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**Milwaukee Area Technical College**

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

Title: ADMINISTRATIVE NOTICE

Code: AA0200

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Policy Reference: A0202-1, Delegation of Authority

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Throughout the course of a school year, there are numerous occasions when an official, districtwide announcement or communication of information is needed. These announcements are no less important than MATC Policies or Administrative Regulations and Procedures, but are of a shorter-term usefulness.

Purpose

In our efforts to streamline the district policy and district procedure manuals at MATC, yet retain an important communication distribution system, the "Administrative Notice" system is available. Such a notice shall be used to:

1. Communicate official information that has a known limited life and therefore is inappropriate for the MATC Policy or Administrative Regulation and Procedure Manuals but is important to transmit districtwide.
2. Enhance the probability of such an announcement being noticed and therefore acted upon. Currently, some districtwide communiqués are transmitted on white paper as a memo and can be easily misplaced or not noticed for their significance.

Examples of such Administrative Notices are:

Faculty Supervision and Office Assignments; Regular Day School, Per Campus.

Calendars -

Day - Current School Year  
Administrative Operating - Current School Year  
Administrative, Evening - Current School Year  
High School Contract - Current School Year  
Aviation Mechanics - Current School Year  
Day School Supplementary - Semester 1  
Day School Supplementary - Semester 2

Professional Development Announcements

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Approving Authority:

Dorsey L. Kendrick  
Executive Vice President

Date: 8/14/94

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All Administrative Notices will be printed on letterhead designed for it. Yellow paper will be used to color code or otherwise draw attention to it. This color was chosen because it does not duplicate a color used for other official MATC Policy or MATC Administrative Regulation and Procedure communiqués. This official communication of limited life is called an "Administrative Notice."

Responsibility and Format

The president, executive vice president, or dean/director of MATC may develop an "Administrative Notice."

There will be an automatic expiration of each Administrative Notice by June 30 of the current fiscal year unless renewed, or a longer term is noted. To draw attention to the expiration date, space is provided in the upper right hand corner of the letterhead.

A central log will be maintained in the executive vice president or designee's office to list all Administrative Notices by name and number. The number will reflect the fiscal year and the sequence of issuance. For example, the first Administrative Notice in fiscal year 1995 (1994-95) will be numbered 95-1.

Distribution

As the focus of this Administrative Notice is to communicate important districtwide information, the distribution will be districtwide. At a minimum, the distribution shall be to all recipients of policies and administrative regulations and procedures, and should also be distributed to additional staff impacted by the respective Administrative Notice. Responsibility for the appropriate distribution rests with the executive vice president or designee.

The cost for distribution of Administrative Notices will be charged back to the department that initiates the notice.

Office of Responsibility: Executive Vice President