forward funding or "loans" for major expenditures that may require more money than would be available for the specific purpose in a single year.
        iii) Specific capital projects with a funding deficit.
        iv) Unforeseen or unpredictable expenses that cannot be funded in the current fiscal year through the operating budget.
        v) Other appropriate uses as recommended by the president.

    c) Expenditures from this fund require prior approval of the Board of Trustees. Approval may be provided through (1) regular approval of a purchase with the Strategic Reserve Fund noted as the funding source or (2) an approved project plan of multiple expenditures to achieve the same objective.

3) Unassigned fund balance: CCBC's annual budgetary surplus is recorded in this fund.
    a) CCBC shall strive to accumulate $400,000 to $750,000 of surplus each budget year. Any surplus above $750,000 should be transferred to the Rainy Day Fund until said fund reaches the limit in this policy.

    b) These unassigned surplus funds shall be used as a fully expendable revenue source in the upcoming operating budget, i.e., the unassigned surplus fund balance on June 30, 2024, at the end of a fiscal year (FY2020), will become revenue in next development cycle (FY2022).

Board Approval:
November 17, 2021
December 4, 2024

Section 5: Academic policies

5.01 Academic goals and aspirations of the college

A. The college aspires to:

1. Offer a broad spectrum of high-quality educational services to meet community needs.

2. Be responsive to individual and collective educational needs.

3. Offer programs designed to enrich the lives of students and to raise their level of aspirations and accomplishments.

4. Serve as an educational, recreational, civic and cultural resource center.

5. Offer a forum for free expression and exchange of diverse views.

6. Maintain an open admissions policy, except for selective admission required for student success.

7. Create flexible educational environments that expand access to learning.

8. Provide curricula, courses, programs and services at a variety of locations and times and by means convenient to its students.

9. Maintain teaching and learning environments in state-of-the-art facilities that incorporate cutting-edge instructional technologies and innovative, effective methodologies.

B. In furtherance of the above aspirations, the college shall:

1. Offer credit and Continuing Education workforce degrees, certificates and courses through academic programs as disclosed in the college's catalog in either transfer, general studies and/or career programs designed to fulfill the collective needs of the local, state, regional and national workforce, as well as the needs of individual students and the communities we serve.

2. Offer specialized certificate programs.

3. Provide programs and opportunities for all students to pursue educational, personal and societal goals through formal and informal credit and non-credit educational experiences.

4. Provide comprehensive advising and student support services to assist students in realizing their educational goals.

5. Provide qualified faculty and staff essential to the development, operation, delivery and evaluation of programs, courses and services.

6. Provide access to post-secondary education for those who would otherwise find it unavailable due to such circumstances as work schedule, home responsibility, lack of financial resources or mobility concerns.

7. Ensure high-quality programs and services through ongoing evaluation, assessment and management of information systems.

Board Approval:
December 4, 2024

5.02 Principles of academic freedom

A. The Board of Trustees endorses the following policy, which is based on the Statement of Principles on Academic Freedom and Tenure, as published by the American Association of University Professors in 1940. For the purposes of this policy, the term instructional faculty includes classroom faculty and librarians when they are engaged in teaching.

B. Instructional faculty are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the college and within the guidelines set forth in the college's intellectual property policy.

C. Instructional faculty are entitled to freedom to discuss their subject in the classroom, but they should be careful not to introduce into their teaching controversial matter irrelevant or impertinent to the subject.

D. Instructional faculty are individual members of a learned profession and representatives of the college. When they speak or write as individuals, they should be free from censorship or discipline, but their special position in the community imposes certain obligations. As people of learning and educational officers, they should remember that the public may judge their profession and the college by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to state that they do not speak for or on behalf of the college.

Board Approval:
December 4, 2024

5.03 Admission policy

A. The college is committed to offering accessible educational opportunities to its various constituencies. In support of this commitment, the college maintains an open admissions policy, with the exception of selective admission programs required for

student success. The college shall develop and market in a way that that removes barriers to college entry. The college's efforts will include outreach activities with secondary schools, the business community and the general public.

B. The college may accept certain applicants for special admission into selected courses. These may include those who are not high school graduates or holders of high school equivalency certificates. In these instances, the applicant may present evidence through testing, or other means, of the ability to profit from the instruction offered at the college. In making admission decisions concerning these students, the college shall evaluate the potential of the student to complete a course or courses. These programs include previous formal education, equivalency of other learning by examination, competencies gained through practical experience, maturity and other appropriate criteria.

C. The college reserves the right to place students in programs appropriate to their needs. Placement in specific courses will be made in consultation with appropriate academic and student services divisions.

D. The president may adopt, on behalf of the board, entrance requirements for students, academic curriculum, transfer programs, career education programs and continuing education programs.

E. The programs and requirements set forth in paragraph D above shall comply with the provisions of the Education Article of the Annotated Code of Maryland, as amended, and regulations promulgated by the Maryland Higher Education Commission.

Board Approval:
December 4, 2024

5.04 Academic program review policy

A. All instructional programs shall be evaluated regularly using the college's approved program review procedure, unless other procedures are required by the federal, state or outside accrediting agency, or licensing body.

B. The president shall report annually to the Board of Trustees the results of these reviews.

Board Approval:
December 4, 2024

5.05 Curriculum policy

A. The curricula of the college shall consist of credit and non-credit programs, certificates and courses in education to include general, developmental, technical, transfer, career and continuing education.

B. The curricula shall include a broad variety of offerings designed to meet the needs of the diverse community served by the college.

C. Instruction offered by the college shall be available to all students of the college who comply with the college's admission policies and procedures.

D. The college shall develop procedures whereby the faculty may propose a new program or revisions to an existing program. The president will consider any such proposal when submitting recommendations for new programs or the termination of existing programs to the Board of Trustees for approval.

Board Approval:
November 12, 2014
December 4, 2024

5.06 Academic calendar policy

A. The president shall prepare an academic calendar for each fiscal year.

B. The academic calendar for the next fiscal year for the college shall be presented to the Board of Trustees at the November board meeting before publication and distribution to the college community.

C. The academic calendar shall specify the dates of regular college business including holidays and recesses recognized by the college.

Board Approval:
December 4, 2024

5.07 Academic regulations governing students

A. Students attending the college shall follow the academic regulations and policies as outlined in the college catalogue and other official college publications.

B. Policies and regulations addressing admissions status, entry assessment, retention, suspension, dismissal and graduation of students and the standards for determining these shall be in accordance with governing local, state, and federal laws and regulations and college guidelines, policies, and procedures.

Board Approval:
December 4, 2024

5.08 Instructional faculty - Definition, role in academic policy and curriculum development

A. The instructional faculty comprises those employees holding the rank of instructor, assistant professor, associate professor or professor.

B. The instructional faculty shall be instrumental in the development, implementation and evaluation of the academic program under the leadership of the provost and vice president of Academic and Student Affairs.

C. According to approved college policy, the vice president of Enrollment and Outreach Initiatives, with the involvement of the faculty, shall establish, recommend, and maintain requirements for admission, curricula, and conditions of graduation and rules and methods for the conduct of the educational work of the college.

Board Approval:
December 14, 1961
March 12, 1997
December 4, 2024

5.09 Emeritus policy

A. Introduction and purpose

Emeritus status is an honor bestowed on retired faculty, administrative and professional CCBC employees. This honor is given in recognition of outstanding scholarship, exemplary service to the college and/or work with students. Emeritus appointments continue during the life of the recipient. Appointments to this outstanding status should be commonly acknowledged by the college community. This honorary appointment will provide CCBC faculty, administrative and professional employees with support necessary to remain active contributors to CCBC after retirement.

B. Eligibility

Emeritus status can be conferred only on retired college employees or those retiring as of June 30 of the academic year. Candidates should meet the following criteria (the criteria include and pertain to service on any of the three campuses of CCBC before the merger):

a. The candidate must have a minimum length of service with the Community College of Baltimore County of no less than 20 years.

b. The candidate must have had a distinguished career at the college, one which has been deemed outstanding when compared to other employees with similar career requirements. Their contributions must have helped to improve the strength, growth and integrity of the college.

C. Recommendation process

Any active, full-time employee may nominate an individual for emeritus status by submitting the following documents:

a. Verification from Human Resources that the candidate is eligible for selection.

b. A one- to three-page description of their career accomplishments and examples that demonstrate the candidate's exemplary service and performance.

c. A description of the process and consultations used (if any) to select the candidate should be included on a separate sheet. Documentation, press clippings, testimonials, letters of support, citations, certificates, etc. may be attached.

D. Procedure

a. Nominations for emeritus status must be submitted to the appropriate dean or supervisor by March 25. Once they have reviewed the nomination package, the dean/supervisor forwards to the nominee's vice president all relevant materials, along with a brief summary statement to support their recommendation to advance or deny the nomination.

b. A vice president will forward all materials along with their recommendation to support or deny emeritus status to the president by April 10.

c. Upon review of all submittals, the president will advance their nominations for emeritus status to the Board of Trustees for their approval at the board's April meeting.

d. The president will notify the candidate of the Board's decision. Those candidates received favorably by the Board will be recognized at the annual commencement ceremony.

E. Privileges/benefits

Acceptance of the honor entitles an emeritus to special rights and privileges, in addition to those extended to all retiring employees. Courtesies and privileges to those receiving the emeritus status include the following:

a. An identification card and parking permit allowing the individual being recognized the same campus privileges as full-time faculty, administrators, and/or other professionals. These privileges will include the right to participate in academic regalia at commencement and other formal occasions as well as invitations to special college functions open to full-time faculty.

b. Library privileges and services ordinarily accorded to faculty (with fees assessed).

c. Maintaining their pre-retirement college title, with the designation "emeritus" added on (e.g., professor emeritus, dean emeritus, president emeritus, etc.)

d. Name listed in CCBC catalog.

e. Use of pool and fitness facilities under the same terms and conditions as is offered to CCBC faculty and staff.

f. Continued access to a CCBC email address.

g. If space is available, office space and access to CCBC's laboratories for the purpose of research.

h. The college may award other benefits as appropriate.

In addition, the president may, at their discretion, recommend to the Board of Trustees other members of the faculty or professional staff for the emeritus title. The emeritus designation continues during the life of the recipient unless revoked by formal board action, upon the recommendation of the president, following the same procedures that would be applied to the discharge for cause of a tenured faculty member. The emeritus title involves no duties, provides no stipend, and is not transferable to other family members upon the honoree's death. Voting rights in college governance are also not included.

The college encourages emeritus honorees to engage with the college, using their expertise to act in volunteer roles such as tutoring, assist with development projects, serve on advisory committees, or staff campus functions, etc.

Board Approval:
April 18, 2007
December 4, 2024

5.10 Sabbatical policy

A. Upon recommendation of the president, the board may approve one-half year or a full academic year sabbatical leave for the college's full-time faculty or professional staff. Professional employees are eligible to apply for sabbatical leave after the employee has served seven full-time consecutive years at the Community College of Baltimore County.

B. Sabbatical leaves are provided for the pursuit of study, research, professional writing, curriculum development, approved travel or other activity supported by the president, and are subject to Board Policy 3.06 on Intellectual Property. The number of sabbatical leave granted each year is subject to the availability of sufficient budgetary funds.

