AP 2410   BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

References:

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

Board policies and administrative procedures are regularly reviewed by the College's Board Policy and Administrative Procedure (BPAP) Committee. The continuous review cycle is as follows:

Academic Year	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business and Fiscal Affairs	Chapter 7 Human Resources
2015-16	X	X					
2016-17			X				
2017-18				X	X		
2018-19						X	
2019-20							X
2020-21							
2021-22	X	X					
2022-23			X				
2023-24				X	X		
2024-25						X	
2025-26							X

*2020-21 is the academic year during which the District engages in the next self-evaluation study in preparation for the accreditation site visit in Fall 2021.

Outside this cycle, any person may initiate a review of any policy by submitting a request in writing to the Superintendent/President's Office for consideration by the

BPAP Committee. In accordance with the Board policies, the BPAP Committee is comprised of representatives of faculty, classified employees, administrators, and students. Other employees with expertise in specific areas may be consulted during the revision process.

Proposed revisions and/or additions to Board policy shall be submitted to the Board of Trustees for its review and consideration. New policies and revisions to existing policies will have two readings by the Board; the second reading is for adoption purposes.

Administrative procedures operationalize Board policies and, as such, they are developed by the program or office responsible for the particular operation. New or revised administrative procedures are reviewed by BPAP when updated.

The Review Process

Policies that go to the Board and procedures that go to the Superintendent/President for adoption/revisions are first vetted through the following review process.

1. **Recommendations** for revision or new documents are initiated by the Community College League of California (CCLC) legal updates (twice annually) and by way of our five-year comprehensive review cycle (see AP 2410 Board Policies and Administrative Procedures). They also come from any Board member (board policy only), constituent group, or Board Policies and Administrative Procedures Committee (BPAP) representative. Except those coming via legal updates or the review cycle, all new Board policies or substantive changes to existing Board policies will begin with the steps outlined in BP 2410 Board Policies and Administrative Procedures — namely, a preliminary discussion by the Board and preparation of a draft to be forwarded for review. Once a draft policy is forwarded by the Board, all input will be received within 60 days. During non-primary terms, the 60-day timeline shall be adjusted to allow for flexibility in receiving input from governance groups.

2. **Chapter Leads** are consulted for operational applicability and feasibility (whether we are doing what we say we're doing and if what we're doing is in alignment with all applicable laws regulations, mandates, etc.). Each chapter lead is the responsible "owner" of the policy/procedure throughout the life of the document. Requests for legal consultation are approved by the Superintendent/President.

3. The **Board Policies and Administrative Procedures Committee** (BPAP) reviews recommendations and creates/modifies drafts. The committee will review

for compliance with law, consistency with related policy/procedure, current SBCC practice, and clarification and correctness of language.

4. Feedback is solicited from **Constituent Groups** via their respective representatives on BPAP. The committee provides the constituent groups adequate time to review, but does not dictate how that review occurs. Constituent groups include Academic Senate, Faculty Association (as applicable), Classified Consultation Group (CSEA), Advancing Leadership Association, and Associated Student Government (as applicable).

5. Constituent feedback is collected by their respective representatives and brought back to the Board Policies and Administrative Procedures Committee. **Final edits by the Committee** are made addressing, and when appropriate incorporating, constituent feedback. If content changes are made, the board policy/administrative procedure returns to groups before proceeding.

6. Culminating final drafts of Board Policies are presented to the **Board** for at least two readings prior to adoption. The Board acknowledges the participatory process through which Board policies are developed, reviewed, and revised (see BP 2410). The Board is the final decision-maker in approving adoption of Board policies. Culminating final drafts of Administrative Procedures are presented to the Superintendent/President. The **Superintendent/President** is the final decision-maker in approving adoption of Administrative procedures. If content changes are made, the procedure returns to BPAP. The Superintendent/President will inform the Board of substantive changes to administrative procedures.

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* IMPORTANT NOTES regarding the review process:

- At any time, policies and procedures needing modification or further direction may travel backward in the process by going back to constituency groups or others for final revision/editing prior to going to the Board or Superintendent/President.
- At each step along the process, either directly or through committee representation, opportunities are present for constituent input.

