

Treasure Valley Community College

Code: **BFD**
Adopted: 10/14/09

Board Policy Implementation

Effective Date of Policies

All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

Policy Implementation

The President and administrative staff will implement Board policies. The President may formulate administrative regulations and procedures to assist policy implementation.

Policy Dissemination

The written policies that govern the College will be maintained in a policy manual to be updated by staff as new policies are developed or existing policies are revised or repealed.

Each Board member will be provided with a current policy manual.

The College shall provide at least one copy of the Board's policy manual in the library and one copy in the business office. Each employee will be specifically notified of the existence and availability of personnel policies. The Board's policy manual will be considered a public record and will be open for inspection at the business office during regular working hours.

The President will provide channels for disseminating appropriate policies to the community.

The College shall file annually between December 1 and January 1 either any policy revisions made or a statement that policies currently on file are being continued.

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)

[OAR 589-008-0100\(1\)\(l\), \(2\)](#)

[ORS 341.290\(2\)](#)

Cross Reference(s):

BF - Policy Development