

Refer to Section {A}
{Introduction}Unit
Procedure for {A 5 – Policy Implementation}



1. Any committee of the faculty through the faculty assembly, officers of the president's cabinet, the president, or members of the board may recommend a change in a current policy or development of a new policy addressing a subject not covered by a current policy.
2. Revisions of current policies and development of new policies are to be submitted to the president of the college.
3. Policies must be typewritten on the required Policy Form in the proper format that first identifies the College Policy and then outlines Procedure.
4. After approval by the president of the college on behalf of the board of trustees or by the board of trustees, the policy is sent to the director of administrative services for editing and final formatting prior to official signature and placement in the Policy Manual.
5. The president will inform the board of trustees of policies that have been approved or are intended for approval. The president, when necessary, will request board approval. The board of trustees has ultimate authority and responsibility for all college policies.
6. The director of administrative services will distribute copies of approved policies to senior officers for inclusion in the Policy and Procedure Manual.
7. Normally, a general announcement and/or written notification of policy changes to all employees will not be made until distribution has been made to senior officers.
8. Senior officers will inform supervisors of approved policies and policy revisions. Supervisors will then inform their employees.
9. Matters involving interpretation of a policy should be referred to the director of administrative services.