C. The board shall receive an annual report on the activities and outcome of each sabbatical.

Board Approval:
June 17, 2015
December 4, 2024

Section 6: Human resources

6.01 Introduction

A. The board is committed to the recruitment and retention of a highly qualified, diverse and professional workforce.

B. The board directs the president to develop an employee handbook that sets forth the policies, procedures, rights and responsibilities of all college employees.

Board Approval:
January 28, 2015
January 29, 2025

6.02 Code of professional ethics

The Board of Trustees of the Community College of Baltimore County believes it is important to establish an official Code of Professional Ethics for the college to promote professional management of its operations. To further this objective, all employees of the college are enjoined to adhere to legal, ethical, moral and professional standards of conduct in the fulfillment of their responsibilities. Standards set forth in this code are promulgated in order to enhance the performance of all persons engaged in college operations.

A. Personal standards

College employees shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of all governing authorities, students, other employees, and the public at large.

- They shall dedicate their time, skills and energies to their positions both independently and in cooperation with other professionals.
- They shall abide by approved practices, college policies and recommended standards.

B. Responsibility as an employee of the Community College of Baltimore County

College employees shall recognize and be accountable for their responsibilities as employees of CCBC.

- They shall be sensitive and responsive to the changing needs of the public.
- They shall strive to provide the highest quality of performance.

- They shall exercise prudence and integrity in the management of assets in their custody and in all activities.
- They shall uphold both the letter and the spirit of laws and regulations governing their actions and promptly report violations of the law to the appropriate authorities.

C. Professional development

College employees shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those seeking to enter into community college service. College employees shall promote excellence in community college service.

D. Professional integrity – information

College employees shall demonstrate professional integrity in the provision and management of information.

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement, or which omits any material fact.
- They shall not fraudulently influence, coerce, manipulate or mislead an auditor in the performance of the audit.
- They shall prepare and present statements and information pursuant to applicable law and generally accepted practices and guidelines.
- They shall respect and protect privileged information to which they have access by virtue of their position.
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of existing policy.

E. Professional integrity – relationships

College employees shall act ethically, morally, and professionally in all professional relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the college, within the confines of this Code of Professional Ethics.
- They shall not knowingly be a party to or condone any illegal or improper activity.
- They shall respect the rights, responsibilities and integrity of their colleagues and others with whom they work and associate.

- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment or other unfair practice.
- They shall be inclusive by being respectful of individual differences as well as opinions of those who are affected by college decisions.

F. Conflict of interest

College employees shall actively avoid the appearance of and actual conflicts of interests.

- They shall discharge their responsibilities without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their college responsibilities and duties.
- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official responsibilities and duties.
- They shall not use college property or resources for personal gain.

Board Approval:
February 9, 2005
November 12, 2014
January 29, 2025

6.03 Equal employment opportunity

A. The Board of Trustees is committed to ensuring that non-discrimination policies are implemented for all employment practices and administration of employment opportunities at the college.

B. The employment of qualified personnel to meet the needs of the college is a major responsibility of every individual who participates in the college's recruitment and hiring process. All college recruitment and hiring procedures are intended to ensure non-discriminatory hiring.

C. All employees will be given employment opportunities based on their education, training, experience and qualifications.

D. All employees will be treated equally and will not be discriminated against based on race, color, religion, sex, age, national origin, ancestry, veteran status, disability,

sexual orientation, gender identity, genetic information, or any other basis protected by law.

E. The commitment to equal employment opportunity applies to all terms, conditions, and privileges of employment, including but not limited to hiring, placement, promotion, demotion, termination, layoff, recall, transfer, leave of absence, compensation, training, and referrals for employment.

Board Approval:
January 29, 2025

6.04 Harassment

A. The Board of Trustees is committed to providing the college an academic learning and working environment that is free from harassment.

B. Harassment is a form of discrimination that is prohibited by federal and state law. Harassment is unwelcome, offensive conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age, disability, genetic information (including family medical history), and any other protected basis.

1. Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work or academic performance.

2. Harassment becomes unlawful in the following circumstances:

    1. When enduring such conduct is made explicitly or implicitly a term or condition of an individual's employment or a part of the educational process.

    2. When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual.

    3. When such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

C. Sexual harassment may include, but is not limited to unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature which creates an offensive, intimidating or hostile work environment. Sexual harassment may also include, but is not limited to requests for sexual favors, unwelcome sexual comments,

suggestions, jokes, and the display of sexually suggestive pictures, calendars or other objects.

D. Harassment can occur in a variety of circumstances, including but not limited to, the following:

1. By a supervisor, a faculty member, a co-worker, a student, or a third party.

2. Anyone affected by the offensive conduct, including those directly targeted, can be victimized by the harassing conduct.

3. Unlawful harassment may occur without economic or educational injury to, or discharge of, the victim.

E. Persons found involved in violation of the college's policy on harassment shall be disciplined in accordance with the college's disciplinary procedures which could include expulsion from the college or termination of employment. These sanctions will be in addition to any criminal or civil penalties that may be imposed by federal or state courts.

F. Any person found guilty of filing a deliberately false accusation of harassment will likewise be subject to appropriate disciplinary action up to, and including, expulsion from the college or termination of employment.

G. The college shall establish and distribute procedures relating to the reporting and handling of cases of harassment. Publications detailing these procedures shall be made readily available to students, faculty and staff.

H. The college shall investigate all complaints of harassment, adjudicating them in accordance with the college's disciplinary and appeal procedures.

Board Approval:
January 29, 2025

6.05 Salary policy

A. There shall be an established salary scale for all employees reviewed and approved each year by the Board of Trustees.

B. Salary placement guidelines will be established for new employees. Initial placement into a grade will be based on experience, skills, and academic credentials.

C. The college will maintain a step-in-grade system for its faculty and staff.

Board Approval:
November 12, 2014
January 29, 2025

6.06 Administrative/professional employee contract policy

A. All administrative and professional employees shall receive a contract upon hire.

B. The contract shall be in writing and on the form furnished by the college and shall be signed by the employee and the president or the president's designee. Signing the completed contract constitutes the employee's acceptance of the position and of the conditions set forth in the contract. When so signed, it will be filed among the records of the college, and a copy will be provided to the employee.

Board Approval:
November 12, 2014
January 29, 2025

6.07 Fractional employee contracts

The president may authorize the issuance of limited term fractional contracts to full-time faculty, administrative or professional employees based upon special circumstances.

Board Approval:
November 12, 2014
January 29, 2025

6.08 Temporary employee contract

A. Temporary employees may be hired to meet short-term needs or to handle a special project and will receive a temporary employee contract with the college. The contracts will be written and prepared by the college, signed by the employee, the appropriate vice president and the president or their designated representative.

B. A temporary employee contract may be extended for a period of time not to exceed three years.

C. A temporary employee is not entitled to benefits other than what is agreed to in the temporary employee contract.

Board Approval:
January 29, 2025

6.09 Faculty appointments

A. A 10-month faculty contract year starts on August 15 of each calendar year. A 12-month faculty contract year starts on July 1 of each calendar year.

B. When calculating time served within a particular faculty contract tier (i.e., one-year, three-year, or five-year contract), only time served between August 15 and the following June 15 will be counted as a full year of employment. Except in special

circumstances approved by the president, time served under contracts and temporary assignments for less than one full academic year will not count toward years served.

C. Persons in dual-function positions shall be offered a faculty contract with a special addendum specifying their duties and responsibilities and the length of the appointment.

D. It is the intent of the board to foster a mutual, long-term commitment between the college and its faculty. With this goal in mind, newly hired faculty are offered the following types of contracts.

1. One-year contract - A one-year contract is issued upon hire. No limitation is imposed on the college regarding the number of one-year contracts that a specific faculty member may be issued. When deemed appropriate by the board, one-year contracts may also be issued after completion of contracts of longer term.

2. Three-year contract - The college may offer a faculty member a three-year contract no earlier than at the end of three full years of employment within the terms of a one-year contract. Additional conditions for eligibility include, but are not limited to, satisfactory performance, financial conditions of the college, and adequate enrollment. The decision whether or not to issue a three-year contract is within the sole discretion of the president, and faculty members have no entitlement, guarantee and/or expectation of receiving such a three-year contract.

3. Five-year contract – Faculty members who consistently demonstrate satisfactory performance for a period not less than three consecutive years may become eligible for a five-year contract. The decision to provide any eligible faculty member with a five-year contract is within the sole discretion of the president. Faculty members have no entitlement, guarantee and/or expectation of receiving a five-year contract. With appropriate notice, contracts of lesser duration can be issued upon completion of the five-year term. The decision to issue a five-year contract will be conditional to successful yearly evaluations, adequate student enrollment and financial viability of the college. A five-year contract may be renewed for an additional term of five years, if the above-mentioned conditions continue to be satisfied.

E. Faculty members who receive a one-, three- or five-year contract are not eligible for tenure. Tenured employees do not receive a contract.

Board Approval:
December 17, 1997
November 12, 2014
January 29, 2025

6.10 Reinstatement of faculty status

A. This policy covers any and all faculty members who, by appointment, have held, on a full-time basis, an administrative position for at least one full contract year and are voluntarily or involuntarily reinstated to their previous faculty status. The provisions of this policy do not extend to interim appointments, regardless of length, or part-time assignments where the faculty member retains 30% or more faculty workload.

B. Requests for release from administrative duties must be submitted to the provost and vice president of Academic and Student Affairs no later than January 15 of the current contract year for approval of the president. The provost and vice president will notify the administrator or professional whether the request has been approved no later than April 1 of the current year. Upon approval of the vice president, the faculty members shall be notified and an exhibit reflecting the termination of current status shall be submitted to the Board of Trustees. Reinstatement of faculty status shall place the employee at the faculty rank held prior to the administrative appointment. The contract term will remain as it was upon administrative appointment.

C. Employees reinstated to 10-month faculty status will stop accruing vacation time upon completion of the 12-month administrative contract. Accrued vacation time must be taken prior to reinstatement into the 10-month position.

D. Employees reinstated to 12-month faculty status will maintain their accruing status at the same rate as it was during the administrative appointment.

E. Change in status does not have any impact on coverage under the college's sponsored benefit plans.

F. Retirement benefits are calculated based on a percentage of salary. Changes in status do not result in a need for adjustment, unless the status changes to part-time status.

Board Approval:
November 12, 2014
January 29, 2025

6.11 Tenure status

A. Persons appointed to the faculty after 1997 are not eligible to earn tenure. The board, however, is committed to honoring the terms of tenure of employees who were granted such status prior to this change in policy. The terms of employment of faculty who attained tenured status, or who were "on track" for tenure prior to the change in policy are as follows:

B. Transfers
   1. Administrative positions: Tenured employees whose transfer is approved by the board after the effective date of this policy (to an administrative position)

shall be presumed to have changed careers after serving four years in the administrative position. Tenure earned in the prior position will be surrendered at the beginning of the fifth year of employment in the non-tenured position.

2. Faculty positions: A tenured employee who transfers to a faculty position shall retain tenure status regardless of length of time in the new position.

Board Approval:
January 29, 2025

6.12 Performance evaluation

A. Except as provided in a collective bargaining agreement, the Board of Trustees directs the president to establish and periodically revise a system of performance evaluations for all college employees to be based on performance criteria.

