

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 2410 Board Policies and Administrative Procedures

References: Education Code Section 70902; Accreditation Standard 4, 4.5

Board Policies (BP) and Administrative Procedures (AP) are often proposed, revised, updated, or edited for a variety of reasons including new or revised legislation, recommendations from the Community College League of California Statewide Policy and Procedure Service, Academic Senate resolutions, or recommendations from units across the District. It is important to follow a systematic review process for revisions to ensure accuracy and broad institutional dialogue as the basis for building consensus.

Any council, constituent group, or employee with area expertise may initiate a new or revised BP/AP.

The following information for all newly proposed or revised board policies or administrative procedures shall include:

- 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 standard, Title 5 Code of Regulations, or any other appropriate references supporting the policy or procedure;
- When revising a policy or procedure, the original policy or procedure should be submitted showing changes, deletions, and additions.

BPs/APs will be systematically reviewed and revised on a six-year review cycle.

To ensure that all BPs/APs are reviewed every six years, the lead administrator on the appropriate governance council will assist in a chapter review pertinent to that council's role. Both the BPs and APs will be reviewed concurrently when possible. The council tri-chairs will be responsible for ensuring the review is placed on the respective council agendas during the six-year review cycle.

CHAPTER	LEAD ADMINISTRATOR
1	Superintendent/President
2	Board of Trustees
3	Superintendent/President or designee
4	Vice President of Student Success and Teaching Excellence
5	Vice President of Student Affairs
6	Vice President of Administrative Services
7	Vice President of HR/EEO

Step 1: Individual, constituent group, or council submits draft BP/AP to Cabinet for review. Superintendent/President's office forwards the draft to the appropriate council or constituent group for inclusion in the next meeting's agenda. BPs/APs that fall under the 10+1 (an Academic and Professional matter within the meaning of Section 53200 (c) of Title 5 of the California Code of Regulations) will be submitted for consideration to the Academic Senate.

Step 2: Appropriate council and/or constituent groups review and provide feedback on the draft. All BPs/APs are normally a one-reading item. While under consideration by a council or constituent group, any member of that council or constituent group may make a motion for further discussion which may result in a second reading by that council or constituent group. Every attempt will be made to complete first and second read in a 30-day period.

Step 3: Appropriate council/constituent group will forward the approved final draft to the Superintendent/President's office for inclusion in the next Hartnell College Council (HCC) meeting.

Step 4: HCC reviews and votes on the final draft. As with all matters reviewed by HCC, the Superintendent/President has veto power; however, the Superintendent/President must publicly provide exceptional circumstances and compelling reasons for doing so.

Step 5: Superintendent/President forwards all BPs to the Board of Trustees for final approval.

After the BPs/APs are approved, the Superintendent/President's office will post the approved documents on the District's website.

BPs and APs that are directly related to the Board of Trustees (Chapter 2000) will not be forwarded to constituent groups and councils as a courtesy, no input will not be sought. Additionally, there will be some BPs and APs that have direct liability, legal, and/or health and safety ramifications for the District. These BPs and APs will also be forwarded to groups and councils as a courtesy.

See Board Policy 2410

Approved by Superintendent/President: November 20, 2013

Revised: March 8, 2024

HARTNELL COMMUNITY COLLEGE DISTRICT
Board Policy and Administrative Procedure Routing/Tracking Form

PART I (Originator to complete)—Complete section and submit with proposed BP/AP to President’s Office

___ New BP/AP ___ Revised BP/AP ___ Replaces BP/AP _____

Policy/Procedure Name and # _____

(If new BP/AP, confirm # with the President’s Office)

Reason for proposed new or revised BP/AP: _____

Submitter Name/Title: _____ Email: _____

PART II (President’s Office to complete and track until finalized)

Date Received: _____ Dated Reviewed by Cabinet: _____

Follow up notes: _____

Route to:	Date Routed	Approval Date	Comments* (mark & see below)
Academic Senate (10+1):	_____	_____	_____
HCFA (if applicable)	_____	_____	_____
CSEA (if applicable)	_____	_____	_____
Governance Council: _____	_____	_____	_____
Governance Council: _____	_____	_____	_____
HC Council:	_____	_____	_____
Superintendent/President:	_____	_____	_____

Board Policy First Reading: _____ Adoption Date: _____

***COMMENTS** (Include name of group providing comments. Use additional sheets, if needed)

Additional sheet to accompany BP/AP Routing/Tracking Form

Policy/Procedure Name and # _____

ADDITIONAL COMMENTS (Include name of group providing comments)

Please use the approved format: 1-inch margins, Calibri Font, 12 pitch

HARTNELL COMMUNITY COLLEGE DISTRICT

BP XXXX

Reference:

Adopted by Board of Trustees: (President's Office will insert the date)

Please use the approved format: 1-inch margins, Calibri Font, 12 pitch

HARTNELL COMMUNITY COLLEGE DISTRICT

AP XXXX

Reference:

Approved by the Superintendent/President: (President's Office will insert the date)