
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: ADMINISTRATIVE REGULATION AND PROCEDURE
MANUAL

Code: AA0100

Policy Reference: A0202-1, Delegation of Authority

This manual of MATC Regulations and Procedures is intended to be a structured, easily referenced collection of information that pertains to activities of the college.

Unlike MATC Policies that reflect the district board's decisions, MATC Administrative Regulations and Procedures are decisions of the administration.

Regulations and procedures are designed to address how activities of potential interdivisional, interdistrict scope should be implemented, by whom, why, when, and where.

The purposes of manuals such as this are to provide for consistent behavior districtwide on topics of concern to students, employees, and the college as a whole; to assist employees in carrying out their responsibilities; and to provide a permanent record of decisions for easy access and reference by employees.

This MATC Administrative Regulation and Procedure manual is presented as a matter of information only. It is not an employment contract or an implied contract and is subject to change. This manual will not supersede or override any portion of the employee-negotiated agreements or any ruling of any federal or state agency, nor shall it at any time be applicable if contrary to law.

Regulations and procedures of this manual shall be continuously updated by the director or manager of the "Office of Responsibility" designated at the bottom of each one.

Approving Authority:

John R. Birkholz
President

Date: 8/15/94

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The organization of this manual is by the following functions:

Section

AA	Procedures Management and Communications
BB	Business and Finance
CC	Personnel
DD	Instructional Programs and Services
EE	Instructional Support
FF	Student Services
GG	Building Operations
HH	Administrative Support
II	Public Television

While the topical section headings above are similar to those in the MATC Policy Manual, there is no direct correlation between similar numbering. When, in fact, a regulation or procedure implements an MATC Policy, it shall be so noted in the upper left of page one after "Policy Reference."

All management and supervisory personnel are to keep their assigned employees up to date on existing and changing procedures.

Access to this manual shall be assured for all employees through their respective supervisors. Public access will be provided by the MATC library at each campus.

Official Distribution of this manual and its updates shall be to:

1. All district management and supervisory personnel, plus individuals with districtwide coordinating responsibilities.
2. All MATC campus libraries.
3. Presidents of Locals 212, 587, and 715.
4. External legal counsel for the college.
5. Wisconsin Technical College System Board.
6. MATC Board Room

See also: Administrative Regulation and Procedure AA0101: Development, Approval, and Control of Administrative Regulations and Procedures.

Office of Responsibility: President
