I.   BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

Board Policies and Administrative Procedures are two essential components of governance and decision-making within the District.

Board Policy (BP)

The Board of Trustees is responsible for the establishment and adoption of all Board Policies. A Board Policy is a formal statement of intent adopted by the Board on a specific issue within its subject matter jurisdiction. Board Policies implement federal and state laws and regulations and outline the overall goals, values, and expectations that guide the College's operations, activities, and decision-making processes.

Administrative Procedures (AP)

The President/Superintendent is responsible for the establishment and adoption of all Administrative Procedures. An Administrative Procedure is a statement of method to be used in implementing the policies established by the Board. These procedures outline the specific actions, responsibilities and processes to follow to achieve the goals and objectives set forth by the Board in the Board Policies.

II.   BOARD POLICY AND ADMINISTRATIVE PROCEDURE REVIEW

Policy and Procedure Service

To ensure Board Policies and Administrative Procedures remain current with changes in federal and state law, the District subscribes to a Policy and Procedure Service. The President's Senior Executive Assistant is the District lead for all Board Policies and Administrative Procedures and is the liaison between the District and the CCLC Policy and Procedure Service. Legal updates are received bi-annually. The President's Senior Executive Assistant will send a notification email to Chapter Administrators with the legal update once released. Chapter Administrators are responsible for reviewing the legal update and making appropriate revisions to Board Policies and Administrative Procedures under their purview that are affected by the legal update and submitting the revised Board Policies and Administrative Procedures to College Council for review.

Comprehensive Review Cycle

Board Policies and Administrative Procedures shall undergo a comprehensive review every four years to ensure currency and compliance with state and federal laws and regulations. Chapter Administrators and the Board of Trustees Ad Hoc Committee for Policy and Procedure Review are responsible for conducting a review of all Board Policies and Administrative Procedures within their purview according to a 4-year

comprehensive review cycle calendar. The 4-year comprehensive review cycle calendar is reviewed regularly by College Council. All policies and procedures that are reviewed by Chapter Administrators during the 4-year comprehensive review cycle shall also be reviewed by College Council and the Board even if no revisions are recommended.

Board Policy and Administrative Procedure Chapter Administrators

Chapter 1: The District – Board of Trustees
Chapter 2: Board of Trustees – Board of Trustees
Chapter 3: General Institution – President/Superintendent
Chapter 4: Academic Affairs – Vice President of Instruction
Chapter 5: Student Services – Vice President of Student Services
Chapter 6: Business and Fiscal Affairs – Vice President of Administrative Services
Chapter 7: Human Resources – Director of Human Resources

Review Process

Chapters 1 and 2

The Board is responsible for all policies and procedures related to board authority and governance (Chapters 1 and 2). The review process for Chapters 1 and 2 may include the following steps:

1. The Ad Hoc Committee of the Board, along with the President/Superintendent, will review and revise Chapter 1 and 2 Board Policies and Administrative Procedures.
2. When necessary, the President/Superintendent will seek legal counsel and/or consult with Cabinet.
3. The Board may, but is not required to, send the revised policy/procedure to College Council for review and distribution to constituent groups. After the constituent review period, the policy/procedure will return to College Council where constituent feedback will be heard and forwarded to the Ad Hoc Committee of the Board. The Ad Hoc Committee will review and revise the policy/procedure as deemed necessary.
4. The policy/procedure will go to the Board for a first read.
5. At a subsequent Board meeting, the Board will conduct a second reading and vote.
6. If approved, the Senior Executive Assistant to the President/Superintendent will file the policy/procedure in the President's Office, post the policy/procedure on the web, note the date of review and retire the former board policy/administrative procedure.

<u>Chapters 3 through 7</u>

Changes to Chapters 3 through 7 may be recommended by the Chapter Administrators, Academic Senate, classified staff, or Associated Students of College of the Redwoods. The review and revision process for Chapters 3 through 7 may include the following steps:

1. Policy and procedure revisions and proposed new policies and procedures should be sent to the Senior Executive Assistant to the President/Superintendent for placement on the College Council agenda as a first read.
2. College Council will review the policy or procedure and either send the policy or procedure back to the author for revision or send it out for constituent review.
3. After the constituent review period has ended, the policy or procedure will be returned to College Council for a second read where constituent feedback will be heard.
4. If there are substantive changes following constituent review, the policy or procedure may be sent out for a second constituent review.
5. If there are no substantive changes, the policy or procedure will be sent to the Board for a first read. Administrative Procedures will be presented to the Board as a first read for information only.
6. Board Policies will go back to the Board at a subsequent Board meeting for a second read and vote.
7. If approved, the Senior Executive Assistant to the President/Superintendent will file the policy/procedure in the President's Office, post the policy/procedure on the web, note the date of review and retire the former board policy/administrative procedure.

Interim Board Policies and Administrative Procedures

The President/Superintendent may modify or adopt Board Policies and Administrative Procedures on an interim basis for compelling legal, fiscal, or operational reasons without College Council approval. Interim Board Policies and Administrative Procedures will be identified as such and will be brought to College Council for review within six months of the date of adoption. College Council may ratify, revise or reject the interim Board Policy or Administrative Procedure.

Technical/Non-Substantive Revisions

Technical/Non-Substantive revisions (e.g., changes to legal references, formatting, or correction of typographical errors) to Board Policies and Administrative Procedures are not subject to the review process and may be made immediately by the President/Superintendent.

III.   COLLEGE COUNCIL

College Council Purpose

College Council is responsible for reviewing and approving recommended revisions to existing Board Policies and Administrative Procedures and proposed new Board Policies and Administrative Procedures and receiving and relaying constituent feedback.

College Council Membership

College Council is comprised of the following members:
- President/Superintendent
- Vice President of Administrative Services
- Vice President of Instruction
- Vice President of Student Services
- Director of Human Resources
- Dean, Del Norte Education Center
- Academic Senate (2)
- CRFO (1)
- CSEA (2)
- Management Council (1)
- ASCR (1)

College Council Meetings

College Council meets monthly during the academic year. Meetings are currently held on Zoom on the third Monday of each month at 3:00 p.m.