SUBJECT: Policies and Procedures Manual for the Community Colleges

A. **References**: None

B. **Background and Purpose**: Community Colleges are a public system of campuses and their programs are subject to a broad variety of laws, rules, regulations, formal agreements, and other internal and external policies and practices. To insure equity and consistency in interpretations and actions within the Community College System, clarification by the Chancellor for Community Colleges is needed. The purpose of this memo is to establish a simple policy manual for the Community College System. This manual will contain specific memos to be known as Chancellor for Community Colleges Memos (CCCM). The CCCM's will be written to inform the Provosts of policies, their responsibilities in the policy implementation, and the processes which they must follow in working with the Office of the Chancellor. It is expected that each campus will develop its own internal process to meet the requirement set forth in CCCM's. CCCM's will be reviewed for possible revision at least two years.

C. **Responsibilities**:

1. **Chancellor for Community Colleges**

   Those policies and procedures which must be consistent throughout the Community College System and the process for their establishment and revision shall be the sole responsibility of the Chancellor for Community Colleges.

2. **Provosts** (and other equivalent Community College executives*)

   a. Will insure that policies and procedures given in CCCM's are disseminated, understood, and observed by developing consistent policies and procedures at their campuses.

   b. Will advise Chancellor on proposed policies or revisions.

   c. Will present to the Chancellor, with rationale, proposed exceptions to established policies.

   d. As appropriate, and as assigned by the Chancellor, will assume executive leadership for ad hoc groups formed to develop proposal

D. **Policies and Procedures Manual Format**:
1. The Policies and Procedures manual, and each Chancellor for Community Colleges Memo (CCCM) for it, will be in the formats shown in Exhibits 1-4 of this memo. The Exhibits are as follows:

   a. Exhibit 1, Cover Page Format

   b. Exhibit 2, Key Word Index format (to be located directly behind cover page and revised by campuses as CCCM's are added)

   c. Exhibit 3, Numeral Index Format (to be located directly behind Key Work Index and revised by campuses as CCCM's are added)

   d. Exhibit 4, Chancellor for Community Colleges Memo (CCCM) Format

2. The Exhibits contain instructions for the preparation of Manual elements, including CCCM's.

3. CCCM's will be issued on buff colored paper for ease in identification and filing.

E. CCCM Distribution and Filing:

1. Each campus will receive 10 copies of CCCM's from the Chancellor's Office. Reproduction of additional copies will be the campus responsibility.

2. The offices of the Chancellor and Provosts will have a complete Policies and Procedures Manual. Copies of individual CCCM's should also be filed in appropriate sections of the UH BMI.

3. Provosts shall determine other campus uses as appropriate.

F. Revision:


   Edwin H. Mookini

*This phrase refers to the Director of the Manpower Training Office.