B. The college provides an objective and fair annual performance evaluation process which allows supervisors to assess the performance of their employees in relation to established performance expectations and specific performance goals to be accomplished over the review period. The results of the evaluation shall become part of the employee's permanent record and are to be used to determine the eligibility for a step increase, suitability for promotion, or conditions of performance improvement.

C. The performance evaluation process will apply to all college employees. However, the established performance expectations may differ across the three groups of employees: faculty, administrative/professional, and classified employees.

D. The parameters of performance expectations are identified in the College Handbook.

Board Approval:
November 12, 2014
January 29, 2025

6.13 Workload

A. Except as otherwise provided in a collective bargaining agreement, the Board of Trustees authorizes the president to determine appropriate workloads consistent with the terms of policies established in the College Handbook.

B. The definition of reassigned time and overload assignments shall be published within the College Handbook.

Board Approval:
November 12, 2014
January 29, 2025

6.14 College grievance procedure

A. The college has an established grievance procedure for all classes of college employees.

B. The specifics of the grievance procedure for all non-union employees are outlined in Board Policy 2.07.

C. Unionized personnel are subject to the terms of the grievance procedures agreed upon through the collective bargaining agreements between the college and their representing union.

Board Approval:
January 29, 2025

6.15 Employee records disclosure

A. All requests for information related to current or former employees shall be submitted to the college's assistant vice president of Human Resources or designee.

B. Employee records are the property of the college and will remain confidential. Confidentiality of employee records, including medical records, will be maintained in accordance with state and federal law. Only authorized employees will have access to these records.

C. The Board of Trustees authorizes the college to develop and implement procedures to manage requests for information contained in an employee's personnel file. The terms of disclosure and conditions governing such requests shall be set forth in the College Handbook.

D. No information concerning current or former employees will be provided to non-law enforcement requestors unless the person making the inquiry provides the college with: (1) written authorization from the employee or former employee, (2) a court order, (3) a subpoena that requires the release of such information, or (4) A formal request under Maryland's Public Information Act.

For law enforcement requests for information concerning current or former employees, information will only be provided when the law enforcement agency provides the college with: 1) written authorization from the employee or former employee, (2) a court order, or (3) a subpoena that requires the release of such information, or, when the request is associated with an active formal investigation or a health and safety concern. In all cases, the information provided in response to a request from law enforcement, the information requested and provided must be relevant to the investigation or concern at issue, as determined by the college.

Board Approval:
January 28, 2015
January 29, 2025

6.16 Political activity

A. The Board of Trustees recognizes that employees have rights and responsibilities in terms of voting, campaigning for or against political issues, holding public office, serving as an election judge and other civic pursuits. No CCBC employee shall use their authority to impose personal political views on other CCBC employees or students, nor can any employee coerce another employee to perform a political act. An employee may request a leave of absence without pay in order to pursue these and other civic duties. The decision whether to grant such a leave rests with the sole discretion of the president. Failure to desist from engaging in conduct found to be contrary to this policy shall constitute grounds for disciplinary action.

B. A CCBC employee's position shall at no time be in jeopardy due to their political beliefs, pursuits or activities as long as the foregoing policies are followed.

Board Approval:
November 12, 2014
January 29, 2025

6.17 Tuition reimbursement

A. Tuition reimbursement for courses at colleges other than CCBC shall be extended under the terms and conditions set forth in the College Handbook. Tuition reimbursement is contingent upon availability of funds in the budget for that purpose.

B. All full-time, benefit-eligible employees are qualified to apply for reimbursement for approved study, provided the employee has been employed by the college for at least one academic year.

C. In order to be eligible for reimbursement of tuition expenses, an employee shall have satisfactorily completed the course in accordance with the criteria of the institution at which the course was taken and will submit proof of payment and successful completion of the course.

Board Approval:
January 29, 2025

6.18 Authorized leave with pay

A. The Board of Trustees authorizes the college to determine the terms and conditions of the granting of leaves of absence with pay. Such leaves may include holidays, vacation,

winter and spring recess, sick leave, illness in family, bereavement, jury duty and court appearances, religious observance, urgent personal business, and sabbatical leave.

Board Approval:
January 29, 2025

6.19 Authorized leave without pay

A. Except as otherwise provided by a collective bargaining agreement, the president may approve requests for a leave of absence for a period not to exceed 12 months. While considering approval of a leave request, the president will evaluate the length of the leave, the employee's length of service at CCBC, the reason for the leave and the impact upon departmental needs.

B. Employees may request leave for personal reasons, including but not limited to, education, legal matters, family and personal emergencies or other unforeseen needs. (Leaves for the employee's own medical condition or the medical condition of an immediate family member are addressed by the policy on medical leave.)

C. Employees may not seek leave to pursue other gainful full-time permanent employment except in unusual circumstances disclosed in advance and approved by the president. To be eligible for this leave, the employee should submit a written application to the president through appropriate supervisory channels at least 30 days prior to the date on which the leave is to become effective. In unusual and unforeseen circumstances, employees may apply for an immediate leave. The application should state the purpose and duration of the leave.

D. Employees are encouraged to use all their accrued vacation and personal business leave at the beginning of their approved leave, and the remainder of the approved leave period will be without pay. In unusual circumstances disclosed in advance and approved by the president, the employee may not use all or any of their accrued vacation and personal business leave at the beginning of their leave and the employee's entire leave period may be without pay.

E. The time on leave, with and without pay, will not be credited towards the time required for consideration for a step increase, promotion, tenure or sabbatical. Vacation, sick or other short-term leaves will not accrue during leave without pay. Additional service credit for higher amounts of vacation leave will not accrue during leave with or without pay.

F. An employee granted such leave may continue medical and other premium required benefits by paying 100% of the premiums during the unpaid portion of their leave. The employee's failure to make timely payment of the monthly premiums may result in termination of benefits.

G. Upon return from a leave of absence, CCBC will reinstate the employee to their original position or to a similar position if the original position is unavailable provided that:

1. The employee is still qualified to perform their duties with or without reasonable accommodation of a disability.
2. A position with the employee's former duties is still required by the college.
3. The employee is willing to accept assignment at a different campus or extension center location and/or shift.
4. If requested by the college, the employee will undergo a fitness for duty evaluation.

H. An employee's failure to return from a leave without pay will be considered a voluntary resignation.

Board Approval:
November 2012
January 29, 2025

Section 7: General policies

7.01 Substance abuse

A. The Board is committed to establishing and promoting campus environments free from the unlawful use and abuse of illicit drugs, alcohol, or cannabis (marijuana). The college shall enforce all laws concerning the possession and use of alcohol and controlled substances.

B. The Board will not tolerate the manufacture, possession, use, distribution, dispensation or sale of controlled, dangerous substances, illegal drugs of any kind, or associated paraphernalia at any of its locations, within any of its facilities, or at any college-sponsored or supervised activity on or off campus.

C. In accordance with the Heroin and Opioid Education and Community Action Act of 2017 (Start Talking Maryland Act), CCBC will:

1. Share information and resources regarding prevention and treatment of opioid addiction with students, faculty, and staff. Ensure information regarding prevention and treatment of opioid addiction is reflected within appropriate academic programs.

2. Train CCBC Public Safety officers and other designated personnel to recognize opioid overdose symptoms.

3. Stock Naloxone or other overdose-reversing medication. Public Safety officers or other trained personnel will administer such medications during opioid overdose emergency situations.

D. Illegal or irresponsible use or distribution of alcohol or cannabis (marijuana) is prohibited. In general, the possession or consumption of alcohol or cannabis (marijuana), or any illicit drug, in any college facility or on property owned, leased, or used by the college is prohibited.

E. The service, sale, and consumption of alcohol at recognized social events shall be permitted, subject to review and approval of college officials appointed by the president. Distribution of alcohol shall be limited to beer and wine. Guidelines for authorizing the use of alcohol should reflect adherence to the law, the prohibition of expending college funds, including student activities fees, for the purchase of alcohol and compliance with regulatory practices that deal equitably with all elements of the college community. At any event at which alcohol is served or sold, equally attractive and accessible service of non-alcoholic alternative beverages shall be available.

F. Students, faculty, or staff who violate this substance abuse policy may be required to participate in a drug and/or alcohol education program and are subject to disciplinary actions, up to and including suspension, dismissal and/or criminal

prosecution under local state or federal law. Additionally, the Board recognizes in some cases, substance abuse is a symptom of the illness of chemical dependency. Therefore, when appropriate, an individual may be required to participate in a rehabilitation program.

G. In compliance with the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act Amendments of 1989 and other local state and federal laws, each student, faculty, and staff member of the college is required to abide by the terms of this policy.

H. Although Maryland allows recreational use of cannabis by adults who are 21 years of age or older as of July 1, 2023, the use and possession of cannabis or marijuana, in any form is not permitted on College property or at College-sponsored activities under any circumstances.

Board Approval:
November 7, 2018
April 30, 2025

7.02 Tobacco-free policy

A. The inside core of each campus of the Community College of Baltimore County (inside of the loop road) is designated as a smoke, vape tobacco-free environment. Therefore, smoking, vaping, and the use of tobacco products is prohibited in or on any CCBC campus, except for those areas specifically designated on campus perimeters as "smoking areas." This policy defines tobacco as any type of tobacco product including but not limited to cigarettes, cigars, pipes, chewing tobacco, and electronic cigarettes or other inhaler delivery devices. In all instances, the use and/or possession of cannabis (marijuana), in any form, is not permitted on College property or at College-sponsored activities under any circumstances.

B. Smoking, vaping, and using tobacco products are prohibited on all college-owned properties and at all college-sponsored activities, except in designated smoking areas located on the perimeter of each campus. Smoking or vaping on the outside of the loop road on each campus is permitted only in private automobiles or in the smoking or vaping shelters located there.

C. This smoke, vape, and tobacco-free policy applies to all members of the college community, including but not limited to students, faculty, staff, parents, visitors, contractors, and vendors are expected to observe the smoke, vape and tobacco-free policies of property owners of those buildings currently in force or revised in future.

Board Approval:
February 22, 2012

February 26, 2014
April 30, 2025

Implementation
Date: July 1, 2012

7.03 Policy on the use of college facilities

A. The board is committed to college involvement with, and participation in, the communities it serves. To that end, the board permits groups from the college community as well as the community-at-large to utilize college facilities at the respective campuses at such times and under such circumstances that will not interfere with orderly operation of the college. Such groups shall comply with all College policies and guidelines, including the College's demonstration policy.

B. The president shall develop rules and procedures for the equitable use of college facilities. The procedure shall give first priority to recognized campus groups, second priority to local and state educational and governmental entities, third priority to charitable, civic and other non-profit organizations, and fourth priority to other groups.

C. Requests from government officials, seekers of public office, or other outside organizations may be considered only when the proposed event is nonpartisan, and the purpose is to provide information about legislation and other issues of general interest to constituents.

D. Permission to use college facilities will be granted in strict accordance with the policies and guidelines established by the president that provide for such use at various fees and designated charges and may be subject to other college requirements as appropriate for the different types of facilities requested in categories of users.

Board Approval:
November 2011
April 30, 2025

7.04 Records management

A. The president shall establish a records management program consistent with the policies of the Maryland Higher Education Commission, Baltimore County government, the state of Maryland, and the federal government regarding the retention, archiving and disposal of college records.

