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DEVELOPMENT AND ADOPTION OF DISTRICT POLICIES AND  
ADMINISTRATIVE PROCEDURES

ADOPT: APRIL 8, 1985

REVISED: MARCH 13, 2001

REVIEWED: JANUARY 8, 2008

REVIEWED/NO CHANGE: JANUARY 10, 2012

CATEGORY 3 REVISION: JUNE 10, 2014

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The Superintendent/President shall establish and maintain an orderly procedure for preserving and making accessible the District By-Laws and Policies, and Administrative Procedures found in the Board-approved District Policy Manual. These documents shall be accessible, updated periodically, and made available to all persons concerned. The Superintendent/President has primary administrative responsibility for recommending changes to the By-Laws, Policies, and Procedures to the Board of Trustees.

District Policies are statements of intent which are adopted by the Board of Trustees. They guide the development and implementation of procedures and regulations for operating the District.

Administrative Procedures specify the process and guidelines by which District Policies are implemented. The Procedures shall be reviewed by College Council and presented to the Board before implementation in the District. The Board will not adopt a procedure unless requested to do so by the Superintendent/President or unless adoption is required by Federal or State law.