



Origination: 10/2011
Last Approved: 08/2017
Last Revised: 08/2017
Next Review: 6 years after approval
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

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. Review of the policies designated in the 6-year cycle shall begin in October.

At the beginning of each academic year, the Chancellor will notify the appropriate parties of the chapters or specific BPs or APs to be reviewed.

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor

Chapter 2: Board of Trustees and the Chancellor

Chapter 3: Chancellor and Chancellor's Cabinet

Chapter 4: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents

Chapter 5: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents

Chapter 6: Vice-Chancellor of Fiscal Services and Vice-Presidents of Administrative Services

Chapter 7: Vice-Chancellor of Human Resources

It is incumbent on the Academic Senates to engage the campus community as appropriate.

The process for developing or changing Board Policies and/or Administrative Procedures is outlined below:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and shared with the Board of Trustees.

2. Updates to APs and BPs will be reviewed when forwarded from the Community College League of California (CCLC).

3. Following review by the Chancellor, the proposal will be shared with Chancellor's Cabinet and the Chancellor will make the recommendation to District Assembly ~~and forward to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."~~

4. If the Chancellor ~~and Academic Senates agree~~ determines that the proposal is deemed to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:

a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to ~~32~~ 30 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 reconcile any differences within ~~30~~ 15 days.

c. The proposal will then be submitted to the Chancellor and the District Assembly as an information item.

d. The Chancellor will review the recommendation from the Academic Senate and will forward to the Board for approval. The Chancellor will submit the Academic Senates' changes to Administrative Procedures to the Board ~~for information only.~~

5. If the Chancellor and Academic Senates agree that the proposal is deemed not to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:

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.

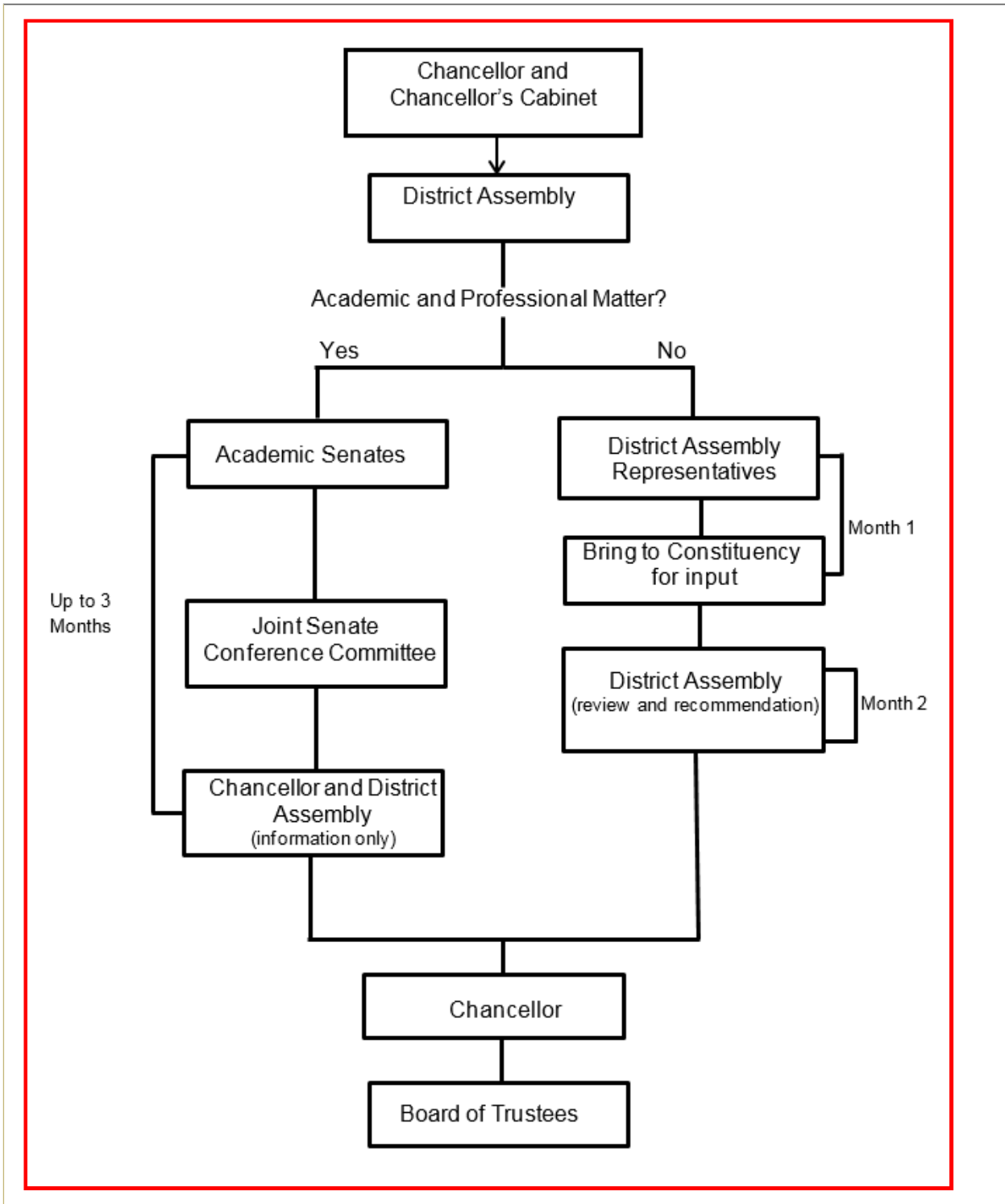
b. The District Assembly may, when appropriate, assign a subcommittee which will review and respond to the proposal.