B. Details of the records management program shall be made known to all college offices.

Board Approval:
April 30, 2025

7.05 Detection, investigation, and reporting of fraud

A. The Vice President of Administrative Services shall be notified in all cases where the discovery of circumstances suggests a reasonable possibility that assets of the college have been diverted or misappropriated. Upon such notification, the Vice President of Administrative Services shall notify the president and shall undertake such investigation, with the assistance of the Department of Public Safety as necessary to identify and correct any weaknesses in the college financial or operating system.

B. In cases where the Vice President of Administrative Services detects or suspects irregularities in college accounts or records, the affected department shall investigate as necessary to establish the accuracy of such records or accounts.

C. An investigation under this Policy may result in disciplinary charges against employees or students. Such disciplinary charges shall then be handled through the appropriate student, faculty, or employee hearing process. Demonstration of the commission of fraud and/or related deeds covered by this policy may result in sanctions up to and including dismissal from the college and may also result in civil and/or criminal action.

Board Approval:
April 30, 2025

7.06 Hazardous waste policy

A. In the course of conducting the college's education, research, and operational activities, certain hazardous waste materials will be generated. The management, collection and disposal of this hazardous waste shall be conducted in accordance with all appropriate federal, state and county laws and ordinances.

B. The president shall designate individual(s) of the college to be responsible for the collection, storage, and disposal of hazardous waste materials. That individual shall be responsible for employee training, coordinating, and complying with all federal state, and local laws and ordinances regarding the collection, storage, and disposal of hazardous waste materials.

Board Approval:
April 30, 2025

7.07 Disruptive or dangerous behavior

A. Disruptive or dangerous behavior on College premises is incompatible with the purposes of an institution of higher education and will not be tolerated.

B. Disruptive behavior is defined as any behavior that interferes with or impedes the conduct of a class; normal activities conducted by students, faculty or staff; or the conduct of normal business of the college; and includes any behavior that poses a threat of physical or emotional harm to oneself or others.

C. Disruptive behavior by a person who is not a member of the college community will result, at a minimum, in the person being removed from the college premises and may result in a prohibition against returning to College premises, and additional civil or criminal legal actions.

D. With respect to employees, the consequences of such behavior shall be contained in the College Handbook, as amended from time to time.

E. With respect to students, the consequences of disruptive or dangerous behavior shall be set forth in the Code of Student Conduct.

F. The president shall also follow the provisions on school security set forth in Title 26 of the Education Article of the Annotated Code of Maryland, as amended.

Board Approval:
November 12, 2014
April 30, 2025

7.08 Duties of the Department of Public Safety

A. The Community College of Baltimore County strives to maintain a safe and secure environment for students, faculty, staff, and the public. To address concerns for safety, the college has created a Department of Public Safety, which is committed to providing a comprehensive program of policing, security, crime prevention, fire safety, emergency medical service, traffic enforcement and related public safety services to help ensure the college community remains a safe and enjoyable place to work and learn.

B. The Department of Public Safety includes officers who have been commissioned as special police by the state of Maryland. At the college's campuses and extension centers, these public safety officers are granted the

same authority as police officers in any city or county, including the power to make arrests, apply for criminal charges, apply for search and seizure warrants, to protect life and property, and to otherwise enforce the laws of the state of Maryland and the ordinances of Baltimore County in cooperation with local law enforcement agencies.

C. Based on the professionalism of the college's Department of Public Safety, and the kinds of threats that educational institutions and law enforcement officers must be prepared to deal with today, the board has concluded that arming certain public safety officers will allow them to provide a higher level of protection in the areas they patrol and allow for a more effective response in high-risk situations.

Board Approval:
February 6, 2019
April 30, 2025

7.08A Campus arrests

A. CCBC certified public safety officers have been issued a commission as Special Police Officers. A certified officer will use their best judgment to make an arrest if it is deemed necessary to protect another person, protect the assets of the college, stop an activity that is deemed disruptive or dangerous, or apprehend a wanted person.

B. If local law enforcement personnel from another agency deem it necessary to effect an arrest on campus, a Department of Public Safety supervisor shall coordinate any arrest activity on college grounds with the other jurisdiction, unless time is of the essence.

C. If a student to be arrested is on campus, a certified public safety officer and/or a law enforcement officer, when appropriate, shall escort the student to the campus Public Safety office or other appropriate location where the arrest will take place.

D. If the student is a minor, the parents or guardians shall be notified by the director of Public Safety or their designee or an officer from the investigating agency, as soon as possible after the arrest has occurred, to inform them of the student's arrest and where they have been taken.

E. The director of Public Safety shall immediately advise the vice president of Administrative Services and provide a follow-up administrative report outlining the circumstances and results of an arrest. Details of any on-campus arrest by the Department of Public Safety will be provided to the President. All crimes occurring on campus shall be compiled and disclosed in accordance

with federal, state and local laws, including the Jeanne Clery Campus Safety Act.

Board Approval:
January 28, 2015
February 6, 2019
April 30, 2025

7.09 Requests for information by law enforcement officers

A. All written requests for information from non-CCBC law enforcement officers related to students shall be handled in accordance with applicable federal, state, and local laws. The college registrar or designee shall provide the lawfully requested information on behalf of the college.

B. All written requests for information from non-CCBC law enforcement officers related to college employees, including full-time, part-time, temporary, or adjunct employees shall be referred to the assistant vice president of Human Resources, or the designee of the assistant vice president of Human Resources. All such requests shall be handled in accordance with federal, state, and local laws.

C. When a request for information by a non-CCBC law enforcement officer is made to either the registrar or assistant vice president of Human Resources or designee, said information will only be provided when the law enforcement agency provides the college with: 1) written authorization from the employee or former employee or student, (2) a court order, (3) a subpoena that requires the release of such information, or, (4) when the request is associated with an active formal investigation or a health and safety concern, and the release of the information is legally permissible and approved by the College. In all cases, the information provided in response to a request from non-CCBC law enforcement must be relevant to the investigation or concern at issue, as determined by the College.

D. In all cases, the assistant vice president of Human Resources and the college registrar or designee shall maintain a log of the request, the requestor's name, and law enforcement department as well as the provided information.

Board Approval:
January 28, 2015
April 30, 2025

7.10 Questioning of students or employees by law enforcement officers

A. CCBC certified public safety officers are charged with the responsibility to investigate reports of crimes and disorder on college property that come to

their attention. When interviewing students or college employees who have information regarding an investigation or who are the subject of an investigation, the officers shall not engage in deceptive practices but shall use discretion during the process to ensure that all rights and privacy protections are afforded. The officers will be bound by applicable federal, state, and local laws and the other policies herein.

B. When law enforcement officers from other jurisdictions request an opportunity to question a student or college employee on CCBC property, that request shall be directed to a supervisor in the Department of Public Safety.

C. When a student is questioned on campus by a non-CCBC law enforcement officer, the college shall provide an appropriate location to allow the questioning.

D. If a questioned student is a minor, their parents or guardian shall be notified as soon as possible by the investigating agency or the director of Public Safety, prior to any interview.

Board Approval:
February 6, 2019
April 30, 2025

7.11 Prohibition of weapons at CCBC

A. The Community College of Baltimore County prohibits the possession of weapons at any CCBC campus, extension center and other locations owned, rented, occupied, or used by and under the control of CCBC. Weapons include guns, firearms, ammunition, explosives, dangerous chemicals, metal knuckles, knives with blades more than three inches long, other weapons and any object or instrument which has been designed or altered to appear to be a weapon, or which can reasonably be construed to be a weapon.

B. This prohibition applies to employees, students, invitees, tenants, visitors and other persons on CCBC properties.
   1. Employees in violation of this policy are subject to discipline up to and including termination of employment in accordance with CCBC's employee standards of conduct and ethical behavior.
   2. Students in violation of this policy are subject to disciplinary action up to and including expulsion in accordance with CCBC's student code of conduct.
   3. Other persons in violation of this policy will be barred from CCBC locations.
   4. Where applicable, criminal sanctions for violation of state, federal or local law relating to guns, firearms, ammunition, or other weapons will be sought.

C. This prohibition does not apply to:
   1. A law enforcement officer in the regular course of the officer's duty.
   2. A law enforcement officer recruit in the regular course of the recruit's training.
   3. An off-duty law enforcement officer or a person who has retired as a law enforcement officer in good standing from a law enforcement agency of the United States, the state, or a local unit in the state provided that:
      a. The officer or retired officer is in possession of the officer's or retired officer's badge or credential.
      b. The weapon carried or possessed by the officer or retired officer is concealed.
      c. The officer or retired officer is authorized to carry a concealed handgun in Maryland.
   4. A uniformed employee of an armored car company who is authorized to carry a firearm in Maryland in the regular course of employment.
   5. CCBC Public Safety personnel who are authorized to carry a weapon on duty include:
      a. Director and assistant directors who (1) hold a special police commission for CCBC, (2) are former sworn police officers who left their agency in good standing with at least eight years of experience, and (3) have a Maryland concealed handgun permit or a Law Enforcement Officer Safety Act (LEOSA) certification; and are authorized to carry firearms.
      b. Public safety officers who hold commissions as special police for CCBC are authorized to carry electroshock weapons such as Tasers.
      c. Public safety officers who carry weapons must qualify, be trained, and maintain certifications in accordance with applicable statutes and best practices. The Department of Public Safety shall maintain general orders (operations manual) which reflect current best practices and model policies and procedures within the law enforcement profession.
   6. A CCBC employee carrying or possessing a weapon on college property who is required or authorized by CCBC policy to possess a weapon.
   7. Persons who are granted an exception by the college president for historical demonstrations using a weapon or weapon replica or for other good reasons.
   8. Persons who are authorized by the state of Maryland to carry a concealed handgun and who are granted an exception by the college director of Public Safety to carry a weapon on campus for good reason.

Board Approval:
February 27, 2019
April 30, 2025

7.12 Immigration Enforcement

A. In accordance with the Maryland Values Act of 2025, the Community College of Baltimore County is committed to maintaining a safe, respectful, and inclusive environment for all. The College strives to provide services to employees, students, and authorized guests on CCBC property, leased or owned, regardless of immigration or citizenship status.

1. CCBC does not consent to the conduct of civil immigration enforcement operations on College premises absent a valid, judicial warrant.

2. Access to private spaces on College property is limited to authorized employees, students, and authorized guests.

3. The College does not authorize any person seeking to enforce immigration laws to enter private spaces, except pursuant to a valid judicial warrant or where exigent circumstances require such access.

4. The confidentiality of information about employees, students, or visitors is governed by State and federal law. The College does not authorize the release of records, documents, or information about employees, students, or visitors unless authorized or required by law.

5. The College's Department of Public Safety does not request information regarding citizenship or immigration status and does not investigate alleged violations of federal immigration law.

B. The Board of Trustees authorizes the President to establish procedures necessary to implement this Policy.

Board Approval:
January 28, 2026

7.13 Use of institutional name, logo, and other proprietary marks

A. The college retains the right to its name, seal, logo, and other registered marks of identification. The college retains the right to determine the colors, typefaces, and other details of the use of these marks of identification and retains the right to determine when, where and under what circumstances these marks of identification may be used.

B. The president shall ensure that all such marks of identification are accurately described and properly registered as property of the college.

