
Procedure Title: Administrative Procedure Numbering Process
Procedure Number: 06-2003-0001
Board Policy Reference: IV.A. General Executive Direction
NWCCU Standard:

Accountable Administrator: College President
Position responsible for updating: College President
Original Date: March 31, 2003
Date Approved by Cabinet:
Authorizing Signature: *Signed original on file*
Date Posted on Web: 03-07-22
Revised: **Reviewed:** 03-22

Purpose/Principle/Definitions:

The following numbering process has been adopted for the development of the college administrative procedures. Procedures will be developed from the following seven areas of the college:

- 01 - Business Office
- 02 - Development/Marketing
- 03 - Human Resources
- 04- Information Technology
- 05 - Instructional Office
- 06 - President's Office
- 07 - Student Services

Administrative procedure numbering will begin with the college area number as outlined above, followed by the year, and concluding numerically as they are adopted. As a new year begins, the numbering sequence for each procedure developed will start over.