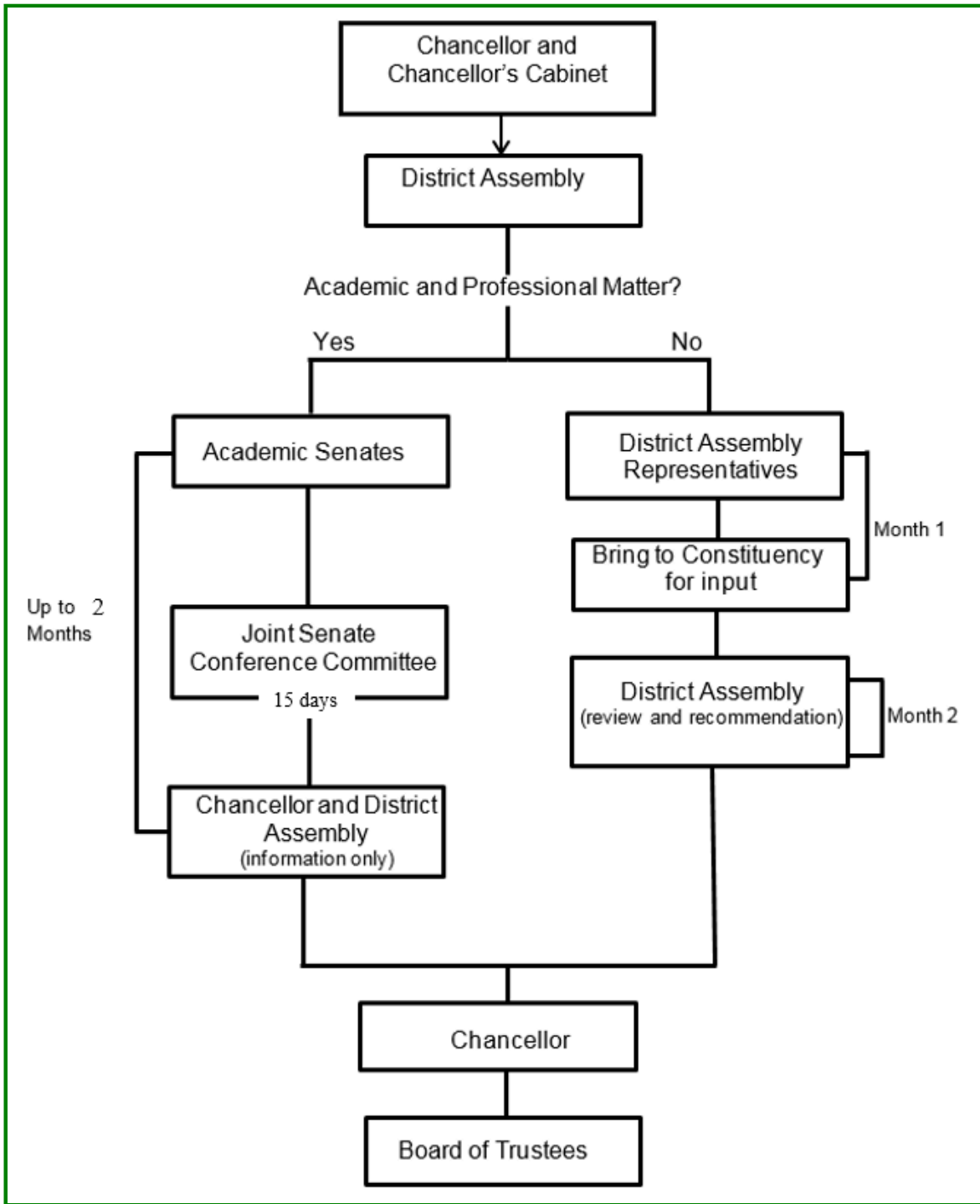
c. ~~After the~~ The subcommittee ~~has completed its review, will submit~~ their response ~~will be submitted~~ to the District Assembly within two months.

d. The recommendation will be submitted to the Chancellor and the Chancellor for submission to the Board. ~~If the proposal concerns a Board Policy, the Chancellor will submit it to the Board for a first reading and/or approval.~~

6. If the Chancellor and Academic Senates do not agree that the proposal is ~~deemed not to be~~ an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations, the Chancellor, with concurrence with the Board, may overrule the determination by an Academic Senate that a policy or procedure is ~~indeed~~ an "academic and professional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations.

Flow Chart for Changes to Board Policies or Administrative Procedures






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 Citations](#)
[AP 2410 Board Policies & Admin Procedures - revised.docx](#)
[AP 2410 Board Policies & Admin Procedures-with Rejected Changes - Comments](#)
[Flow Chart for Changes to Board Policies or Administrative Procedures](#)
 Image 01

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending
District Assembly 2nd reading	District Assembly District Assembly: [SN]	10/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	09/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	08/2017