

2.1P

GUIDELINES FOR DRAFTING NEW OR REVISED POLICY AND PROCEDURES

BOARD REVIEW: FEBRUARY 12, 1990

JUNE 14, 1994

MARCH 13, 2001

REVIEWED: JANUARY 8, 2008

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1. New or revised Policy/Procedures material can originate from any recognized campus group or from individuals on campus with specific expertise. Examples of campus groups would include areas such as the Academic Senate, the Associated Students, SEIU, the Management Group, Administrative Offices, Standing Committees, etc.
 2. Whenever appropriate, new draft material should be formulated after consultation with those individuals having experience and work responsibilities in the area.
 3. All Policy and Procedures draft material will be forwarded to College Council. The College Council will circulate Policy and Procedure material to constituent groups prior to forwarding new material to the Board. Constituent groups are defined as the Academic Senate, Associated Students, SEIU, and the President/Superintendent's Cabinet. In most cases, a minimum of two College Council sessions (one month) will be necessary to review draft materials. Individuals facing deadlines for the implementation of new policy or procedures must forward draft material in a timely fashion.
 4. A cover memo should accompany all drafts being forwarded to College Council. This memo should include:
 - A. The name of the individual/group authoring the draft.
 - B. The name of the individual responsible for drafting any changes needed in the material after circulation to constituent groups.
 - C. The reason(s) for this new or revised draft material (one-three sentences in language suitable for inclusion on future Board Agendas).
 - D. Whether this is "Policy" or "Procedures" material.
 5. The College Council will forward drafts of new or revised Policy or Procedures to the Superintendent/President for forwarding to the Board. Note will be made as to the relative position of all constituent groups regarding the draft (supportive, not supportive, abstain).
 6. The Board will hear all policy material over at least two separate meetings. The "First Reading" is for discussion purposes only. During the "Second Reading", or thereafter, the Board may vote to include new or revised policy in the Policy Manual. 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.
 7. In keeping with Policy 2.1, the Board is given all copies of new or revised Procedural material but do not vote on such material unless requested to do so by the Superintendent/President or required to do so by Federal or State law.

8. After a favorable vote on Policy or review of Procedures by the Board, the material will be forwarded to Computing Services for input on the web site. A hard copy will be maintained by the Office of the President and the Policy Manual Coordinator. The input and distribution of new materials for Policy/Procedures Manuals will be the responsibility of the Office of the President.

9. Administrative offices have an on-going responsibility to review and maintain currency in their policy/procedures areas:

0.0	By-Laws of the Board of Trustees	Superintendent/President
1.0	Philosophy, Mission and Goals	Superintendent/President
2.0	District Governance	Superintendent/President
3.0	Academic Program	Academic Affairs & Student Services
4.0	Human Resources	Human Resources
5.0	Finance	Business Services
6.0	Facilities Planning	Administrative Services
7.0	Community Relations	Superintendent/President
8.0	Student Services	Student Services

10. When clerical or technical changes are made in the contents of the policy manual that do not affect the content or meaning of the policy or procedures (Example: The name Associated Student Body is changed to read Associated Students' Assembly or there is a renaming of policy that takes place to aid in indexing the manual, etc), College Council will recommend to the Superintendent/President that these technical or clerical changes be listed as part of the Consent Agenda for the Board of Trustees. If the Superintendent/ President concurs, and no objection is given by the Board, the designated pages of the Manual will be made on line by Computing Services in corrected form without a first and second reading at the Board level.