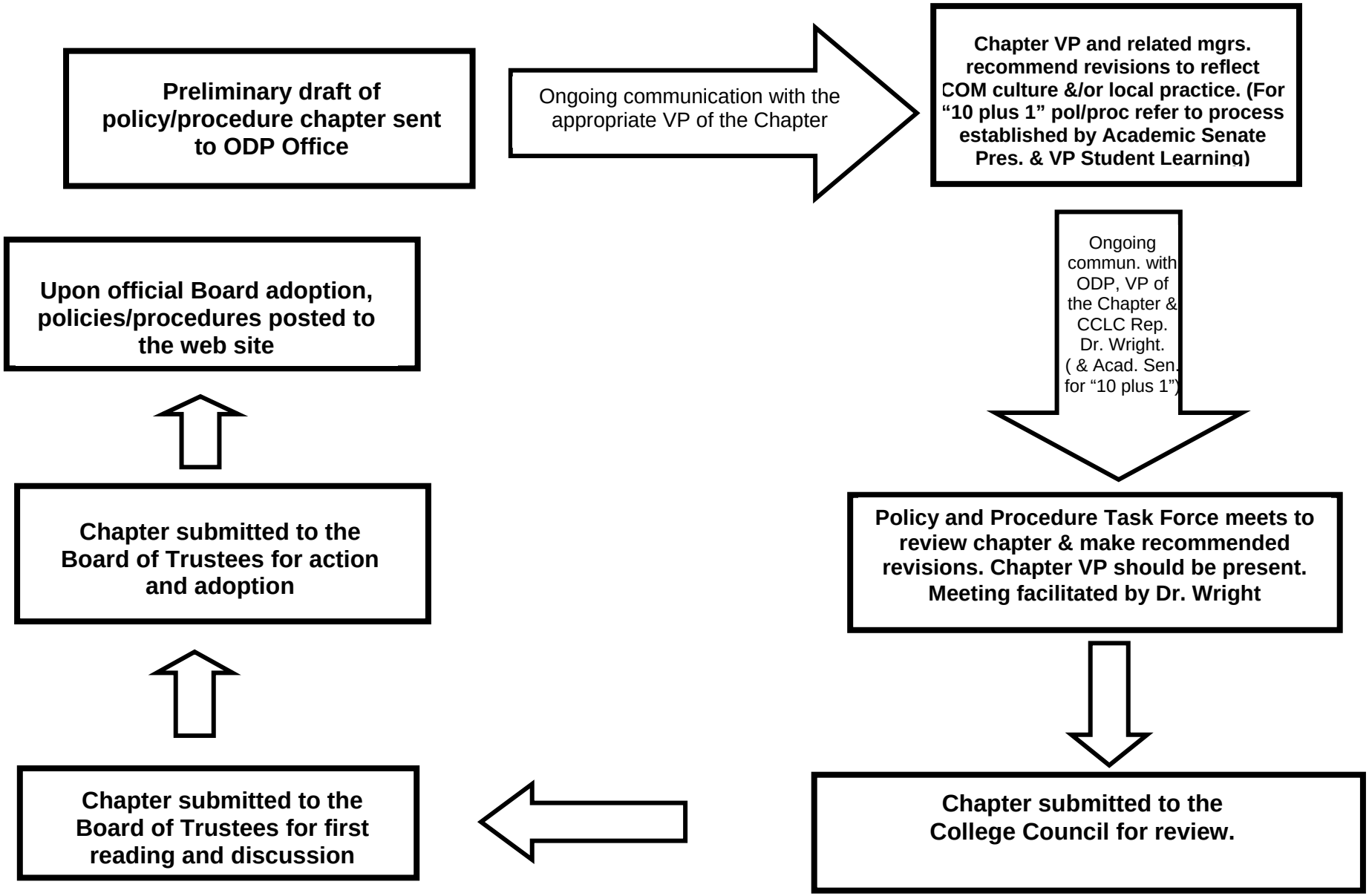COLLEGE OF MARIN INSTITUTIONAL POLICY/PROCEDURE REVIEW AND UPDATE PROCESS