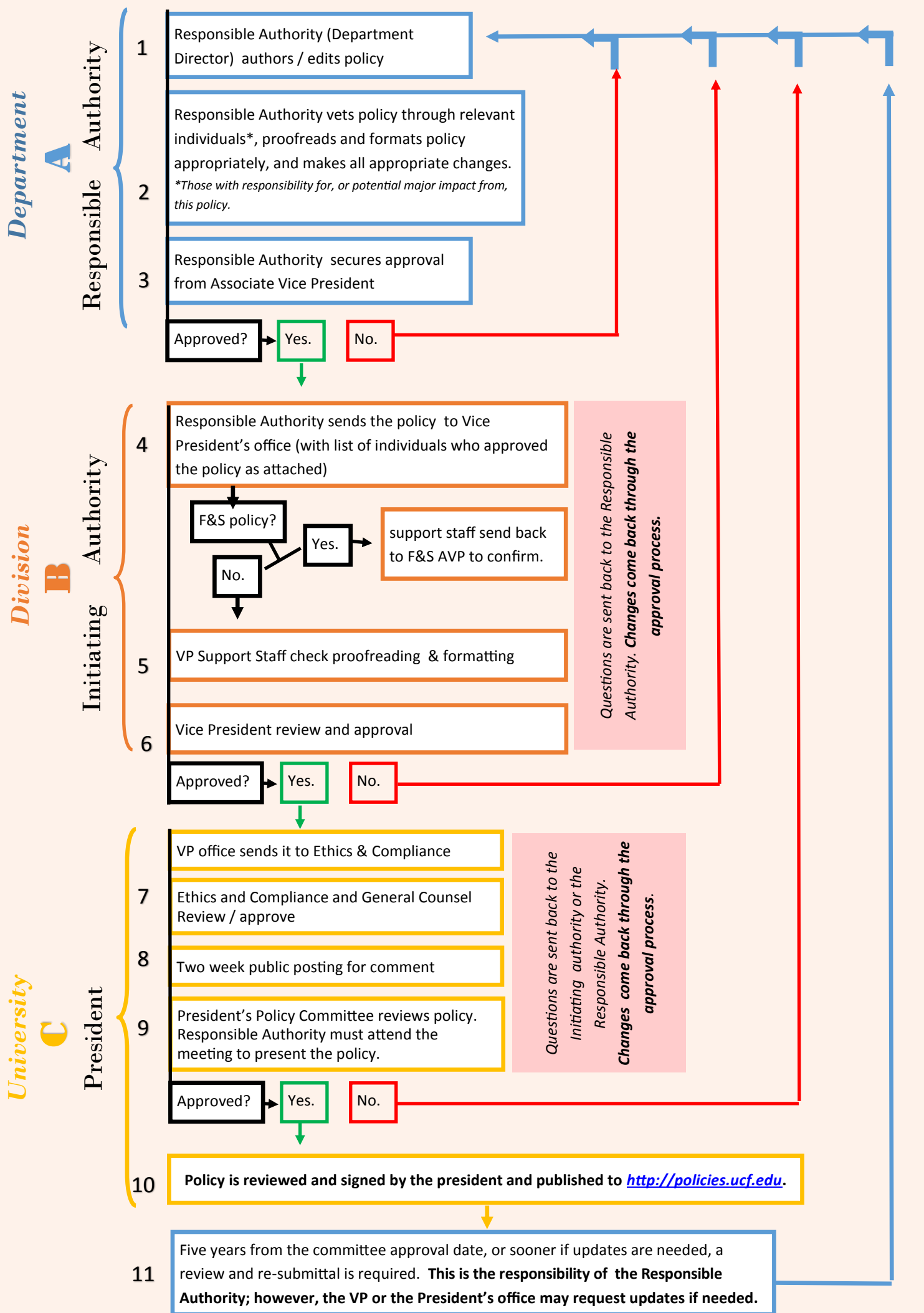


Administration and Finance Policy Process

The coordinator for special projects in the office of the Vice President manages the policy process for the division, to include monthly updates on the progress of active policies, providing editorial assistance as requested, and coordinating division approvals.

New Policies: Directors should discuss the policy concept with their Associate Vice President. Associate Vice Presidents should discuss the policy concept with the VP before their area(s) develop the policy content.



Monthly reports of active policies are provided to the Vice President.