

AP 2410 Preparation and Revision of Board Policies and Administrative Procedures

Reference: ***Education Code Section 70902***
Board Policies 2410, 2510, 2515, 2520

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The following process outlines the procedure for preparation, revision, and review of board policies (BPs) and administrative procedures (APs).

1. **Originator:** The originator prepares a draft of the proposed new or revised BP/AP utilizing the District BP/AP format, and forwards the recommendation to the Chancellor's Office.
Note: New board policies shall be accompanied by the *Board Policy Cover Sheet* (available at: <http://www.gcccd.edu/governingboard/policies-and-procedures.asp>) 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 recommendation for format, consistency with existing district policies, regulations, and CCLC guidelines. The proposed new or revised BP/AP is not approved, returned to the originator for additional information, or forwarded to Chancellor's Cabinet for review. The Chancellor's Office will maintain a tracking log for new and revised BP/APs.
3. **Chancellor's Cabinet Review:** The Chancellor's Cabinet review of the proposed BP/AP may encompass consultation with constituency groups and/or review by the Districtwide Coordinating Educational Council (DCEC). Cabinet either returns the BP/AP to the originator with explanation or approves the proposed new or revised BP/AP to go forward for DEC review and assigns a lead.
4. **Districtwide Executive Council (DEC) Review:** The Chancellor forwards the recommended BP/AP to the assigned lead to present for discussion at DEC pursuant to the following review process:
 - **First Reading:** Proposals that are new or have substantive changes are submitted by the assigned lead to DEC for a first reading, which starts the 60-day (or less if so determined by DEC) review period.

Council members will distribute the BP/AP to constituent groups for review and comment. Any comments received by Council members are to be forwarded to the assigned lead and copied to all DEC members prior to the next scheduled DEC meeting.

On items where the issue applies only to the Governing Board, DEC review may be for information only.
 - **Second Reading:** The assigned lead incorporates constituent group recommendations into the BP/AP and submits them for a second reading at the next scheduled DEC meeting. Those revisions are once again distributed by Council members to constituent groups for review. Any additional comments are to be sent to the assigned lead and copied to all Council members prior to the next DEC meeting.

- **Final Reading:** After constituency consultation and collegial review by appropriate councils (60-days from the first reading or less if so determined by DEC), the assigned lead presents the BP/AP to DEC for final reading.
 - **Technical Changes:** Revisions that are technical in nature are not subject to the 60-day DEC review process. Technical revisions shall be sent directly to the Chancellor for recommended approval by the Governing Board. However, technical changes are subject to a final reading by DEC as part of the Board docket review.
- 5. DEC Recommendations to the Chancellor:** Once DEC has completed the final reading, BP recommendations are forwarded to the Chancellor for consideration of Governing Board approval and adoption and APs are forwarded to the Chancellor with recommendation to issue.
- 6. Adopted Policies and Issued Procedures:** After the Governing Board adopts a policy and the Chancellor issues a procedure, the Chancellor's Office distributes and posts the BP/AP to the District website.
- BP–Shared Drive: M: /Public/Governing Board Policies/New Board Policies
AP–Shared Drive: M: /Public/Administrative Procedures
- AP/BP Website: <http://www.gcccd.edu/governingboard/policies-and-procedures.asp>

Formatting and Definitions

Formatting

Initial revisions to policies and procedures will reflect proposed additions or deletions by underline or ~~strike-through~~. Subsequent revisions made in consideration of council and constituent group recommendations will be reflected by shading, in addition to the underline or ~~strike-through~~. Only the current, new revisions will be highlighted and the shading will be removed for the next reading.

Example:

Original: The policy is technical in nature.

First reading: The addition to the policy is technical in nature.

Second reading: The second addition to the policy is technical in nature.

Final reading: The second addition to the policy is minor and technical in nature.

Revised policies will be presented to the Board with underline or ~~strike-through~~ formatting for reference.

Definitions

Originator: The creator (person, group, or organization) of the proposed new or suggested revised BP/AP. It is the person with a direct interest or involvement in the development of the new or revised BP/AP.

Assigned Lead: The person assigned by Chancellor's Cabinet to shepherd the BP/AP through the DEC review process.

Technical Change: An update for compliance with legal statutory reference requirements or conformity with Community College League of California (CCLC) Policy & Procedure Update Service, or minor revisions for clarification purposes that do not change the intent of the policy or procedure.

Substantive Change: A major revision that changes the meaning, adds, or deletes substantial information contained in the BP/AP.

Districtwide Executive Council (DEC) Review: Required for all new or proposed revisions to BPs and APs recommended for Governing Board approval.