

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 304.1

Title Policy Implementation

Development and Enforcement of Administrative Procedures

Administrative procedures are necessary to implement Board policy. It shall be the responsibility of the President to insure development of administrative procedures.

In developing the administrative procedures, the President and/or designee(s) shall consult with those likely to be affected by the procedures. Once procedures are developed, employees, students, and other members of the College community shall be informed.

The Board shall be kept informed of administrative procedures and subsequent revisions. The Board may review and recommend change of administrative procedures if deemed contrary to the intent of Board policy.

It shall be the responsibility of the President to enforce administrative procedures.

Date of adoption 1/8/96

Legal Reference: (Code of Iowa)

Date of last revision \_\_\_\_\_

260C.14; 279.88

Date of current revision 1/8/96

Related Administrative Procedures and Cross References \_\_\_\_\_