**Sauk Valley Community College**

**November 28, 2016**

**Action Item 4.1**

**Topic: Board Policy 202.01 Administrative Staff Rules and Work Regulations – First Reading**

**Strategic Direction: Goal 3, Objective 3 – Improve the efficiency of College operations**

**Presented By: Dr. David Hellmich**

**Presentation:**

In accordance with the directive from the Board to update and clarify policies, the administration is requesting Board Policy 202.01 Administrative Staff Rules and Work Regulations be revised. The recommended revisions are on the following page.

**Recommendation:**

The administration recommends the Board approve the revised Board Policy 202.01 Administrative Staff Rules and Work Regulations as presented for a first reading.

202.01 Administrative Staff Rules and Work Regulations

The Board of Sauk Valley recognizes the responsibility of the administrative staff to establish rules and regulations governing the administration of the College and directs that the administration will maintain and issue written administrative rules and procedures for the general and specific administration of the institution. All rules and regulations shall be placed in appropriate handbooks, and shall be reviewed annually. These rules and regulations shall not be in conflict with Board policies and Illinois Community College Board regulations.

2/12/79

12/19/83

202.01 Administrative Staff Rules and Work ~~Regulations~~ Procedures

The Board of Trustees ~~Sauk Valley~~ recognizes the responsibility of the administrative staff to establish rules and ~~regulations~~ procedures governing the administration of the College and directs that the administration will maintain and issue written administrative rules and procedures for the general and specific administration of the institution. All rules and ~~regulations~~ procedures shall be placed in appropriate handbooks~~,~~ and shall be reviewed annually. These rules and ~~regulations~~ procedures shall not be in conflict with Board policies and Illinois Community College Board regulations.

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