

POLICY UPDATE

August 21, 2009

This week the Alamo Colleges Board of Trustees completed the conversion of all policies by adopting the following new/converted policies:

(1) **SECTION A – DISTRICT FOUNDATIONS** (Posted for employee review beginning in May).

(2) **SECTION B – BOARD GOVERNANCE** (Posted for employee review beginning in June).

(3) **SECTION C - FINANCE AND OPERATIONS** (Posted for employee review beginning in April).

(4) **SECTION G – COMMUNITY AND GOVERNMENTAL RELATIONS** (Posted for employee review beginning in May).

(5) **NEW POLICY [C.2.10](#) – OFFICIAL FUNCTIONS**

This new policy makes it clear that in some cases providing refreshments or meals for official Alamo Colleges functions is appropriate (see the online policy and procedure – [C.2.10.1](#) - for eligibility requirements). The policy and procedure also address expenses related to visiting officials, employee recognition, and other activities for which written guidance has not always been available.

You can see these policies (and their related procedures) in the new Alamo Colleges online policy manual at

<http://www.accd.edu/district/ethics/policies.htm>

Scroll down to Section A, B, C, or G and click on any policy, procedure, exhibit or form. You can jump from policies to the related procedures/exhibits/forms and back using the links imbedded in these documents.

You'll also find things not available in the old policy manual, such as the links to valuable outside information like the new employee travel procedure in Procedure [C.2.9.1](#).

This completes the conversion of all Alamo Colleges policies to the new format.

Please take a few minutes to review the new Alamo Colleges online policy website (you can use the link above, or go to the policy website by clicking on “Board Policies” on the Alamo Colleges home page). The search engine is more powerful and user friendly than the old TASB version, the new policies/procedures include links to other helpful information, and for the first time many procedures are available on the same searchable website as the related policies.

For a quick overview, scan the main policy page to see all policies and procedures, and click on the ones that may impact you and your department. You can also enter topics that might be of interest to your department in the search engine: on the main policy page, click on “*Search Policies*” and then enter the word that you want to search for (for example, “travel”) in the “Search by Keyword” box, click “Search”, and you’ll see a list of policies and procedures that have your keyword in the title or text of the policy/procedure.

If you have questions or need assistance with online policies, contact Eddie Cruz at 485-0057 (email ecruz70@alamo.edu), or Carol Riley at 485-0063 (email criley@alamo.edu).