



Administrative Procedure

Procedure Name	PROFESSIONAL ORGANIZATIONS, PERSONNEL
Policy Number	665.01
Date Adopted	10/15/70
Date(s) Revised	1/95, 2/01, 2/22

The Board of Trustees encourages the personnel of the college to join organizations, both professional and nonprofessional, that contribute to the effectiveness of the position to the community and to the district. Reasonable allowances will be made for attendance at meetings of such organizations.

Any instructor or exempt employee expecting to be absent from campus to attend conferences or other professional meetings must submit, at least seven days in advance of the anticipated meeting, a prior approval request to the president or designee. It is the instructor's responsibility to notify his/her students of any dismissed class or to arrange with the vice president for instruction for suitable class coverage