

Policy Title: **ADMINISTRATIVE POLICY CREATION GUIDELINES**

The president is authorized by the Board of Trustees to establish and implement administrative policies and procedures. Such policies and procedures will comply with the provisions of Chapter 38 *Wis. Stats.*, WTCS Board policies, and any and all other state and federal laws and regulations.

- When articulating policy, the administration will strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- 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 policies or revisions of existing administrative policies through established administrative channels. (See *FVTC Administrative Policy Flowchart* included within.)

Adopted: 07/14/80

Reviewed: 08/21/18

Revised: 03/23/16