The development of board policies (BPs) shall utilize an appropriate consultative process to ensure the full and adequate deliberation by all interested parties or their representatives. Such consultative process may involve administrators, faculty, staff, and students of the District. The Superintendent/President shall be solely responsible for determination of the type and extent of such consultation. Final authority for decision-making and recommendation to the Board of Trustees shall be vested in the Superintendent/President.

A systematic review cycle of all policies and procedures shall coincide with the accreditation cycle. Each year, the Superintendent/President’s Office will notify all appropriate parties of the chapter(s) to be reviewed. The Superintendent/President, Cabinet and the Policy and Procedure Task Force (PPTF) will oversee that all designated policies and procedures are reviewed during the timeline for that year. Outcomes of the review are reported to the College Planning Council (CPC) prior to submitting the document(s) to the Board of Trustee’s agenda’s first reading. In addition to the review cycle described above,

- Administrators have an on-going obligation to review and, when appropriate, recommend the revision of policies and procedures.
- Review of BPs and APs may be initiated at any time by a Trustee or District employee.
- To ensure regular review of BPs and APs, the District subscribes to the Community College League of California’s (CCLC) Policy and Procedure Subscription Service, which provides bi-annual legal updates.
- The Superintendent/President’s staff shall maintain a tracking system for all existing policy and procedure revisions and approval by the Board of Trustees.
Current Policies and Procedures
The Superintendent/President shall ensure that the following process is followed in reviewing or revising existing policies and procedures:

1. An accountable executive staff member will be assigned to each policy and procedure.

2. The accountable executive staff member will develop and/or revise policies and procedures in collaboration with the administrator/supervisor under whose area of responsibility the policy and/or procedure falls.

3. The executive staff member will ensure consultation with appropriate groups on areas outlined in BP/AP 2510 entitled “Participation in Local Decision Making.”

4. Revisions to existing policies and/or procedures from employees and/or committees will be directed to the appropriate accountable executive staff member.

5. Cabinet will review all revisions to existing policies and/or procedures and may consult with interested stakeholder(s) or constituency groups as necessary.

6. Cabinet will forward revisions to existing BPs and/or APs to the PPTF and CPC for review prior to submission to the Board of Trustees first reading.

7. Upon approval by the Board of Trustees, revisions to existing BPs and/or APs will be posted to the district web site and employees will be notified. See “Communication” below.

Initiation of New Policies and Procedures
For newly proposed policies and procedures:

1. **Originator:** The originator prepares a draft of the newly proposed policy/procedure utilizing the District format and forwards the recommendation to the Superintendent/President’s Office accompanied by the Policy/Procedure Cover Sheet providing the rationale for the proposed new policy and/or procedure, information on primary constituents, and an explanation of impacts.

2. **Superintendent/President’s Office Review:** The Superintendent/President’s Office reviews the recommendation for content, format, consistency with existing policies and procedures, and CCLC guidelines.
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The newly proposed BP and/or AP is forwarded to the Cabinet for review or returned to the originator for additional information. The Superintendent/President’s Office tracks all policy and procedure revisions.

Initiation of New Policies and Procedures continued:

3. Cabinet Review: The Cabinet review of the newly proposed BP and/or AP may encompass consultation with interested stakeholder(s) or constituency groups. Cabinet either forwards the BP and/or AP to CPC or the Administrative Council for review, or the BP/AP is returned to the originator with explanation.

4. Policy and Procedure Task Force (PPTF) and College Planning Council (CPC) Review: The Superintendent/President’s Office forwards the newly proposed BP and/or AP to PPTC/CPC and may assign a lead. Upon review, the PPTF/CPC will approve policies/procedures and respond to the president’s office.

Communication of Policy and Procedure Revisions

Adopted BPs and Approved APs: After the Board of Trustees adopts a new policy or revised policy and/or the Superintendent/President approves a new or revised procedure, the Superintendent/President’s Office staff will

- post the policy and/or procedure to the District website and
- notify employees that policy and procedures have been newly implemented or revised.

NOTE: Minor/technical revisions that do not affect the intent of the BP and/or AP, and revisions mandated by law, will be completed as needed, and posted to the website. Minor/technical revisions include an update for compliance with legal statutory reference requirements or may be made for conformity with the CCLC Policy and Procedure Subscription Service, or minor revisions for clarification purposes that do not change the intent of the BP or AP. Minor/technical revisions to BPs shall be submitted directly to the Superintendent/President’s Office staff for recommended approval by the Board of Trustees. Technical revisions for APs shall be submitted directly to the Superintendent/President’s Office staff which may communicate the non-substantive changes to Cabinet and/or CPC as necessary.

Legal References: Education Code Sections 70902;
Accreditation Standard IV.B.1.b and e

Approved: January 15, 2014