

Approved  
September 1, 2016

## **AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

### **References:**

Education Code Section 70902;  
WASC/ACCJC Accreditation Standards I.B.7, I.C.5, IV.C.7,  
and IV.D.4

The Board has, as a major responsibility, the establishment and requires final adoption of all Board Policies (BPs). Administrative Procedures (APs) are the responsibility of the Chancellor and the administration, in consultation with the various constituencies of the District, and do not require adoption by the Board of Trustees. To ensure regular review of BPs and APs, the District subscribes to a Policy and Procedure Service, which provides bi-annual/annual updates. The District Chancellor's Office will annually update policies and administrative procedures with the legally required language provided by the Policy and Procedure Service. The Board will review all policies and administrative procedures in a three-year cycle:

Year 1: Chapters 1-3

Year 2: Chapters 4-5

Year 3: Chapters 6-7

Year 4: Chapters 1-3

Each year the District Chancellor's Office will notify all appropriate parties of the chapter(s) to be reviewed.

The following process outlines the procedure for review, preparation, and revision of BPs and APs.

1. **Originator:** The originator prepares a draft of the proposed new or revised BP/AP using a track changes format of the existing policy.

2. **District Chancellor's Office Review:** The District Chancellor's Office reviews the proposal for content, format, consistency with existing BPs, APs, and other legal requirements and either forwards the proposal to Chancellor's Executive Staff for review or returns it to the originator.

3. **Chancellor's Cabinet Review:** The District Chancellor's Cabinet reviews the proposal which may encompass consultation with interested stakeholder(s) or constituency groups. The District Chancellor or his/her designee forwards the proposal to the Chancellor's District Council for review or the proposal is returned to the originator.

4. **Chancellor's District Council Review:** The District Chancellor or his/her designee forwards the proposal to the Chancellor's District Council in accordance with the following review process:

a. **First Reading:** Proposed new or revised BP/APs are submitted to Chancellor's District Council for review. Council members distribute the BP/AP to constituent groups for review and comment. Any comments received by Council members are to be copied to all Council members prior to the next scheduled Council meeting.

b. **Second Reading:** Constituent group recommendations are incorporated into the proposal and submitted for a second reading. After constituency consultation and collegial review

at this meeting, the Chancellor's District Council makes a recommendation to the Chancellor.

**6. Technical Revisions:** Technical revisions (e.g. a Title 5 section reference change) to BPs are not subject to the review process and shall be sent directly to the District Chancellor for implementation and will appear on the Board Agenda for information. Technical revisions to APs are not subject to the review process and shall be submitted directly to the District Chancellor. All BP/AP technical revisions will be shared with the Chancellor's District Council and constituency groups for information.

**7. Adopted Policies and Approved Procedures:** After the Board of Trustees adopts a new BP or revisions to a BP and/or the District Chancellor approves an AP, the District Chancellor's Office posts the BP/AP to the District's website. The District Chancellor or his/her designee shall provide each member of the Board with copies of the BPs and/or APs, as they are issued or revised.