BP 1410 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 of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board of Trustees on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Trustees may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced.

The Board of Trustees shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Chancellor as statements of methods to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor.

The Chancellor shall provide each member of the Board with copies of the administrative procedures, as they are issued or revised.

Copies of all policies and administrative procedures shall be readily available to District employees through the Chancellor's Office, the Office of the General Counsel, Vice Chancellor, Institutional Advancement and Economic Development, each College President's office, or the District's website (http://www.rccd.edu/).

Date Adopted: May 15, 2007
Revised: November 25, 2014 (references only)

AP 1410 BOARD POLICY AND ADMINISTRATIVE PROCEDURE

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

The Board of Trustees has, as a major responsibility, the establishment and final approval/adoption of all policy.

The Chancellor of the District will make periodic reports to the Board of Trustees on how adopted policies are being implemented, and the Board will continually evaluate the policies it has adopted.

Procedures, except for those in the 1000 series (formerly 1000 and 2000 sections) are the responsibility of the Chancellor and the Administration*,* in consultation with the various constituencies of the District*,* and do not require formal approval of the Board of Trustees.

Requests for New Policy/Procedure OR Changes to Existing Policy/Procedure
Any administrator or District constituency (CTA, CSEA, Student Senate, Academic Senate, etc.) may submit a request for a new policy/procedure or change to any existing policy or procedure to the office of the General Counsel. That office will:

- make sure that the item does not violate any state or federal laws, regulations or codes;
- discuss the item with the requesting party and the appropriate Vice Chancellor;
- ensure that all appropriate District constituencies have had input on the content and have approved the item; and,
- bring the item to the Chancellor's Executive Cabinet for review and approval.

Once the Executive Cabinet has given approval, if the item pertains to a Board Policy, then it will be placed on the agenda for the next regularly scheduled Board of Trustees meeting for first reading. If the item pertains to an Administrative Procedure, the document will be finalized and distributed to the District and to the Board of Trustees.

5-Year Review Cycle

The District has a cyclical review plan ensuring that all Board Policies and Administrative Procedures will go through a five-year cycle of review. The review plan provides that the following timeline will be followed:

Year 1: Chapters 1 (District/Board) and 4 (Institutional Advancement) – 52 BPs and 35 APs
Year 2: Chapter 2 (Academic Affairs) – 37 BPs and 41 APs
Year 3: Chapter 3 (Student Services) – 38 BPs and 45 APs
Year 4: Chapter 5 (Business and Financial Services) – 39 BPs and 58 APs
Year 5: Chapter 6 (Human Resources) – 44 BPs and 76 APs

The review plan will vary depending on the Chapter being reviewed and the constituent groups involved in the review. Generally, the review of Board Policies and Administrative Procedures will be initiated by General Counsel who will advise as to the current state of the BP/APs and recommend any legal revisions based on a legal review of the change in statutory or regulatory law. Thereafter, the review will continue to the applicable constituent groups directly affected by the chapter being reviewed. For example, Chapter 2 BP/APs deal with academic affairs and will be reviewed by the Academic Senates of each college and their various sub-committees (e.g. Curriculum, Guided Pathways, Distance Education). Chapter 3 BP/APs deal with student services and will be reviewed by the Associated Student groups at each college. Chapter 6 BP/APs deal with Human Resources and will be reviewed by the exclusive bargaining representatives for all employees. It is understood and anticipated that various BP/APs will have overlapping interests that require multi-level review by various constituent groups. For example, Chapter 3 BP/APs while being reviewed by the Associated Students groups will also have significant overlap with academic and professional matters overseen by the Academic Senates of each college. Accordingly, multi-disciplinary workgroups are utilized to ensure appropriate representation while managing efficient processes for review.

Office of Primary Responsibility: Chancellor's Office

Date Approved: May 15, 2007
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(Replaces Regulation 2010)
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