



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: DEVELOPMENT, APPROVAL, AND CONTROL OF ADMINISTRATIVE REGULATIONS AND PROCEDURES	Code: AA0101
Policy Reference: A0202-1, Delegation of Authority	

In the management of the Milwaukee Area Technical College District, it is necessary to establish general guidelines for the orderly operation of the district. These guidelines when referring to issues of an interdivisional or districtwide nature will be known as MATC Administrative Regulations and Procedures, and will be developed, reviewed, approved, revised, and deleted by the president or his/her designee.

The president or his/her designee has the responsibility to implement the approved MATC Administrative Regulations and Procedures, initiating the development of new or revised drafts according to this procedure.

All individuals wishing to initiate the development or revision of MATC Administrative Regulations and Procedures should communicate the need and impact of change or lack of change to their immediate supervisor.

If an individual or group of individuals desires information or assistance in this process of formulating or revising MATC Administrative Regulations and Procedures, he or she should contact the General Counsel's office. It has been designated to facilitate an orderly process to such development to assure the fullness of review and research to support positive and effective change. Its involvement is intended to support, not supplant, the role of management in this process.

In accordance with Policies A0120 and A0121, the administration will conduct a comprehensive review of all MATC Administrative Regulation and Procedures every four (4) years and approved revisions will be communicated and implemented as appropriate by the division listed as "Office of Responsibility."

The president or his/her designee will coordinate final distribution, acquisition of additional copies, and orientation of new management personnel to MATC Administrative Regulations and Procedures.

Office of Responsibility: President's Office
Revision Date: 2/13/2020