

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: A 12.0  
Procedure Title: Chancellor's Weekly Reports  
Relevant Board Policy: N/A  
Originating Unit: Office of Public Relations  
Maintenance Unit: President's Office

I. Purpose: This procedure provides guidance on items that should be included in the weekly report that is submitted to the Public Relations Office for inclusion in the college-wide weekly report submitted to the Chancellor's Office. The report should be viewed as Palo Alto College's opportunity to share the actions and innovative ideas being generated at the College.

II. Procedure Statement:

- A. The Director of Public Relations or a designee is responsible for preparing the Weekly Reports, which are submitted to the Chancellor and provided to the Alamo Colleges trustees each Friday.
- B. Each Vice President may submit items from their respective areas for inclusion. The report should include statistics, personal recognitions or appointments to boards or panels, staff accomplishments and programmatic events, the introduction of new programs or services, etc. Also, Save the Date entries are for future event dates that may be of importance to the Board of Trustees.
- C. Each Vice President will use the items collected to create the unit's Weekly Report for submission to the Public Relations Office by close of business on Tuesday of each week, or at least biweekly. The brief report should be in paragraph form with each paragraph discussing one of the five Strategic Goals: (1) Access to Higher Education, (2) Student Support, (3) Workforce Development, (4) Capacity to Serve, and (5) Organizational Communication. Routine activities should not be included unless you point out their specific significance.
- D. Individual employee and student recognitions may be included in a separate part of the report. It should include those who received professional recognition, such as presenting at a conference (not just attending a conference); who received local, state or national awards; or who were competitively selected for seminars, etc. Recognitions from within the College, such as those receiving success grants or NISOD awards, should be submitted with the entire list of awardees, not just those from a specific department.
- E. Weekly reports are kept on file in the PAC President's section in ACES.

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