

7. President's Cabinet – University administration to include the University President, the Vice President and Chief of Staff, the Vice Presidents and the Executive Administrative Assistant to the President.

This policy applies to all University

The steps for policy formulation and issuance of policies at Claflin University follow:	
1.	The responsible office provides a draft policy to the Chairperson of the PAC (sometimes referred to as the Chairperson).
2.	The Chairperson immediately distributes the policy to PAC members; then, the Chairperson proceeds to schedule a meeting to discuss and review the policy. The need to call a meeting or to review the policy through other means such as through e-mail is at the discretion of the Chairperson.
3.	Their attendance promotes efficiency and allows discussion between PAC members and persons from the responsible office who will implement and who are familiar with the policy.
4.	Within three days after a meeting or after all comments are received from members, the Chairperson summarizes discussions and comments regarding draft policies and provides them to appropriate persons from the responsible office.
5.	Within five days of receiving those comments, persons from the responsible office, provide a revised draft to the Chairperson.
6.	The Chairperson determines if the policy has been revised in accordance with PAC Committee discussion. In addition, the Chairperson determines if the current draft needs to be redistributed to the committee members for further discussion, or if the draft is ready for distribution to the President's Cabinet.
7.	After Cabinet review, the PAC and persons from the responsible office may need to consider further policy changes. If that is the case, meetings are scheduled by the PAC Chairperson through the completion of a final draft of the policy.
8.	Persons from the responsible office are charged with making changes to the policy within five days after a meeting.
9.	Upon the completion of a final draft policy, the PAC Chairperson works with the University's Webmaster to ensure that the policy is put on the University's website. The Chairperson develops a summary of the policy and works with the Office of Communications and Marketing to ensure that the policy is communicated to applicable member of the Claflin Family (faculty, staff and / or students).

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