AP 2410 Board Policies and Administrative Procedures

Board policy is the voice of the Governing Board and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Governing Board, through policy, delegates authority to and through the Superintendent/President to administer the District. The Superintendent/President and District employees are responsible to reasonably interpret Board policy as well as other relevant laws and regulations that govern the District.

Administrative procedures implement Board policy, laws, and regulations. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Although procedures may be developed by the Superintendent/President, managers, faculty members, staff members, and students, it is the administrators/managers who are held responsible for upholding the specific information delineated in the procedures. Procedures do not require Governing Board action.

The District will adopt or revise policies and procedures as determined necessary through regular evaluation, or by other recommendations.

Policies that specifically pertain to the Governing Board's work and how it operates are developed and approved by the Board; related procedures are developed and recommended by the Superintendent/President, and approved by the Board.

The Governing Board will consider the Superintendent/President's recommendations for adoption/revision of other policies, which will include input from constituent groups in accordance with board policy BP 2410 Board Policies and Administrative Procedures.

Regular Evaluation of Policies and Procedures

Board policies and administrative procedures are regularly evaluated by the Superintendent/President, senior management, and the President's Cabinet to ensure:

- currency and compliance with state and federal laws;
- consistency with the institutional mission statement;
- adherence to accreditation standards;
- protection of the college;
- promotion of operational efficiency; and
- currency with institutional and departmental changes in operation.

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All board policies and administrative procedures will be evaluated to determine if revisions to existing policies and procedures, or development of new policies and procedures, are necessary.

All board policies and administrative procedures will be reviewed on a six-year cycle to be completed one year prior to the accreditation self-study.

Adoption/Revision Process

The District subscribes to the Community College League of California (CCLC) Policy & Procedure Service. The CCLC regularly provides to the District its recommendations for adopting or amending policies and procedures. In addition, any employee, student, or member of the public may initiate a policy/procedure review by submitting a request or recommendation in writing to the Superintendent/President's Office or designee.

Recommendations will be reviewed by the Superintendent/President or designee and routed through the adoption/revision process below. This process includes the opportunity for faculty, staff, and students to provide input on policies and procedures that have a significant effect on them.

1. **Initial Review** – The cyclical review of board policies and administrative procedures will be initiated by the Superintendent/President or designee. Recommendations for the development or amendment of policies and procedures will be reviewed by the Superintendent/President or designee to determine if codification in the District's Board Policies and/or Administrative Procedures manuals is appropriate.

2. **Administrator Review** – After the Superintendent/President or designee conducts an initial review, the policy/procedure is forwarded to the appropriate administrators/managers for review.

3. **Faculty "10+2" Review** – If the document is designated "10+2", it is forwarded to the Academic Senate for review and approval.

4. **Cabinet-First Reading** – Following administrator and faculty 10+2 review (if required), the document is forwarded to the President's Cabinet for first reading and discussion. Policies and procedures that pertain to the Governing Board and its functions are forwarded to President's Cabinet for information purposes.

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5. **Sunshine** – After first reading by President's Cabinet, the document is placed on the District's Board Policy and Administrative Procedures website as part of the "sunshining" process, whereby constituents may review policies and procedures that are under consideration by President's Cabinet and provide input.

    - The policy/procedure will be sunshined for a minimum of 10 business days.

    - The presidents of the Academic and Classified Senates and Unions (and the Chaffey College Student Government advisor if necessary) are notified that documents are posted so that their constituents have an opportunity to provide input.

    - Any suggested revisions should be forwarded to the Superintendent/ President or designee.

6. **Cabinet-Second Reading** – After suggestions received during sunshining are incorporated into the policy/procedure, the document is returned to President's Cabinet for second reading and approval. If the document is not approved, it is revised to address Cabinet's concern and returned for approval at a subsequent meeting.

7. **Post Procedures to Web** – Administrative procedures are posted to the District's website upon approval.

8. **Policy Liaison Review** – Following President's Cabinet review, the Governing Board Policy Liaison meets with the Superintendent/President to review the draft policies and discuss the Superintendent/President's recommendations.

9. **Governing Board Review** – Following the Governing Board Policy Liaison's review, policies are submitted to the Governing Board for first reading and information. The policies are submitted for second reading and action at a subsequent board meeting.

10. **Post Policies to Web** – Board policies are posted to the District's website upon approval by the Governing Board.

Minor edits such as correcting spelling errors, formatting, or updating citations in the references, where the language and meaning of the policy or procedure remain unaltered, are considered non-substantive and may be made by the Superintendent/ President or designee without further institutional review.

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References: Education Code Section 70902;
ACCJC Accreditation Standard 4.4

Approved: 7/11/12
(Replaces former Administrative Procedures 1.6.3, 1.6.5, 2.2.1.B)

Revised: 4/26/18, 1/15/20, 7/18/24

Reviewed: 8/25/22