

**Board of Trustees**

**AP 2410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE**

**References:**

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

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. In addition, a documented cycle for review of BPs and APs shall occur every ten years. Each year, the Chancellor's Office will notify all appropriate parties of the chapter(s) to be reviewed. Outcomes of review are reported to the Chancellor's Council. Responsibility for review is as follows:

- Chapter 1 – Chancellor
- Chapter 2 – Chancellor/Board of Trustees (For Chapter 2 - Board of Trustees BP/APs, Chancellor's Council review may be for information only).
- Chapter 3 – Chancellor's Executive Staff
- Chapter 4 – Vice Chancellor, Educational Services
- Chapter 5 – Vice Chancellor, Educational Services
- Chapter 6 – Vice Chancellor, Business Services
- Chapter 7 – Vice Chancellor, Human Resources

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 utilizing the District BP/AP format, and submit the proposal to the Chancellor's Office accompanied by the BP/AP Cover Sheet providing information on primary constituents, rationale for the proposed new Board policy, and explanation of impacts.
2. **Chancellor's Office Review:** The 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 Executive Staff Review:** The Chancellor's Executive Staff reviews the proposal and either forwards the proposal to Chancellor's Cabinet for review or returns it to the originator. The Chancellor's Office maintains a BP/AP tracking log.
4. **Chancellor's Cabinet Review:** The Chancellor's Cabinet reviews the proposal which may encompass consultation with interested stakeholder(s) or constituency groups. The Cabinet forwards the proposal to the Chancellor's Council for review or the proposal is returned to the originator.
5. **Chancellor's Council Review:** The Chancellor forwards the proposal to the Chancellor's Council in accordance with the following review process:
  - a. **First Reading:** Proposed new or revised BP/APs are submitted to Chancellor's 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 Council makes a recommendation to the Chancellor. Should recommendations and feedback received be substantial in material, it may be returned for an additional reading.
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 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 Chancellor. All BP/AP technical revisions will be shared with the Chancellor's 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 Chancellor approves an AP, the Chancellor's Office posts the BP/AP to the District's website. The 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.

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**Approved:** March 19, 2013

**Board Reviewed:** November 16, 2021; February 18, 2020