

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 2410 Board Policies and Administrative Procedures

References: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

PROCEDURE FOR REVIEW AND APPROVAL OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

Approximately Approximately Approximately 1 MONTH 1 MONTH
1 MONTH 1 MONTH 1 MONTH

STEP 1

The superintendent/president will initiate the distribution of board policies (BPs) and administrative procedures (APs) to the appropriate Council TJ T* [(w)16(i)-4(l)6(l)6(be r)7(es)4(po)10

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 consideration of approval. In considering action on the BP, the BOT will have all input and actions from all Councils and constituent groups through the tracking form.

NOTES: BPs and APs that are directly related to the Board of Trustees (2000s) will be forwarded to groups and councils for a courtesy review, but input will not be sought. Additionally, there will be some BPs and APs that have direct liability, legal, and/or health and safety ramifications for the District. These BPs and APs will also be forwarded to groups and councils for a courtesy review.

See Board Policy 2410

Approved by Superintendent/President: November 20, 2013

**HARTNELL COMMUNITY COLLEGE DISTRICT
BOARD POLICY AND ADMINISTRATIVE PROCEDURE
ROUTING/TRACKING FORM**

Review and approval by the various college governance groups is requested: Yes No

Council:

Approved as presented
Approved with changes
Not approved

Comments:

College Planning Council

Approved as presented
Approved with changes
Not approved

Comments: