

POLICY AND PROCEDURE DEVELOPMENT/REVIEW

JULY 2009

The members of the Policy and Procedure Committee reviewed, revised, or wrote policy and procedure statements for this manual during the Spring and Fall of 1993. Since that time, new policies and procedures have been added. The Policy and Procedure Manual contains information that will be helpful to you in your day-to-day operations. To provide you with the latest information, the Manual has been reprinted in its entirety.

Policy and procedure development will always be an on-going process. The Strategic Planning Policy assures that policies and procedures are reviewed annually. As new policies are developed, the Policy and Procedure Committee submits them to the President and Administrative Council for approval. Once the President and Administrative Council approve the policy and its procedure, the policy statement is submitted to the Board of Trustees for approval. When the Board of Trustees approves a new policy, the policy becomes effective immediately unless specific requirements otherwise dictate. After the new policy is approved, it is posted on the PRCC Web Site. Please note that there is a section in the Policy and Procedure Manual called Forms. This section contains College forms that are used in day-to-day operations.

Suggestions for improving the usability of this manual should be directed to a member of the Policy and Procedure Committee. (See Committee listing on pages 0.6 - 0.36.)