HARTNELL COMMUNITY COLLEGE DISTRICT

AP 2410   Board Policies and Administrative Procedures

References:

BPs/APs are reviewed every six years, the lead administrator on the appropriate governance council will assist in the preparation review. Both the BPs and APs will be reviewed concurrently when possible. The council 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. ^µ‰Œ]všv všlWŒ•] vš[e dra(t(to the appropriate council or constituent PŒ}µ‰(}Œ]volµ•]}v]všZ BPs/APs that fall under the P 10+(an X 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 thf 345.19 57n BT /TT0 12 T 792 re7BT /Ta1etj

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

PART I (to complete)

___ 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 return to submittal for files)

Date Received: _____ Date 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

BPXXXX

Reference:

Adopted by Board of Trustees – W Œ •]   v š [• K (( ]   Á] o o   ] v • Œ š š Z   š •

Insert page numbers as shown above if more than one page. Use Calibri 9 pitch