
San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

(Replaces SBCCD AP 2045)

Pursuant to Education Code Section 70902(a)(1), the Board of Trustees shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the Board of Trustees may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

The Chancellor, through the Collegial Consultation process, has the authority to develop new Board Policies and Administrative Procedures. The process for developing or changing administrative procedures is outlined below:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure will be submitted in writing to the Chancellor's Cabinet.
2. If approved for consideration by the Chancellor's Cabinet, the proposal will be shared with District Assembly and given to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."
3. If the proposal is deemed to be an academic and professional matter:
 - a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 3 months to review and suggest appropriate changes to the proposal, in accordance with Title 5 and relevant state regulations.
 - b. After the Senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to iron out any differences.
 - c. The proposal will then be submitted to the District Assembly as an information item.
 - d. The Chancellor will submit the Academic Senates' proposal for Board Policy to the Board for a first reading and/or approval. The Chancellor will submit the Academic Senates' changes to Administrative Procedures to the Board for information only.

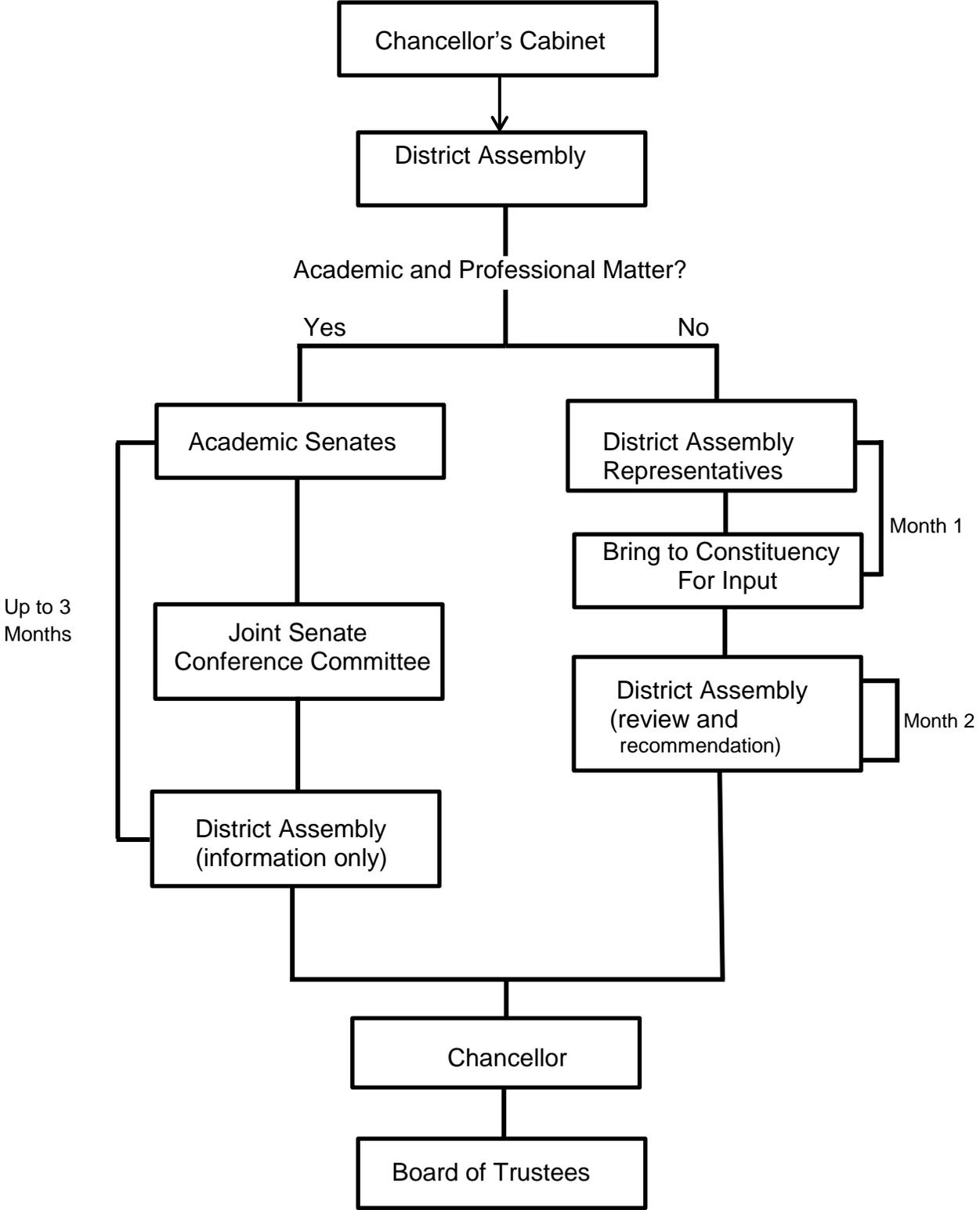
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4. If the proposal is deemed **not** to be an academic and professional matter:
 - a. The proposal will be submitted to the District Assembly for review and recommendation. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item. (See 4.d below.)
 - b. If the Academic Senate at either campus deems the proposal an academic and professional matter, the proposal will be removed from District Assembly consideration and submitted to the Academic Senates, as per Step 3 above.
 - c. The District Assembly may, when appropriate, assign a subcommittee which will review and respond to the proposal.
 - d. After the subcommittee has completed its review, their response will be submitted to the District Assembly within two months.
 - e. The recommendation will be submitted to the Chancellor. If the proposal concerns a Board Policy, the Chancellor will submit it to the Board for a first reading and/or approval. The Chancellor will submit changes in Administrative Procedures to the Board for information only.

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Flow Chart for Changes to Board Policies or Administrative Procedures



111 **References:** Education Code Section 70902;
112 ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly
113 IV.B.1.b & e)
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