

PRINCIPLES OF OPERATION	2300
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The following principles shall govern the administrative operation of the college.

1. Responsibility shall flow from the Board of Trustees to the President/Superintendent and then through appropriate Vice President/Assistant Superintendents, Deans, Directors, Managers, non-administrative academic and classified employees of the college.
2. The administration with input from staff shall be ultimately responsible for the administration of the college.
3. Employees shall know to whom they are responsible and shall be fully apprised of their duties.
4. Whenever possible, each employee shall be responsible only to one immediate supervisor for any one function.
5. Each employee shall refer matters requiring administrative action to the administrator in charge of the area in which the problem arises.
6. Each employee shall be responsible to the Board of Trustees through the President/Superintendent.
7. Matters involving disagreement may be appealed to the Board of Trustees only with the full knowledge of such disagreement by the President/Superintendent.

(Revised: 9/1/93)