Policies and Procedures Become Official When…

Board policy adoption requires first and second readings by the Board, followed by a majority vote 4 votes of the whole Board. Because all policy changes are agendized for

discussion at a regular Board meeting, public input to any proposed policy can be given to the Board during these open meetings. **The effective date of a given policy is the date of the Board meeting when the policy is adopted.**

Administrative procedure implementation requires Superintendent/President approval. Procedures follow the same review process as policy, including that of constituent review and feedback, but they do not require Board action. Instead, they are presented to the Superintendent/President for implementation and, if changes are substantive (as defined by the Superintendent/President), later provided to the Board as an open session Board Agenda Information Item. **The effective date of the Procedure is the date when the Procedure is implemented by the Superintendent/President.**

All policies and procedures are posted on the SBCC Policies and Procedures website after revisions have been officially approved.

Flowchart
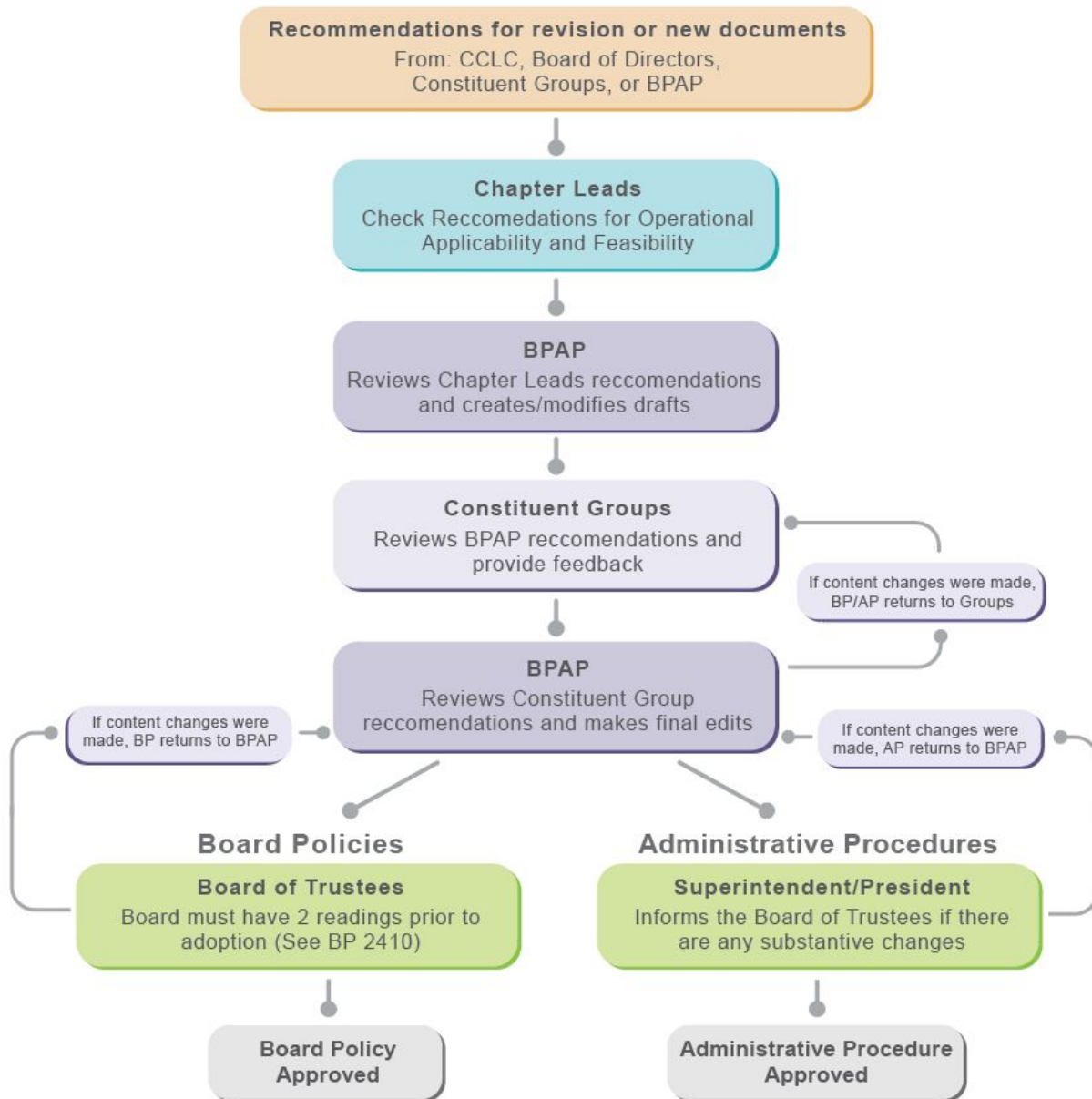
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