

**MAINE COMMUNITY COLLEGE SYSTEM**

**ORGANIZATION AND GOVERNANCE**

**Section 101**

**SUBJECT: INTRODUCTION**

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**PURPOSE: To provide an introduction to the Maine Community College System Policy Manual**

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**A. Definitions**

For purposes of this Manual, and unless the context intends a different meaning, the terms “Maine Community College System,” “MCCS” and “System” mean the Maine Community College System in its entirety, and include all its colleges and organizational units.

**B. Preface**

This document shall be known as the Maine Community College System Policy Manual. This Manual shall contain those rules adopted by the MCCS Board of Trustees that apply to each college and organizational unit of the MCCS. These policies shall control in the event of a conflict with any other policy, procedure or practice of a college or other organizational unit of the MCCS. All policies contained herein are intended to and shall be interpreted consistent with all governing state and federal laws and regulations, as well as any governing provision of any MCCS collective bargaining agreement.

**C. Changes**

Substantive amendments, additions or deletions to or from this Manual shall require Board approval by means set forth in the MCCS By-Laws. The MCCS president is authorized, upon notice to the Board, to amend the grammar, numbering, citations, form and other technical aspects of this Manual. The MCCS president shall coordinate the development and maintenance of this Manual, and shall identify a means for providing notice of substantive policy changes approved by the Board of Trustees.

**D. Copies**

Copies of this Manual shall be available from an online source maintained by the MCCS System Office that permits both viewing and printing of each policy. That source shall be the official version of this Manual. The MCCS president shall ensure that an up-to-date hard copy of this Policy Manual is available at the System Office, and each college president shall ensure that up-to-date hard copies are available in the college president’s office, college library and any other college location identified by the college president.

**E. Procedures Manual**

This Policy Manual shall be supplemented by a Maine Community College System Procedures Manual. That Procedures Manual shall contain those rules approved by the MCCS president and the MCCS Presidents Council. Such procedures shall apply to each college and organizational unit of the MCCS, and the purpose of such procedures shall be to implement or otherwise further the policies set forth in this Policy Manual.

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REFERENCES: 20-A M.R.S.A. §12709(1) and §12710; MCCS Policy 103

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: