

## **Administrative Procedure 2410 Policy Development Process**

### **A. Submission**

New or revised draft Policies can be submitted to the Chancellor from any recognized PCCD group or individuals with area expertise. All drafts submitted to the Chancellor shall include a cover letter that addresses the following:

1. The name of the individual/group authoring the draft.
2. A concise explanation stating the reason(s) for the new or revised draft Policy. This statement may be used later as an inclusion in the Board packet.
3. References relative to State, Federal, Legal, Accreditation, Title 5 Code of Regulations, or any other appropriate references supporting the Policy.

### **B. Planning and Budgeting Council**

All draft Policies will be forwarded to the Planning and Budgeting Council by the Chancellor or his designee to ensure an opportunity for consultation and participation in the development of the policy. The consultative group(s) response to the Chancellor should be documented in the form of meeting minutes in a timely manner. The constituent group's position (supportive, not supportive, abstain), will be provided to the Board with the draft Policy.

### **C. The Board of Trustees**

The Board will hear all Policy materials over at least two separate meetings. However, when unusual and compelling reasons or legal constraints exist, the Board may elect to review and act on Policy material during only one session. The action shall be recorded in the minutes of the Board.

### **D. Chancellor's Cabinet**

The Chancellor's Cabinet will review all draft new or revised Policies for the Chancellor prior to a recommendation to the Governing Board.

### **E. Administrative Procedures**

Administrative Procedures specify the regulations, rules, and practices by which Board Policies are implemented. The Chancellor shall provide each member of the Board with copies of the Administrative Procedure as applicable to specific Board Policies as they become available. Administrative Procedures shall be incorporated in the Board Policy manual in a manner that distinguishes between Board Policy and Administrative Procedures.

### **F. Implementation**

After a favorable vote on Policy by the Board and/or approval of a Procedure by the Chancellor, the material will be posted on the District's web site by the Assistant to the Chancellor. A paper copy will be maintained by the Chancellor's office as the permanent record. The announcement of new Policies/Procedures will be the responsibility of the Chancellor's Office.

**G. Administrative Responsibility**

The Chancellor has the primary administrative responsibility to recommend new or revised Policies to the Board of Trustees. The Chancellor approves all new or revised Administrative Procedures. The Chancellor may delegate the drafting of certain Board Policies or Administrative Procedures. The recording of the assignment and the tracking of the revision process will be kept in the Chancellor's office and distributed with revisions in a document called "Policy and Procedure Tracking Matrix".

**H. The Academic Senate**

Education Code 53200 et seq. states that the district shall rely primary upon the advice of the Academic Senate with respect to "Academic and Professional Matters." Therefore, policies pertaining to chapter 4 "Academic Affairs" will also be reviewed by the Academic Senate who will make a separate recommendation in addition to the procedures described above.

**I. Educational Employment Relations Act**

Nothing in this procedure will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

**Reference:**

Education Code Section 70902(b)(7)  
California Code of Regulations Sections 53200 (Academic Senate), 51023.5 (staff), 51023.7 (students)  
ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b)

Approved by the Chancellor: January 4, 2012

Revised by the Chancellor: January 14, 2014

Revised by the Chancellor: June 15, 2015