

Name:	<b>000.01 Policy Development</b>
Effective:	August 13, 2012
Supersedes:	All previous revisions

The State Board of Education has designated the President of the College as responsible for developing local policies governing the institution. Local policies must be in accord with established State Board of Education policies, Chancellor's regulations, federal and state statutes, and appropriate judicial directions.

Suggestions for additional policies and procedures, and/or revision to existing policies and procedures may be presented by any member of the faculty or staff of the College. The preferred method of submission is through the operational committees of the College. However, suggestions may be submitted directly to the President's Cabinet member representing the employee's division. The President will ensure the policy and procedures manual is reviewed annually.

The President has designated the President's Cabinet as the committee where final policy and procedure is presented for deliberation, review and ultimately approval and inclusion in the Policy and Procedures Manual of the College. The President may ask for legal counsel review of policy and procedure when necessary, or ask for a standing committee or an ad hoc committee to review and make recommendations if needed. No policy or procedure is official until signed and dated by the President. The President's administrative assistant serves as the designated policy and procedures manual custodian. The complete policy and procedures manual is available to all faculty and staff on the College's intranet website and to the public via the College's website. The custodian of the policy and procedures manual will ensure each new policy and/or revision is updated on the websites with the designated date of approval of the new policy and procedure or date of the revision of an existing policy and procedure.

All faculty, staff, students, contractors, and visitors are required to comply with State Board of Education and College policy. In the event of a conflict between a College policy and a State Board of Education policy, the State Board of Education policy will supersede.

Policy Suggestions, Corrections, or Revisions