

## HARTNELL COMMUNITY COLLEGE DISTRICT

### AP 2410 Board Policies and Administrative Procedures

**Reference:** Education Code Section 70902; Accreditation Standard I.B.7; I.C.5; IV.C.7; and IV.D.4

#### PROCEDURE FOR REVIEW AND APPROVAL OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

STEP		TIME FRAME
1	BP/AP distributed to constituent groups from the supt/pres office.	
2	Constituent groups review BP/AP and provide input; return tracking form with recommended action to supt/pres office.	Approximately 1 month
3	Council will review input from constituent groups; return tracking form with recommended action to supt/pres office.	Approximately 1 month
4	Superintendent/president will submit the BP/AP to the Board of Trustees for a first reading.	Approximately 1 month
5	Supt/pres will recommend approval of BP to Board of Trustees on second reading; APs will be approved by the supt/pres.	Approximately 1 month
6	After Board of Trustee approval, the BP will be posted on the college website. After superintendent/president approval, the AP will be posted on the college website.	

#### STEP 1

The superintendent/president will initiate the distribution of board policies (BPs) and administrative procedures (APs) to the appropriate Council (or Councils) and constituent groups along with the tracking form (see Attachment 1) that will be used to record input and actions from Councils and constituent groups. The BP/AP will be assigned to the Council most closely aligned with the purpose of the BP/AP. For example, BP/AP 5410 – Associated Students Elections, would be assigned to the Student Affairs Council.

#### STEP 2 (1 MONTH)

The constituent groups will review the BP/AP. Constituent groups will be responsible for timely review of the BP/AP and will report input on the tracking form. The tracking form with input is returned to the Office of the Superintendent/President. The tracking form is forwarded to the identified Council(s) chair/co-chairs for review and action.

#### STEP 3 (1 MONTH)

The identified Council(s) will review input and actions from the constituent groups in proposing the final draft of the BP/AP. The Council(s) will take action to recommend approval of the final draft of the BP/AP. The Council chair/co-chairs will forward the tracking form to the Office of the Superintendent/President with the Council input and recommended action.

#### STEP 4 (1 MONTH)

When reviewing the final draft of the BP/AP the superintendent/ president will have all of the input and actions from all constituent groups and Councils that have reviewed the BP/AP through the tracking form. If the superintendent/president recommends changes to the BP/AP, he/she will communicate those recommendations to identified Council(s). The superintendent/president will forward the BP to the Board of Trustees (BOT) for a first reading. The BOT will have all input and recommended actions from all Councils and constituent groups through the tracking form. The BOT will not take action on APs; they will be forwarded to the BOT as information items. The superintendent/president will approve APs.

#### STEP 5 (1 MONTH)

The superintendent/president will forward the BP to the Board of Trustees for a second reading and consideration of approval. In considering action on the BP, the BOT will have all input and actions from all Councils and constituent groups through the tracking form.

NOTES: BPs and APs that are directly related to the Board of Trustees (2000s) will be forwarded to groups and councils for a courtesy review, but 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 for a courtesy review.

See Board Policy 2410

Approved by Superintendent/President: November 20, 2013 (rev 5/17/2017)