

POLICY APPROVAL

Policy:

All policies will be presented to the Board of Trustees for approval.

Procedure:

1. All policies will be recommended to the Board of Trustees by the President of the College.
2. The Policy and Procedure Committee will develop policy and procedure and present policy and procedure items to the President and Administrative Council for approval. The president will submit all new and revised policy items to the Board of Trustees for approval.
3. Appropriate procedure and effective date to implement each approved policy will be developed within three months after official adoption of said policy.
4. Copies of all officially approved policies and procedures will be placed in the Policy and Procedure Manual and made available to all faculty and staff.