

Administrative Series—2000

## PROCEDURES FORMULATION

Procedure review begins following approval of a policy by the College Board of Education.

- Originator:  
OR**
1. Forwards proposed or revised procedure to **Director of Legal Resources**.
- Director of Legal Resources:**
1. Sends e-mail notification to appropriate administrator that a policy has been revised/reviewed and approved by the College Board of Education and that a procedure review is scheduled and must be completed within 90 days.
  2. Lists the policy number(s) and indicates the deadline to return a revised procedure to the **director of Legal Resources**.
- Administrator:**
1. Reviews and updates the procedure or returns the procedure to the **director of Legal Resources** indicating no revisions are needed to the procedure.
  2. If the procedure cannot be returned within 90 days due to the complexity of the procedure, the administrator will negotiate a revised due date with the **director of Legal Resources**.
- FYI (sub-group of Executive Team):**
1. Review procedures with process changes, additional steps, or with new individuals/departments inserted into the process flow.
  2. Determine if the procedure changes warrant a review by **Executive Team**.
  3. If so, **Executive Team** will review the changes and determine the best way to publicize the procedure changes to the campus at large.
- Director of Legal Resources:**
1. Finalizes changes to procedures reviewed by **FYI** and **Executive Team**.

October 14, 1991

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*Adopted College Council*

March 8, 2006

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*Revised*

August 21, 2008

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*Updated*

April 25, 2012; February 26, 2015

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*Revised by College Executive Administration*