

**Cochise College
District Board Policy**

Category: Governance

Policy Number: 209

Title: Administrative Policy and Creation

The Board authorizes the College President to establish and implement administrative policies and procedures. Such policies and procedures will comply with the provisions of Cochise College Board policies, and any and all other state and federal laws and regulations.

- a. When articulating policy, the Administration will strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- b. The President will establish and maintain an orderly plan of preserving and making accessible administrative policies to all students, staff, and interested citizens.

Staff may initiate development of new administrative policy or revision of existing administrative policy through established administrative channels.