

## Administrative Procedure 2410 Board Policy and Administrative Procedure Process

### Submission of New Board Policies and Administrative Procedures or Review of Existing Board Policies and Administrative Procedures

Board Policies (BP) adopted by the Board of Trustees and District Administrative Procedures (AP) will be systematically reviewed and revised on a seven-year review cycle. New or revised draft Board Policies and Procedures can be submitted from any recognized PCCD group or individuals with area expertise through the applicable Vice Chancellor. All drafts are submitted to the Facilitator (Chancellor designee) and shall include information that addresses the following:

- The name of the individual/group authoring the draft.
- A concise explanation stating the reason(s) for the new or revised draft policy or procedure. This statement may be used later as an inclusion in the Board packet.
- References relative to State, Federal, Legal, Accreditation, Title 5 Code of Regulations, or any other appropriate references supporting the Policy.
- When revising a policy or procedure, the original policy or procedure should be submitted showing changes, deletions, and additions.

The District uses the biannual Community College League of California Policy and Procedure Service to assist with new laws and regulations and maintaining up-to-date BPs and APs. PCCD receives legal updates to ensure that BPs and District APs reflect recent revisions in federal/state statutes, regulations, and accreditation standards to ensure policies and procedures remain current. The CCLC bi-annual updates go directly to the Facilitator (Chancellor designee) for review and distribution through the process.

To ensure that all Peralta BPs and APs are reviewed every seven years, the lead administrator as assigned by the Chancellor, will assist in a chapter review pertinent to that administrator's role. Both the BPs and APs will be reviewed concurrently when possible. The Board Clerk will be responsible for emailing update responsibilities to the administrative leads.

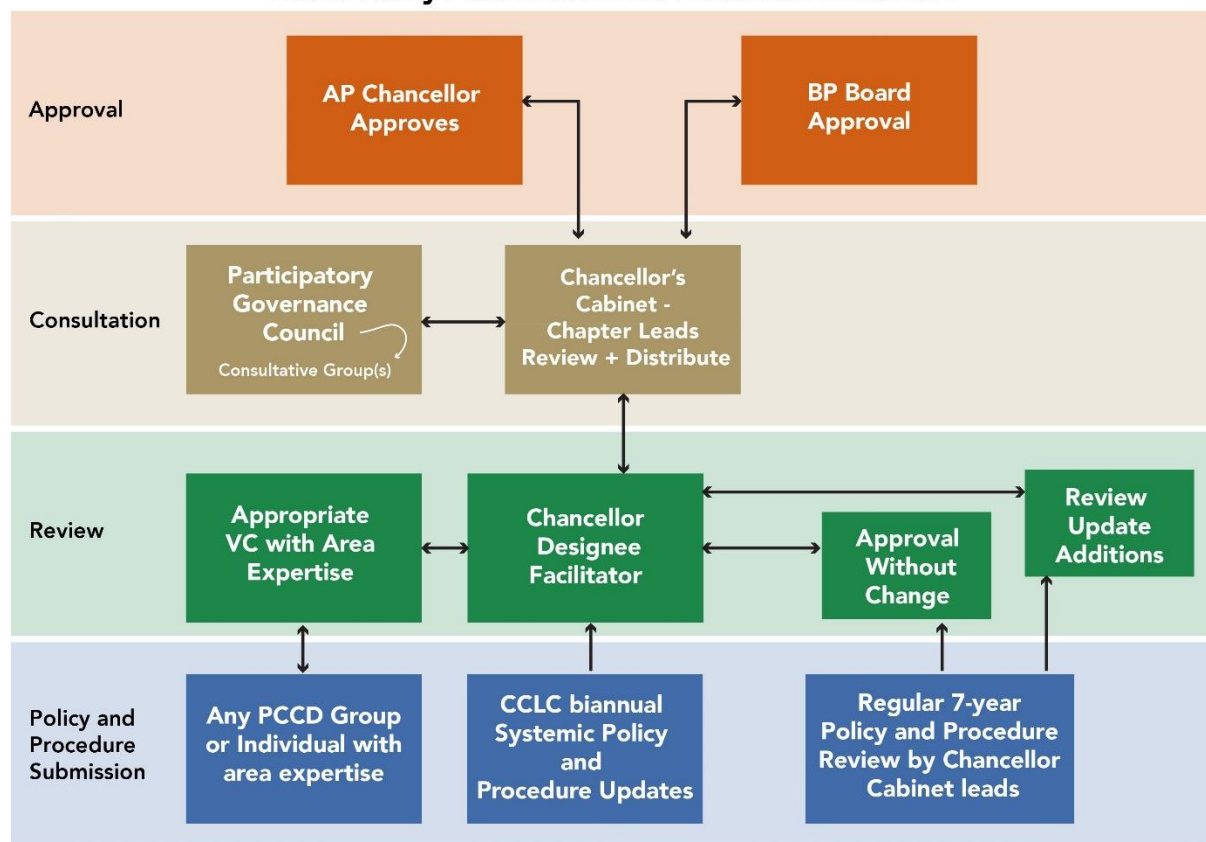
Chapter	Review Lead
1. The District	Chancellor
2. Board of Trustees	Board President and Chancellor
3. General Institution	Chancellor and the College Presidents
4. Academic Affairs	Vice Chancellor of Academic Affairs and Student Success; Vice Presidents of Instruction; District Academic Senate President
5. Student Services	Vice Chancellor of Academic Affairs and Student Success; Vice Presidents of Student Services
6. Business and Fiscal Affairs	Vice Chancellor of Finance and the College Vice President of Administrative Services
7. Human Resources	Vice Chancellor of Human Resources and Employee Relations

