

Attachment: 1.1p.a3. **New** Policy Manual Assignments

The responsibility for state policies and procedures are assigned as follows:

1. The Commissioner and General Counsel are responsible for policies and procedures associated with Section 2, Mission and System of Governance.
2. The Assistant Commissioner of the Office of Administrative Services is responsible for policies and procedures associated with Sections 3 and 4, Administration and Human Resources.
3. The Assistant Commissioner of the Office of Technical Education is responsible for policies and procedures associated with Sections 5 and 6, Academic Affairs and Student Affairs, except as set forth below.
4. Policies concerning non-credit Instruction and Quick Start are assigned to the Assistant Commissioner of the Office of Economic Development Programs/Quick Start.
5. Policies concerning programs for adult literacy, and General Education Development Testing (GED®) and Diplomas are assigned to the Assistant Commissioner of the Office of Adult Education.