C. The president shall designate the persons responsible to oversee application of this

policy and to respond to all internal and external requests to use any of the college's marks of identification.

Board Approval:
April 30, 2025

7.14 Official publications

A. The president shall designate an individual to be responsible for general oversight of design, style, and content of all official publications to the college.

B. The designated individual shall develop guidelines and procedures for assuring compatibility of visual and verbal elements in the publications and shall disseminate those guidelines and procedures to all college entities that develop content for official publication.

C. Official publications, include but are not limited to catalogues, course schedule books, event programs, brochures, the college website, and other digital publications.

Board Approval:
November 12, 2014
April 30, 2025

7.15 Licensing/marketing

A. The president shall assure that the college name, seal, logo, and other marks registered are properly protected as the legal property of the college.

B. The president is authorized to negotiate a licensing agreement with manufacturing, distribution companies and other entities for items carrying any of the college's identification marks.

Board Approval:
November 12, 2014
April 30, 2025

Section 8: Institutional advancement

8.01 Regulations for affiliated foundations

A. General

The Board of Trustees of the Community College of Baltimore County (the "board") recognizes the importance of voluntary private support including but not limited to grants and contributions that support the activities of the Community College of Baltimore County (the "college" or "CCBC"). Accordingly, the Board of Trustees wants to encourage a broad base of support from many sources, particularly increased levels of private contributions. To achieve this goal, the Board of Trustees supports the establishment and continuation of the "affiliated foundation" (as hereinafter defined and named the Community College of Baltimore County Foundation Inc.) that will support the mission and activities of the college.

The purpose of these regulations for the affiliated foundation (these "regulations") is to set forth the requirements for an organization to operate as the affiliated foundation of the college. These regulations were created to comply with the requirements for the establishment of an affiliated foundation to be associated with a Maryland public institution of higher education under Sections 15-104 and 17-303 of the Education Article of the Maryland Code, and Section 13B.07.02.05 of the Code of Maryland Regulations. Any and all applicable requirements contained in Sections 15-104 and 17-303 of the Education Article of the Maryland Code, and Section 13B.07.02.05 of the Code of Maryland Regulations, and any amendments and successor statutory provisions or regulations thereto, for the establishment of the affiliated foundation and continuing association between the affiliated foundation and the college shall be deemed included in and a part of these regulations.

The college shall accept funds only from the affiliated foundation that is established and operated in compliance with these regulations, as determined by the college in its sole discretion. The Board of Trustees shall monitor the relationship between the college and the affiliated foundation to ensure continued compliance with these regulations and the operating agreement between the affiliated foundation and the college.

The college shall enter into a written operating agreement (as defined below) with the affiliated foundation. In general, the operating agreement must be consistent with the provisions of these regulations. However,

notwithstanding the foregoing and anything to the contrary contained in these regulations, the Board of Trustees may approve an operating agreement between the college and the affiliated foundation that contains terms that replace or modify a provision contained in these regulations, provided that no such modification may be approved if it conflicts with any provision in these regulations that is required to comply with applicable federal or state laws, rules or regulations.

Accordingly, in the event the Board of Trustees approves an operating agreement, any terms therein that clearly replace or modify provisions contained in these regulations shall govern over the applicable provisions in these regulations, unless such terms replace or modify a requirement in these regulations that is necessary to comply with applicable federal or state laws, rules or regulations, in which case the applicable requirement contained in these regulations shall govern.

B. Criteria for recognition as the affiliated foundation of the college

The Board of Trustees, in its discretion, may recognize a charitable non-profit organization that is created and operated in support of the interests of the college as the "affiliated foundation" of the college (referred to herein, as the "affiliated foundation," provided that such an organization is created and operated in conformance with these regulations.

In order to be eligible for recognition by the Board of Trustees as the affiliated foundation, an organization must satisfy the following criteria:

1. The organization must be incorporated and operate as a Maryland non-stock corporation and have applied for and been formally determined by the Internal Revenue Service to be tax-exempt under Section 501(c)(3) of the Internal Revenue Code and a non-private foundation under Section 509(a)(1) or (a)(2) of the Internal Revenue Code. Failure of an organization to obtain and maintain any such status described above shall be grounds for immediate revocation by the Board of Trustees of the organization's status as an affiliated foundation.

2. The organization shall be created and operated for the following purposes:

    a. To facilitate institutional advancement programs and receive contributions from private parties to foster and promote the general welfare of the college.

    b. To manage and invest private gifts and/or property for the

benefit of the college.

c. To promote, sponsor, and assist the college in the implementation of activities that further enhance the mission of the college.

3. The organization's Articles of Incorporation and Bylaws must be consistent with these regulations. The Articles of Incorporation and Bylaws of the organization must provide that upon dissolution of the organization, all of the assets of the organization will be transferred to the college, or another organization recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code identified by the college, in writing to ensure that the restricted and endowed funds are used for the purposes for which they were intended.

4. The organization intending to operate as the affiliated foundation must be formally recognized by the Board of Trustees, which retains the sole authority to recognize a qualifying organization as the affiliated foundation of the college.

As of July 2005, the Board of Trustees recognized the Community College of Baltimore County Foundation Inc., a Maryland nonstock corporation ("CCBC Foundation"), as an affiliated foundation of the college. As of July 1, 2011, the Board of Trustees has recognized CCBC Foundation as the affiliated foundation.

C. Revocation of affiliated foundation status

1. The Board of Trustees may revoke the recognition of an organization as the affiliated foundation:

a. If the organization fails to satisfy the requirements contained in or violates (i) these Regulations or (ii) the operating agreement (as that term is defined below) provided that the board shall have notified the organization of the violation(s) and provided a specified time to cure the defect.

b. If the Board of Trustees believes, in its sole and absolute discretion, that it is in the college's best interest to revoke such status.

2. Revocation of an organization's status as the affiliated foundation shall require the approval of the Board of Trustees.

D. Structure, independence, and membership

1. The affiliated foundation shall operate as a Maryland non-stock corporation that is legally separate and distinct from the college. An organization desiring to be considered for status as the affiliated foundation shall provide to the college copies of its: (i) Articles of Incorporation, as amended, (ii) bylaws, as amended, (iii) letter of determination of tax-exempt status from the Internal Revenue Service, together with all amendments and updates thereto, and (iv) IRS Form 990s and financial statements for the immediately preceding three fiscal years. The affiliated foundation shall deliver to the college copies of any amendments, changes or revocations relating to any of the documents described above within 10 days of filing, approval, or receipt by the affiliated foundation.

2. The management, oversight and operation of the affiliated foundation shall rest with its board of directors (the "foundation board"). Members of the foundation board shall be selected in accordance with the affiliated foundation's articles of incorporation and bylaws, the laws of the state of Maryland, these regulations and the affiliated foundation's operating agreement.

3. The affiliated foundation shall ensure that candidates for membership on its foundation board agree to any and all fundraising requirements established by the foundation board. Such fundraising requirements shall comply with the requirements as specified in the affiliated foundation's operating agreement, as defined herein.

4. Members of the Board of Trustees, the college's president (the "president") and members of the president's staff may only serve on the foundation board as ex-officio, non-voting members.

5. College employees who satisfy the criteria for membership on the foundation board may serve as voting members of the foundation board, provided that employees' participation as active members of the foundation board will not be in conflict with their employment responsibilities to the college.

6. At no time may college employees comprise more than 20% of the voting members of the foundation board.

E. Operation of the affiliated foundation; operating agreement

1. The organization recognized by the Board of Trustees as the affiliated foundation shall enter into a written agreement with the college detailing the scope of activities of the affiliated foundation and its commitment to

support the college (the "operating agreement"). The term of the operating agreement shall be for at least one but not more than five fiscal years. The operating agreement will incorporate these regulations, other applicable policies, and procedures of the college (collectively referred to as the "rules and regulations of the college") and applicable state, federal and county laws, and regulations. The operating agreement shall be prepared by the college and the Board of Trustees. After input from the affiliated foundation, the agreement must be approved by the Board of Trustees and the foundation board.

2. The operating agreement may be renewed for a term of at least one but not more than five fiscal years per the terms of such operating agreement or upon the approval of the Board of Trustees, and the affiliated foundation may agree to change the scope of activities of the affiliated foundation contained in the operating agreement from time to time.

3. The operating agreement shall set forth the terms of the affiliated foundation's use of the college's name, logo emblems, service marks, trademarks, and other proprietary interests (collectively the "proprietary interests"). The operating agreement shall provide that, upon revocation of recognition of an organization's status as the affiliated foundation for any reason, the organization shall no longer have the right to use the proprietary interests of the college, shall immediately cease any and all uses of the same, and must formally change its name to exclude any reference to the college or its other proprietary interests within 30 days of such revocation of recognition.

4. The activities of the affiliated foundation shall be consistent with the college's strategic and operating plans, as amended from time to time (the "plans"). In the event of any inconsistency between the operating agreement and the plans, the plans shall control.

5. The college designates the vice president for Institutional Advancement ("VPIA") as the chief liaison between the college and the affiliated foundation. The VPIA shall be ex-officio, non-voting member of the foundation board.

6. The college may provide certain administrative and support services, resources, and uses of facilities ("resources") to the affiliated foundation. The use of resources by the affiliated foundation shall be addressed in the operating agreement and any resources provided by the college shall be quantified and measured against funds expended by the affiliated foundation for the benefit of the college. The affiliated foundation shall reimburse the college for all additional costs incurred

by the college as a result of providing any resource to the affiliated foundation. Any terms of reimbursement to be made by the affiliated foundation to the college for these services shall be set forth in the operating agreement or such supplemental agreement as the college deems appropriate. The affiliated foundation may be assessed an annual overhead charge that shall be determined by the Board of Trustees and as set forth in the operating agreement.

7. Funds expended by the affiliated foundation must be spent in accordance with the operating agreement, the plans, the college rules and regulations and/or all applicable federal, state and county laws and regulations provided, however, that no such expenditures of funds shall be inconsistent with any enforceable restrictions on or designations for the use of such funds expressed by the donor of such funds.

8. The affiliated foundation must ensure that the general public is routinely advised that the college and the affiliated foundation are separate legal entities. The letterhead of the affiliated foundation shall contain its formal legal name (i.e., Community College of Baltimore County Foundation Inc.). All correspondence, solicitations, activities, and advertisements by or on behalf of an affiliated foundation shall contain its formal legal name and clearly identify the activities of the affiliated foundation as its own, and not those of the college. The affiliated foundation shall not use the proprietary interests of the college in any advertisement, solicitation, correspondence, or activity without the prior written consent of the college.

9. In all negotiations and transactions for fundraising, enterprise activities and all other activities, representatives and agents of the affiliated foundation shall ensure that all parties involved are fully advised that (i) the affiliated foundation is an independent and separately operating legal entity from the college, and (ii) obligations of the affiliated foundation are not obligations of the college, Baltimore County or the state of Maryland. Further, the affiliated foundation shall acknowledge that it is not an agent of the college, except as may otherwise be agreed between the college and the affiliated foundation in writing.

10. The affiliated foundation shall not hold itself out as, or otherwise be considered to be, an agent of the college, the state of Maryland, or any agency or instrumentality thereof.

