



STEP 1

The superintendent/president will initiate the distribution of board policies (BPs) and administrative procedures (APs) to the appropriate Council 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 assigned Council and constituent groups will review the BPP

STEP 3 (1 MONTH)

The chair/co-chair of the Council will review input and actions from the Council and the constituent groups in proposing the final draft of the BP/AP. The Council will consider recommending approval of the final draft of

the BP/AP. When reviewing the final draft of the BP/AP the Council will have all of the input and actions from all groups that have reviewed the BP/AP through the tracking form.

STEP 4 (1 MONTH)

The chair/co-chair of the Council will forward the action of the Council to the College Planning Council for final consideration. When reviewing the final draft of the BP/AP the CPC will have all of the input and actions from all groups that have reviewed the BP/AP through the tracking form. The CPC will consider recommending approval of the BP/AP and will forward that recommendation to the superintendent/president.

STEP 5 (1 MONTH)

The superintendent/president will review and forward the BP to the Board of Trustees for a first reading. The BOT will have all input and 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.

STEP 6 (1 MONTH)

The superintendent/president will forward the BP to the Board of Trustees for a second reading and

Approved: College Planning Council
October 2, 2013