Origination:	*10/2011*
Last Approved:	*06/2019*
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Owner:	*BOT Board of Trustees:*
Policy Area:	*Chapter 2 Board of Trustees*
References:	*Good Practice/Optional*

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 propose new board policies and administrative procedures.

The annual review of the board policies and administrative procedures shall begin in the fall of each academic year. Each year, at least ten percent (10%) of the SBCCD policies and procedures will be identified for review. At the beginning of each academic year, the Executive Director of Institutional Research and Planning will notify the appropriate parties of the specific BPs or APs identified for review.

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor (lead)

Chapter 2: Board of Trustees and the Chancellor (lead)

> In matters relating to board policies in Chapter 2 (not including BP/AP 2410 & BP/AP 2510, which will go through the process below), the Board will submit board policies and policy changes to the District Assembly (DA) for review and feedback only, prior to placing on board agenda. This will occur at the next meeting of District Assembly.

Chapter 3: Chancellor (lead) and Chancellor's Cabinet

Chapter 4: Executive Director of Institutional Research and Planning (lead) and Academic Senate Presidents

Chapter 5: Executive Director of Institutional Research and Planning (lead) and Academic Senate Presidents

Chapter 6: Executive Vice-Chancellor of Fiscal Services (lead) and Vice-Presidents of Administrative Services

Chapter 7: Executive Director of Human Resources (lead)

The process for developing or changing board policies and/or administrative procedures is outlined below:

Annual Review Process

A. All policies and procedures will be tracked and revised using the district adopted policy review software.

B. BPs and APs will be reviewed in pairs whenever possible to ensure the procedure supports the direction delineated in the policy.

C. Prior to the start of each academic year, the SBCCD Executive Director of Research and Planning will sort the BPs and APs by age and will compile the annual review list, consisting of approximately 10% of the district's BPs & APs with a proportional amount from each chapter.

D. The SBCCD Executive Director of Research and Planning will meet with the policy leads responsible for faciliting the review of BPs and APs to establish the review timeline.

E. The annual review timeline, listing the policies and procedures and the leads for each BP & AP will be presented to the District Assembly at the first meeting of the Academic Year. The timeline as well as all revisions to the review timeline will be posted on the DA webpage.

F. DA constituent group reps will share the annual list with their members and shall provide an opportunity for their members to review and/or provide input as desired.

G. The SBCCD Executive Director of Research and Planning will email the policies and procedures under review along with the timeline for the year to each of the policy leads.

H. The BP/AP leads will review, gather input from the campus community as applicable and will input all recommended revisions in policy stat by the agreed upon due date.

I. Reviewed and/or Revised Policies and Procedures will be submitted to the District Assembly for review and recommendation as a first read with no action as per the established timeline and then as a 2nd read for approval at the next regularly scheduled meeting of the District Assembly. (Note: this affords all interested parties 1 additional month to review and request input from their constituents.)

J. Policies and Procedures included on the DA consent agenda for 2nd read may be pulled for discussion, debate and/or revision recommendations prior to approval.

K. As per BP 2410, the Chancellor will review the recommendations from the District Assembly and will forward the BPs to the Board of Trustees for action and the APs as information items.

Review of Policies and Procedures Deemed Academic and Professional

Prior to finalizing the annual review list, the SBCCD Executive Director of Research and Planning will meet with the Academic Senate Presidents to determine which BPs & APs are academic and Professional. These BPs & APs will be noted as such on the annual review timeline.

Policies and procedures that fall under the 10+1 (an Academic and Professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations) will be submitted for consideration to the Academic Senates on both campuses as per the agreed upon timeline. BP/AP revision recommendations will be completed by up to four consecutive Academic Senate meetings, beginning with the date the BP/AP is presented at District Assembly.

A. The Academic Senates will then submit the revised BPs/APs to the District Assembly as an information item.

B. As per BP 2410, the Chancellor will review the recommendations from the Academic Senate and will forward the BPs to the Board of Trustees for action and the APs as information items.

Review of Policies and Procedures Not on the Annual Review List

A proposal for a new board policy or a change in a current policy or administrative procedure not included on the annual review list may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and/or the District Assembly. The DA will in consultation with the chancellor determine if the BP/AP or a change in current BP/AP is warranted. If so, the BP/AP will be forwarded to the Executive Director of Research and Planning. The SBCCD Executive Director of Research and Planning will meet with the Academic Senate Presidents to determine if the BP and/or AP is Academic and Professional. The Executive Director of Research and Planning will add the BP/AP to the annual review timeline and will forward to the appropriate policy lead. The revised timeline be posted on the District Assembly webpage.

Review of Bi-Annual Policy & Procedure Updates from the Community College League of California (CCLC)

Updates to APs and BPs are reviewed by the SBCCD Executive Director of Research and Planning when forwarded from the Community College League of California (CCLC) in Fall and Spring.

All updates from the CCLC will be reviewed by the chapter leads and the SBCCD Director of Research and Planning. The chapter leads will make a recommendation as to whether each update is either simple or requires review and revisions. *(Note if the last Reviewed and Last Approved dates get reset then these all may require a through review)*

A. Simple updates (revisions to legal references) will be revised, by the policy lead and when ready will be added to the District Assembly agenda as an information item.

B. New BPs & APs and/or those requiring review and revision:

   1. New BPS & APs that are legally advised or optional will be reviewed by the chapter lead to determine if the BP/AP is needed.

      a. If yes, then the BP/AP will be forwarded to the District Assembly with a recommendation to adopt and, if approved by the District Assembly, will be added to the review timeline as per the recommendation of the chapter lead;

      b. If no, then the BP/AP will be forwarded to the District Assembly with a recommendation to not adopt.

   2. New "Required" BPs & APs as well as those requiring content review and revisions will be added to the annual review timeline as per the recommendation of the chapter leads.

   3. The revised timeline including the CCLC BPs & APs (notated with the legal update #) will be posted on the District Assembly webpage.

References:

Education Code Section 70902;

ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b & e)

Attachments

AP 2410 Board Policies & Admin Procedures - Comments

AP 2410 Board Policies & Admin Procedures - Legal Citiations

AP 2410 Board Policies & Admin Procedures - revised.docx

AP 2410 Board Policies & Admin Procedures-with Rejected Changes - Comments

AP 2410 BOT Committee, AS, and BOT Chair comments 2/6/18

Approval Signatures

Step Description	Approver	Date
	Policy Stat	06/2019
	Policy Stat	05/2019
	Policy Stat	05/2019
	Policy Stat	05/2019
	Policy Stat	05/2019

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