11. Institutional advancement programs, fundraising campaigns, and solicitations of major gifts for the benefit of the college by the

affiliated foundation or any authorized agent thereof shall be compatible with the plans and the needs of the college, as determined by the college in its sole and absolute discretion.

12. The affiliated foundation must obtain the prior approval of the president before accepting any gifts or grants for restricted or designated purposes that may require administration or direct expenditure by the college. To enable the college to make a determination on whether to accept the gift, the affiliated foundation shall provide, in the notice, sufficient detail regarding the amount of funds to be contributed and a description of any property to be contributed, the timing of the gift, the identity of the donor and any applicable restrictions, limitations or requirements regarding the use of the gift.

    The college shall decide, in its sole and absolute discretion, whether it will accept any such gift or contribution, and shall notify the affiliated foundation of that decision. The affiliated foundation shall ensure that each gift received shall be used in accordance with the legally enforceable restrictions, designations, terms, and conditions attached to such gift.

13. The affiliated foundation shall not solicit the employment of, or otherwise employ, hire or contract with, an employee of the college to perform work for the affiliated foundation (whether as an employee or independent contractor) on a full-time, part-time or supplemental basis without prior consideration and written approval of the college.

14. Day-to-day financial activities related to the routine operation of the affiliated foundation shall be conducted in accordance with prudent business practices. The foundation board shall adopt an expense authorization and reporting policy consistent with that of the college.

15. If the affiliated foundation's investments underperform appropriate market indices for three consecutive years, as determined by the Board of Trustees in its sole and absolute discretion, the Board of Trustees may request that the affiliated foundation obtain at its expense, an independent review of its investment strategies along with plans for corrective action.

16. The affiliated foundation may not engage in activities that conflict with federal or state laws, rules and regulations, these regulations, other college rules and policies, the plans, or the role and mission of the college. The affiliated foundation shall comply with applicable provisions of the Internal Revenue Code and the treasury regulations

relating thereto.

17. All activities of the affiliated foundation shall comply with Section 501 (c) (3) of the Internal Revenue Code, including, without limitation, all prohibitions and restrictions on lobbying activities and participation in political campaigning. In particular, the affiliated foundation may not make any contribution, whether in money or in kind, to any candidate for public office.

    Further, the purchase of tickets to an event intended to raise money for use by a candidate in a political campaign is a violation of this policy. Foundation board members are also prohibited from engaging in these activities when acting in their capacity as foundation board members.

18. Any application by the affiliated foundation for a federal, state, local or private grant to benefit the college must be first reviewed and approved by the president or designee.

19. The operating agreement shall provide that in the event an organization's status as the affiliated foundation is revoked, such organization shall distribute to the college, or one or more organizations designated by the college and recognized as tax-exempt under Section 501(c) (3) of the Internal Revenue Code, all funds and assets (together will all income earned thereon), raised and held by such organization for the benefit or support of the college or its mission or activities.

20. The operating agreement shall provide that the affiliated foundation shall not amend its Articles of Incorporation or Bylaws without the prior approval of the Board of Trustees.

F. Audits and reports

1. The affiliated foundation shall be audited annually by an independent certified public accountant. The independent certified public accountant selected to conduct an audit shall be approved, in advance, by the college. The independent audit shall be a full scope audit (not review), performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States of America. As part of the audit, the auditor shall verify a summary annual report of any transfer of funds made to the college. The audit shall contain sufficient detail to allow the college and the Board of Trustees to determine the purpose of the affiliated foundation's expenditures,

including the ability to confirm that funds are accounted for and used in accordance with donor instructions.

Additionally, the affiliated foundation shall obtain an annual management letter from the independent certified public accountant, specifically addressing the operating procedures of the affiliated foundation and recommending corrective actions necessary to ensure fiscal propriety and efficiency. The costs associated with all such audits, reports and letters described above shall be the sole responsibility of the affiliated foundation.

2. The affiliated foundation shall conduct its fiscal operations to conform to the fiscal year of the college.

3. The affiliated foundation's annual financial statements shall be prepared in accordance with generally accepted U.S. accounting principles and practices.

4. The affiliated foundation shall permit the college or agents of the college to inspect, at reasonable times, the following documents:

   a. Operations, financial and all other books and records of the affiliated foundation.

   b. Federal and state tax and information returns or reporting documents, and any amendments and corrections thereto, filed by the affiliated foundation.

   c. List of employees, consultants, and legal counsel of the affiliated foundation.

5. Within 90 days of the end of the college's fiscal year, unless otherwise agreed by the college, the affiliated foundation shall provide the vice president of Institutional Advancement (VPIA) and the vice president of Administrative Services (VPAS) with copies of the following:

   a. A final draft copy of the audit report referenced in item 1 above for the affiliated foundation's most recently ended fiscal year.

   b. An annual report of transfers made to the college or expended by the affiliated foundation for the benefit of the college.

6. Within 120 days of the end of the college's fiscal year, unless

otherwise agreed by the college, the affiliated foundation shall provide the VPIA and the VPAS of the college with copies of the following:

a. The final approved annual audit report and management letter referenced in item 1 above for the affiliated foundation's most recently ended fiscal year.

b. A list of the current employees, officers, and foundation board members of the Affiliated Foundation.

c. A detailed report of any and all the affiliated foundation's expenditures made to or on behalf of any employees of the college during the fiscal year just ended. The report shall be verified by the affiliated foundation's independent audit described in item 1 above under "Audits and Reports."

d. A report on the investment results of the portfolio of the affiliated foundation.

7. Within 180 days of the end of the college's fiscal year, unless otherwise agreed by the college, the affiliated foundation shall provide the VPIA and the VPAS of the college with copies of the following:

   a. The affiliated foundation's annual 990 reports submitted to the IRS.

   b. An annual report stating the major activities of the affiliated foundation.

   c. An annually prepared conflict of interest statement signed by all the affiliated foundation's officers and board members.

   d. An annual affirmative statement, signed by all the affiliated foundation's officers and board members, confirming that the affiliated foundation has not, directly, or indirectly, engaged in any political activities during the immediately preceding fiscal year.

   e. The affiliated foundation shall make all the above materials available for inspection by the public and other interested parties upon request after reasonable notice.

8. The college shall have the right, at any time and from time to time, to engage an independent certified public accountant to conduct an audit of the affiliated foundation's financial affairs for any period during

which the affiliated foundation is affiliated with the college. Any such audit shall be conducted in accordance with generally accepted auditing standards. The affiliated foundation shall fully cooperate with and provide full access to all records required to conduct such an audit to independent certified public accountant engaged by the college for this purpose. The costs and expense of such audits shall be the responsibility of the college. However, if such an audit is conducted in lieu of or because of the affiliated foundation's failure to obtain an annual audit otherwise required to be conducted by the affiliated foundation pursuant to these regulations, then the cost and expense of the audit will be the responsibility of the affiliated foundation.

9. On an annual basis, at a meeting time and date to be mutually agreed upon by the college and the affiliated foundation, the affiliated foundation shall deliver a report to the Board of Trustees summarizing all activities of the previous year as well as any planned activities for the current year.

10. In accordance with Section 17-303 of the Education Article of the Maryland Code, the affiliated foundation shall provide an annual audit of all its pledged and paid amounts and the sources of the same to the Maryland Higher Education Commission and a copy thereof to the legislative auditor.

11. The Board of Trustees and the foundation board shall ensure that the affiliated foundation funds are not used to circumvent state policies or regulations by engaging in activities or making expenditures which have been denied by the college for other than purely financial reasons.

12. The college shall make available to the Maryland Higher Education Commission, upon request, a copy of these regulations and the name of the college's affiliated foundation (and any other organization, if any, authorized by the Board of Trustees and recognized by the college as an affiliated foundation of the college).

Board Approval:
September 8, 2004
June 20, 2007
June 17, 2015
April 30, 2025

8.02 Donor recognition

CCBC wishes to publicly acknowledge and honor donors (defined below) in a manner which appropriately recognizes gifts and donations made to the college or the affiliated foundation,

and which encourages further giving.

Donors are considered to be individuals, foundations, businesses, corporations, or associations that have contributed materially to the college or the affiliated foundation (collectively, "donors" or individually, a "donor"). The president of the college or designee shall establish guidelines, from time to time, setting forth what constitutes "contributed materially" for purposes of determining whether a person or entity shall be deemed a donor for purposes of this policy.

The vice president of Institutional Advancement is responsible for creating and executing a donor recognition program that may include, but not be limited to "donor circles" and recognition displays. A donor's wish for anonymity shall be respected in all cases.

Capitalized terms (words) not otherwise defined in this section shall have the meaning ascribed to them in Sections 8.01, 8.03 or 8.04 hereof.

Board Approval:
June 17, 2015
April 30, 2025

8.03 Acceptance of grants, gifts, and donations

A. In the name of the college, the president or designee may apply for and accept grants, gifts and donations for the college or the affiliated foundation.

B. All public and private grants to the college valued in excess of $10,000 shall be presented to the Board of Trustees for their information.

C. All public and private grants to the college valued at less than $10,000 shall be brought to the attention of the Board of Trustees on an annual basis for their information.

D. Gifts and donations fall into six categories as follows:

1. Cash, including checks, pre-authorized checks, credit card payments and pledged gifts.

2. Readily tradeable or saleable securities which, generally, include publicly traded shares, bonds, debentures, and mutual funds.

3. Securities and equity interests that are not readily tradeable or saleable, such as stock, equity interests, or debt instruments issued by privately held companies.

4. Gifts-in-kind, including academic equipment, instructional material, or other capital items. Gifts-in-kind are non-monetary items of tangible personal property such as art, collectives, books, equipment, automobiles, inventory, and other personal assets or materials that represent value to the college. Gifts-in-kind, as defined above, must indeed be tangible property. Unreimbursed expenses such as food, professional services, and limited use of private property are not considered tax-deductible, charitable gifts- in-kind by the Internal Revenue Service or CCBC.

5. Planned gifts or bequests, e.g., gifts of cash, securities or personal property given through a will. Planned gifts include residual legacies and charitable gift annuities.

6. Gifts-in-kind of real estate, including gifts of appreciated property such as a farm, personal residence, or undeveloped land. This category includes property donated through a "bargain sale" where the donor receives a current tax deduction but continues to use the property through a "life estate."

E. Acceptance of gifts-in-kind

When the college is offered a gift-in-kind of any type or nature, either directly or for its benefit, the college may choose either to accept the gift-in-kind for use or sale, or to decline the gift-in-kind. When evaluating the acceptance of a gift-in- kind, the college will consider if the gift is needed, wanted and/or has use within the college, or if it can be sold to benefit the college. Consideration will be given to the cost of accepting the gift (e.g., due diligence, shipping/handling costs, installation charges, licensing fees, etc.), the long-term viability of the gift (e.g., liability concerns [actual or potential], maintenance costs, associated personnel needs, storage fees, insurance costs, copyright issues, etc.), and the resale market if the gift-in-kind is to be sold. Consideration also will be given as to whether the college should accept a gift-in-kind directly, or if it should be accepted by the affiliated foundation, or a special-purpose entity (such as a corporation or limited liability company) set up and owned by the college or the affiliated foundation for the purpose of accepting such gift-in-kind.

Applying this process, deans and program directors may accept gifts-in-kind valued at less than $5,000. The vice president of Institutional Advancement or the president may accept gifts-in-kind valued at more than $5,000.

