

**Coast Community College District**  
**ADMINISTRATIVE PROCEDURE**  
Chapter 2  
Board of Trustees

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## **AP 2410 Board Policies and Administrative Procedures**

### **References:**

BP 2410 Board Policies and Administrative Procedures

### **Format and standards**

The Coast Community College District maintains membership in the Community College League of California (CCLC) policy and procedure services. Board policies and administrative procedures are to be written following the format and numbering system developed by the CCLC policy and procedure services to ensure consistency and facilitate regular revisions and updates. Board policies and administrative procedures that are in addition to those recommended by CCLC will be numbered such that conflict is avoided with the numbers assigned by the CCLC service.

### **Responsibility and process for the initiation of new Board policies and administrative procedures or revisions of existing ones**

New Board policies and associated administrative procedures or revisions of existing ones can be suggested by any employee in the Coast Community College District. Individual employees will bring forth such suggestions either to their supervisor or their Academic Senate representative or the representative(s) of the appropriate bargaining units. The supervisor will then forward the suggestion to their respective Vice President or Vice Chancellor. The Vice President will forward the suggestion to the respective Vice Chancellor. If the suggestion is received by an Academic Senate member, the member will forward the suggestion to the Academic Senate President, who may choose to place the suggestion for discussion on an Academic Senate agenda or to direct it to the Chancellor or the respective Vice Chancellor (see below). If the suggestion is received by a representative of a bargaining unit, the representative will discuss with the Vice Chancellor of Human Resources and agree on the appropriate recommended course of action.

The Board of Trustees, in consultation with the Board Secretary, has overall responsibility for development or revisions of Board policies and administrative procedures related to the Board of Trustees and the District.

The Chancellor has overall responsibility for development or revisions of Board policies and administrative procedures related to the General Institution. The Chancellor may delegate this responsibility depending on the subject of the board policy/administrative procedure.

The Chancellor delegates to the Vice Chancellors the overall responsibility for development or revisions of Board policies and administrative procedures that do not relate to the operations of the Board of Trustees as follows:

- Vice Chancellor of Educational Services and Technology – Academic Affairs and Student Services

- Vice Chancellor of Human Resources – Human Resources
- Vice Chancellor Administrative Services – Business and Fiscal Affairs

The Chancellor and the Vice Chancellors will develop and maintain a schedule to ensure the review and update of all existing Board policies and administrative procedures on a four year cycle. The review of Board policies includes review by the full Board, even if no changes are recommended by staff, to ensure that the Board is appraised and has an opportunity to review on a regular basis all of its policies.

The Chancellor and the Vice Chancellors are responsible for monitoring changes in laws, regulations, accreditation standards, accreditation policies, or other relevant items that may affect existing Board policies and administrative procedures, or require the creation of new ones. Part of monitoring such changes will be following the CCLC updates provided twice a year (March/April and August/September).

The Board Secretary is responsible for maintaining an up-to-date inventory of all board policies and administrative procedures, and ensuring that the most recent versions are posted on a timely manner on the District website and available to the public.

Each Vice Chancellor will consult with the College Vice Presidents for their respective areas in making revisions to existing Board policies and administrative procedures or creating new ones for the respective areas noted above. The Chancellor will consult with the College Presidents and the Vice Chancellors in making revisions to existing Board policies and administrative procedures or creating new ones. All such proposed revisions or new board policies/administrative procedures will be then discussed in the Presidents' Council and then in the Chancellor's Cabinet.

The Chancellor's Cabinet will serve as the main participatory governance district-wide committee for consultation on Board policies and administrative procedures. Members of the Chancellor's Cabinet are responsible for taking to the college or district constituencies they represent the proposed revisions or new policies/procedures and bringing back the input to the Chancellor's Cabinet.

The Board Clerk, in consultation with the Board Secretary, is responsible for revising existing board policies and administrative procedures related to the Board of Trustees or creating new ones as needed and for bringing them forward for discussion and review by the full Board. **Board policies and administrative procedures related to the operation or the role of the Board are not all required to undergo review and discussion in the Chancellor's Cabinet. However, all such revisions or new policies/procedures will come to the Chancellor's Cabinet as information. Those Board policies and administrative procedures that relate to or have a direct impact on college or district constituencies other than the Board will require review and discussion in the Chancellor's Cabinet.**

Once the input from the Chancellor's Cabinet has been received and changes are made, as appropriate, the Chancellor and/or the respective Vice Chancellors will discuss the proposed revision or proposed new Board policy or administrative procedure with the District General Counsel to ensure consistency with pertinent laws and regulations.

Each revision of an existing policy and associated administrative procedure, if any, or new policy will be placed for First Reading on one Board agenda and for approval at a subsequent Board meeting.

Ratified March 21, 2012