Regular 7-year reviews may result in a decision not to update or change the Board Policy or Procedure, which can then be dated as reviewed and sent to the Board of Trustees for a final read and recommendation of BPs or to the Chancellor for approval of APs.

All draft and updated BPs are forwarded to the Facilitator (Chancellor designee). The Facilitator forwards a draft to the Chancellor's Cabinet for review and distribution to the appropriate groups. 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, BPs and District APs pertaining to chapter 4 “Academic Affairs” will also be reviewed by the District Academic Senate who will document a recommendation. Chancellor’s Cabinet members and the facilitator have the primary responsibility to distribute the drafts to the appropriate consultative group(s) and the district Participatory Governance Council. The consultative group(s) response to the draft should be documented (meeting minutes, memo, email, etc.) and communicated in a timely manner. The constituent group’s position (supportive, not supportive, abstain) will be provided to the Board with the draft BP or the Chancellor with the draft AP. When unusual and compelling reasons or legal constraints exist, the Chancellor may elect to act on the AP within a more expedient timeline. Please see flow chart.

### Peralta Community College District Board Policy / Administrative Procedure Flowchart



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The Board will review 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 Board minutes.

District APs specify the regulations, rules, and practices by which BPs are implemented and are approved by the Chancellor. APs shall be incorporated in the Board Policy manual in a manner that distinguishes between BPs and APs.

After a vote of approval on a BP by the Board and/or approval of an AP by the Chancellor the Board Clerk will:

- Post the material on the District's web site
- Update the Policy and Procedure Tracking Matrix
- Record new review dates on the Policy and Procedure Tracking Matrix.
- An electronic copy will be maintained by the Chancellor's Office as the permanent record.
- An announcement of new or revised BPs/District APs will be the responsibility of the Chancellor's Office.

#### Administrative Responsibility

The Chancellor has the primary administrative responsibility to recommend new or revised BPs to the Board of Trustees. The Chancellor approves all new or revised APs. The Chancellor may delegate the drafting of certain BPs or APs. 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".

Note: 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. New, revised, or reviewed BPs and APs should not intentionally interfere with contractual obligations.

#### 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

Revised by the Chancellor: August XX, 2021