Capitalized terms (words) not otherwise defined in this section shall have the meaning ascribed to them in Sections 8.01, 8.02 or 8.04 hereof.

Board Approval:
November 20, 2010
June 17, 2015
April 30, 2025

8.04 Naming of buildings, programs, endowed chairs, and campus locations

CCBC may, occasionally honor, recognize, or memorialize the extraordinary contributions of individuals, community leaders, corporations, or organizations whose generosity, support, dedication, and distinguished service have proven invaluable to the College.

The College may recognize extraordinary contributions through a naming opportunity for a new building, an existing facility, an improvement to an existing building, discrete academic facilities, and interior/exterior communal spaces. Recognition may also include the establishment of a major educational endowment (e.g., endowed chair, fellowship, or scholarship), academic programs, scholarships, lecture series, or other academic activities or programming. In all cases, naming recognition must be consistent with the mission of the College, enhance CCBC's reputation and profile, and be commensurate with the scale and nature of the honor sought, as determined by the College.

In accordance with this policy, the Board of Trustees, on the recommendation of the President, shall determine and approve naming opportunities including the specific names to be used for all physical locations, non-physical elements, and other philanthropic, honorary, and memorial naming opportunities. College facilities will ordinarily be given functional names that are reasonably descriptive and identify the principal activity or purpose of the facility as determined by the College. The President will determine if a particular naming opportunity is suitable for presentation to the Board of Trustees for its approval. Consideration will be given to any potential impact, financial and non-financial, associated with the proposed naming opportunity. Decisions regarding such recognition are to be made in accordance with this policy and other applicable College policies and guidelines, including Board of Trustees Policy 8.03, *Acceptance of grants, gifts, and donations.* In its sole discretion, the Board of Trustees may decline or otherwise reject a naming opportunity.

All naming proposals shall be submitted to the Board of Trustees for approval. The naming proposal must indicate (i) a complete description of the physical location or non-physical element to be named, (ii) a comprehensive profile of the individual, family, corporate entity, or organization to be recognized, (iii) the proposed recognition plan, including the ceremony that will confer the recognition, and (iv) the related proposed media plan.

For purposes of this policy, the names of incumbent politicians or current CCBC faculty or staff may not be used, unless an exception is explicitly made by the President and the Board of Trustees.

A. Naming Agreement

A Naming Agreement is required to properly document the terms and conditions associated with a particular naming opportunity and recognition to be made by the College. All Naming Agreements must be prepared and reviewed by the Vice President for Institutional Advancement and approved by the President before being finalized. The Naming Agreement must align with CCBC policy.

B. Philanthropic Naming (Physical Locations)

Physical elements owned by the College are available for philanthropic naming opportunities (i.e., facilities or facility components such as buildings, wings, auditoriums, classrooms, rooms, laboratories, offices, and more). Nominations for the naming of physical locations, must adhere to the following:

1. Secure approval of the Board of Trustees through the formal process, this to include:

    a. CCBC's Office of Institutional Advancement will establish minimum gift requirements when a monetary donation is associated with naming a physical element prior to President approval.

    b. The Office of Institutional Advancement will prepare a Naming Agreement and finalize the naming process prior to final approval.

    c. Upon the President's recommendation, the Board of Trustees approval of the functional name to be used for the physical space will be submitted.

2. Adhere to the following guidelines when philanthropic naming of a physical entity is associated with a monetary gift or donation.

    a. CCBC must receive 50% of the funds committed or as specified in the signed Naming Agreement before visual donor recognition is installed.

    b. Completion of committed funding is required for the visual donor recognition to be maintained.

    c. Deferred gift commitments are not eligible for physical naming opportunities.

C. Philanthropic Naming (Non-Physical)

Non-physical elements of the College are available for philanthropic naming opportunities. These include the naming of schools, departments, units, centers, institutes, deanships, department heads, chairs, professorships, programs, lecture series, endowments, scholarships, fellowships, research funds and others.

Nominations for the naming of non-physical elements must adhere to the following:

1. Secure approval of the Board of Trustees through the formal process, this to include:

    a. CCBC's Office of Institutional Advancement will establish minimum gift requirements when a monetary donation is associated with naming a non-physical element prior to President approval.

    b. The Office of Institutional Advancement will prepare a Naming Agreement and finalize the naming process prior to final approval.

    c. Upon the President's recommendation, the Board of Trustees approval of the functional name to be used will be submitted upon the President's recommendation.

2. Adhere to the following guidelines when philanthropic naming of a non-physical element is associated with a monetary gift or donation.

    a. CCBC must receive 50% of the funds committed or as specified in the signed Naming Agreement before visual donor recognition is installed.

    b. Completion of committed funding is required for the visual donor recognition to be maintained.

    c. Deferred gift commitments are not eligible for non-physical naming opportunities.

3. Request, as necessary, that CCBC's Office of Institutional Advancement establish minimum gift requirements when a monetary donation is associated with naming a non-physical element prior to President approval. Upon approval, the Office of Institutional

Advancement will prepare a Naming Agreement and finalize the naming process so the College can move forward.

4. Obtain Board of Trustees review and approval of the functional name to be used for the non-physical space, upon the President's recommendation.

5. Adhere to noted guidelines when philanthropic naming (non-physical) is associated with a monetary gift or donation.

D. Other Philanthropic Naming Opportunities

Naming opportunities not otherwise outlined in this policy must be submitted to the Vice President of Institutional Advancement. For other philanthropic naming opportunities, a naming proposal, as outlined above, must be provided for review, consideration, and approval by the President and the Board of Trustees.

E. Honorary and Memorial Naming

The College may bestow honorary naming opportunities in recognition of the dedication or meritorious contribution of an individual or family to CCBC.

1. Submit all requests for an honorary naming to the Vice President of Institutional Advancement for review and approval by the President. The President has sole discretion to determine if the size and nature of the honorary or memorial naming warrants presentation to the Board of Trustees for review and approval prior to the naming being finalized.

2. Advise the President and Vice President of Institutional Advancement to consult with others as appropriate and consider the following regarding honorary naming.

    a. Years of service to the College.

    b. Significant contributions to the history, achievements, and stature of CCBC.

    c. Recommendation(s) must be forwarded by appropriate Vice President.

    d. Contributions to the growth and sustainability of a CCBC program, initiative, or function.

3. Base the duration of an honorary naming on terms approved by the

Board of Trustees. In most cases, the duration of the naming of a physical location will last during the useful life of the physical element so long as there is an institutional will to sustain it. For a non-physical naming, the duration is unlimited so long as there is an institutional will to maintain it.

F. Due Diligence

1. Naming for an Individual or Family

   To protect the reputation and maintain the excellent standing of CCBC, the Vice President of Institutional Advancement will vet and review each naming opportunity to ensure that the naming results in a positive impact on the College, its mission and reputation, and upholds CCBC's core values.

2. Naming for Corporations, Corporate Foundations, or other Organizations

   To prevent commercial influence, conflict of interest and to maintain CCBC's reputation, the Vice President for Institutional Advancement will review each naming opportunity involving corporations or organizations, ensuring it positively impacts the College, its mission, and core values. The following applies when a naming involves a corporate or organizational entity:

   a. Naming and donor recognition signage or publications shall not contain corporate or organizational logos or branding, unless approved by the President and the Board of Trustees.

   b. Naming for corporations, corporate foundations, or other organizations may be awarded for a maximum of 20 years, with the possibility of renewal with additional giving.

   c. If the name of a corporation, corporate foundation, or organization changes due to restructuring, merger, or acquisition, the naming shall remain intact, as long as the terms of the Naming Agreement, and gift payments are honored by the successor organization.

   d. If the successor organization requests that CCBC change the physical signage to reflect the successor organization's name, CCBC will honor such a request. The President has the discretion to determine if costs associated with the signage change will be made at the organization's expense.

G. Revoking or Changing a Name

At the sole discretion of the Board of Trustees, the College may revoke or change a name in certain instances. If CCBC revokes a name, the retention of any related gift will be governed by the associated Naming Agreement. Considerations for revoking or changing a name include the following:

1. CCBC Revocation or Changing a Name

    a. Donor does not fulfill a pledge obligation as outlined in the Naming Agreement, including failing to make donation installments as scheduled in the Naming Agreement.

    b. Continued use of the name may compromise public trust or CCBC's reputation.

    c. A philanthropic naming opportunity is used to replace an honorary naming.

    d. Demolition, substantial renovation, reconstruction, or repurposing of a physical space that substantially changes the function or appearance of the area.

    e. Dissolution of a school, department, program, institute, scholarship, fellowship, or other non-physical element of the College.

2. Changing a Naming at Individual Donor Request

    a. If an individual donor requests a change to recognition signage or other naming particulars, such as in the case of a formal, legal name change, CCBC will consider the request and change as per agreed upon by the President and Board of Trustees.

    b. Changes to any philanthropic naming for corporations, corporate foundations, or other organizations will be made in accordance with Section F.

H. Consistent Signage

Recognition signage must be consistent with CCBC design standards and may not contain corporate logos or branding unless approved by the President and the Board of Trustees. Any requests for signage associated with a naming opportunity must be reviewed by the Vice President of Institutional

Advancement and approved by the President and the Board of Trustees.

I. Redirection of Funds

If after acceptance of a gift or donation related to a naming opportunity, it becomes impossible or impractical to serve the specific purpose for which the donation was given, the Vice President of Institutional Advancement may recommend to the President and the Board of Trustees, the redirecting of the funds, considering the original purpose of the gift. The Naming Agreement, and applicable law, shall control the College's ability to redirect any such funds.

Contacts

Contact the Office of Institutional Advancement for policy clarification or assistance with a naming opportunity.

Board Approval
June 17, 2015
November 29, 2023

Section 9: Student life

9.01 Student activities

A. Student organizations and activities shall be governed by the appropriate administrative and governing structure and shall include appropriate student participation.

B. Organizations and activities with interests that do not represent student rights, concerns and issues, or which discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, veteran status, disability, marital status, sexual orientation, gender identity, genetic information, or any other basis protected by federal, state or local law will not be permitted on the campuses of the college.

9.02 Compliance with the Family Educational Rights and Privacy Act

A. The Family Educational Rights and Privacy Act of 1974, as amended, and the regulations promulgated hereunder (collectively, "FERPA" or the "act"), affords students access to their education records, the right to seek amendment of their educational records, and the right to protection of the privacy of personally identifiable information contained in their education records.

B. The college shall comply with all the obligations of institutions of higher education set forth in FERPA. The board directs the president to adopt and implement policies related to the rights of others and obligations of the college under FERPA.

Board Approval:
April 30, 2025

Appendix A

Revised Bylaws of the Board of Trustees of the Community College of Baltimore County

Pursuant to the powers vested in the Board of Trustees under Title 16 of the Education Article, Annotated Code of Maryland, as amended (the "Education Article"); the following is hereby adopted and declared as the Revised Bylaws of the Board of Trustees of the Community College of Baltimore County.

ARTICLE I

CORPORATE NAME, PURPOSE AND POWERS

Section 1. The Board of Trustees of the Community College of Baltimore County (the "board") is established under the Education Article. In accordance with the provisions of the Education Article, the board shall establish policy and exercise general control over all of the campuses, centers and units of the Community College of Baltimore County (collectively, the "college" or "CCBC").

