The Chancellor delegates responsibility to the Office of the General Counsel for ensuring that the official set of Board Policies and administrative procedures are complete and up-to-date. The General Counsel will assist College offices in the development, promulgation, distribution, and updating of Board Policies and administrative procedures.

In the course of developing new Board Policies and administrative procedures, sponsoring units/departments will be expected to develop a plan for implementing the information in these documents—and, where necessary, providing training—to appropriate constituencies in the College community upon adoption. In the case of conflicting interpretation of language in any Board Policy or administrative procedure, the Chancellor will be responsible for final interpretation, expressed in writing, dated, and posted to the website.

The General Counsel is responsible for maintaining the section of the College website devoted to Board Policies and administrative procedures.
The Chancellor delegates responsibility for the development and maintenance of Operations Manuals to the sponsoring unit’s lead administrator, who may in turn further delegate this responsibility within their organizations. Operations Manuals detail specific processes for implementing Board Policies or Administrative Procedures.