Section 2. The board shall approve the academic program offered by the college and shall ensure that the academic program is of the highest quality. The academic program shall represent an understanding of what the college was created to accomplish and an understanding of the present-day needs and conditions of the learning community. The board shall help others to understand the policies, programs and standards reflected in the academic program of the college.

Section 3. The board shall exercise its authority in accordance with the provisions of the Education Article, the board policy manual and any rules and regulations promulgated by the board. The board is subject to the authority of the Maryland Higher Education Commission ("MHEC").

ARTICLE II

BOARD MEMBERSHIP

Section 1. Members of the board shall be selected in accordance with the provisions of the Education Article. As of the date of adoption of these bylaws, Section 16 – 402 of the Education Article provides that the board shall consist of a total of 15 members.[1] Two members shall represent each of the seven councilmanic districts in Baltimore County and one member shall be an at-large representative.

[1] See Article IX of these bylaws regarding changes to the Education Article.

ARTICLE III

OFFICERS OF THE BOARD

Section 1. Chair. The chair of the board shall be elected annually by the board.[2] The chair is authorized to represent the board before all public bodies, to preside at meetings of the board, to appoint all standing, special or ad hoc committees of the board, to execute documents on behalf of and approved by the board at regular or special meetings of the board. In addition, the chair shall, upon request of a majority of the board members present at any regular or special meeting where there is a quorum, appoint any ad hoc committees the board deems necessary. The chair is hereby authorized to execute documents on behalf of the board when the board does not have a regular or special meeting scheduled (the "interim period"). The chair shall report all documents executed during the interim period at the next scheduled regular meeting of the board. In addition, the chair shall perform such other duties as the board may, from time to time, assign.

Section 2. Vice chair. The vice chair of the board shall be elected annually by the board. At the request of or in the absence or disability of the chair, the vice chair shall perform all duties of the chair and, while so acting, shall have all of the powers and authority of the chair, including the authority to sign documents on behalf of the board during the interim period. In addition, the vice chair shall perform such other duties as from time to time may be assigned.

Section 3. Secretary-treasurer. The president shall act as the secretary-treasurer of the board unless otherwise determined by the board. The secretary-treasurer shall be a non-voting member of the board. The secretary-treasurer shall receive and hold in custody and expend all funds as directed by the board. In addition, the secretary-treasurer shall maintain accurate minutes of all board meetings, prepare any reports required by the board or any accrediting or regulatory organization, including, but not limited to MHEC, and perform such other duties as from time to time may be assigned.

ARTICLE IV

MEETINGS OF THE BOARD

Section 1. Regular meetings. The board shall hold at least four regular meetings during the calendar year of January 1 through December 31.

Section 2. Location of regular meetings. The board shall hold its regular meetings at the campuses or centers of the college.

[2] Id.

Section 3. Agenda and order of business for regular meetings. The president, in concert with the chair and vice chair, shall be responsible for developing the agenda for each regular meeting of the board in accordance with the order of business described in this paragraph. The agenda and any items attached thereto (the "board package"), shall be sent to each board member at least seven days in advance of the date of a regular meeting. The order of business at each regular meeting of the board shall be as follows:

Call to order
Approval of agenda
Approval of minutes of prior meeting
Chair's report
President's report
Opportunity for members of the public to speak to the board
College finance items
College personnel items
Academic and student affairs Items
Old business
New business
Adjournment

Section 4. Copies of board material available to the public. The public shall be entitled to review all public information contained in the board package. The library on each campus of the college shall be given a copy of the board package prior to the date of the regular meeting at which the board package will be considered.

Section 5. Members of the public addressing the board. Members of the public who wish to address the board must register prior to the start of the meeting. The remarks shall be limited to 2-3 minutes in length or as otherwise designated by the chair.

Section 6. Special meetings of the board. A special meeting of the board may be held upon the call of the chair or upon the call of the chair in response to the written request of a majority of the board members. Vacant positions on the board shall not be considered in determining a majority of the board members.

Section 7. Open meetings. All board meetings shall be conducted in accordance with Title 10, Subtitle 5 of the State Government Article, Annotated Code of Maryland, as amended.

ARTICLE V

VOTING REQUIREMENTS

Section 1. Quorum. A quorum for any special or regular meetings of the board shall consist of a majority of the voting members. Vacant positions on the board shall not be considered in determining a majority of the voting members. Formal action may be taken by the board only when a quorum is present.

Section 2. Voting. Except as otherwise set forth in these bylaws, a vote of a majority of the voting members present at a meeting where there is a quorum shall be required to approve any action of the board. Members may be present in person, via telephone or video conference, provided each trustee is in the hearing of all of the other trustees present at a meeting.

Section 3. Voting by proxy. Voting by written proxy at regular or special meetings of the board shall be allowed. Any trustee who wishes to vote by proxy must provide the chair with an original written proxy, signed by the trustee at least three days prior to the meeting of the board at which the proxy will be voted. Unless otherwise approved by the chair, in the reasonable discretion of the chair, a proxy shall expire at the end of the meeting at which it will be voted. All proxies shall be in a form approved by the board.

Section 4. Other forms of absentee voting. The chair, in the reasonable discretion of the chair, may allow a trustee to vote on a particular issue or issues by mail. In order for a vote by mail to be counted, it must be made on a ballot, the form of which has been approved by the board and contain the original signature of the trustee who is voting by mail.

ARTICLE VI

AMENDMENTS TO THE BYLAWS; AMENDMENT TO THE POLICY MANUAL

Section 1. These bylaws may be amended by vote of a majority of the board membership at any regular or special meeting. Vacant positions on the board shall not be counted in determining what constitutes a majority of the board membership. Members of the board must receive prior written notice of the amendments to be approved by the board at least seven days prior to the date of the meeting at which the amendments will be voted upon.

Section 2. The board policies may be amended at any regular or special meeting. The secretary-treasurer shall send members of the board written notice of proposed amendments to the policy manual at least 30 days prior to the date of the meeting at which the amendments shall be voted upon. The 30-day notice requirement may be waived by a majority vote of the board.

ARTICLE VII

ROBERT'S RULE OF ORDER NEWLY REVISED

Section 1. The rules contained in *Robert's Rules of Order Newly Revised* shall govern the board except where otherwise provided in these bylaws or where the rules are inconsistent with the provisions of these bylaws.

ARTICLE VIII

REPEAL AND REPLACEMENT OF PREVIOUS BYLAWS

Section 1. These bylaws repeal, supersede and replace any bylaws adopted prior to December 13, 2006.

ARTICLE IX

CHANGES TO THE EDUCATION ARTICLE

Section 1. Changes to the Education Article or other provisions of the Annotated Code of Maryland, as amended, that affect the provisions of these bylaws shall be deemed to be incorporated into and made a part of these bylaws without any further action by the board.

ARTICLE X

SERVICE OF PROCESS

Section 1. All documents issued by a state or federal court shall name the Board of Trustees of the Community College of Baltimore County as a party. Service may be accepted on behalf of the board by:

Chair of the board
The president as secretary-treasurer of the board
The vice president for Administrative Services
With respect to subpoenas related to information in the education records of students, to the director of Records and Registration

Board Approval:
December 13, 2006

Board Review:
April 2012

Appendix B

Delegation of authority

The Board of Trustees of the Community College of Baltimore County delegation of authority to the president of the Community College of Baltimore County for appointment and termination of CCBC employees, execution of legal documents, and delegation by the president to designees of authority to execute legal documents.

Section 16-105 of Education Article of the Annotated Code of Maryland, as amended (the "Education Article") affords the Board of Trustees of the Community College of Baltimore County (the "board") the authority to delegate certain authority to what was formerly known as the position of "chancellor." Effective July 1, 2006, Section 16 – 105 of the Education Article was amended to, among other things, change the title of "chancellor" of the Community College of Baltimore County ("CCBC") to "president"[3] with the same power and authority afforded the position of "chancellor."

The purpose of this delegation of authority to the president of the Community College of Baltimore County (the "president") is:

1. To revoke the delegation of authority to the "chancellor" contained in Section 3.05 of the Board of Trustees Manual and replace it with a new delegation of authority to the president; and to revoke the delegation of authority titled "Chancellor's Revised and Restated Delegation of Authority for Designation of Administrator in Charge and Signatory Authority of Senior Administrators," as revised and restated on November 9, 2005.

2. To permit the president to delegate the authority to execute legal documents to designees.

3. To authorize the president to hire, terminate, or discharge with good cause employees of CCBC and to accept the resignations of CCBC employees on behalf of the board.

1. **<u>AUTHORITY TO EXECUTE LEGAL DOCUMENTS ON BEHALF OF THE BOARD</u>**

[3] Senate Bill 501 passed by the Maryland General Assembly in 2006. In addition, the positions of campus presidents were eliminated, and the titles of vice president, provost and administrator were adopted.

Pursuant to Section 16 – 105(h) of the Education Article, the board hereby delegates to the president the authority to execute all legal documents related to the administration and operation of CCBC without a resolution of the board except for the following transactions:

1. Financial transactions that involve installment payments for a period of more than one year, or grant a security interest in personal property or real estate owned by CCBC as security for payment of a debt.

2. The sale, conveyance or acquisition of any interest in real estate.

3. Exercise of CCBC's right of condemnation.

4. Lease of real estate, including but not limited to off-campus facilities for office space and/or CCBC programs for a period of more than one year; provided, however, this requirement does not apply to a lease of personal property or real estate owned by CCBC to telecommunications companies.

5. Banking services.

6. Borrowing money on behalf of the college.

2. DELEGATION OF THE AUTHORITY TO EXECUTE LEGAL DOCUMENTS FROM THE PRESIDENT TO DESIGNEES

Pursuant to Section 16 – 105 (h), the board authorizes the president to delegate, in writing, the authority to execute legal documents on behalf of the board to designees of the president. The president shall provide the board with notice of the initial delegation of authority by the president and any changes to the delegation.

3. DELEGATION OF AUTHORITY TO APPOINT, TERMINATE, AND DISCHARGE WITH GOOD CAUSE CCBC EMPLOYEES AND TO ACCEPT RESIGNATIONS OF CCBC EMPLOYEES ON BEHALF OF THE BOARD

The board hereby delegates to the president the authority to appoint, terminate, and discharge with good cause CCBC employees. An employee with tenure shall be given notice of discharge for good cause and an opportunity to be heard in accordance with the hearing procedures of the board.

This delegation includes the authority of the president to determine the start dates of CCBC employees for whom the president has hiring authority.

The board delegates to the president the authority to accept, on behalf of the board, resignations of CCBC employees, including the positions of vice president.

The president shall provide the board written notice of all resignations and employees hired, terminated, or discharged with good cause at each regularly scheduled meeting of the board or upon the request of the chair.

4. The Board of Trustees Manual shall be revised to reflect the changes contained in this delegation of authority.

5. The execution of any legal document pursuant to the terms of this delegation of authority is subject to approval for legal sufficiency by the general counsel.

6. The authority delegated hereunder is in addition to and not in limitation of the signatory authority contained in CCBC Purchasing Department Manual of Policy and Procedures, revised August 19, 2005 and as may be amended.

Board Approved:
December 13, 2006