

## BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

### I. NEW AND REVISED BOARD POLICIES AND / OR ADMINISTRATIVE REGULATIONS

- A. The Chancellor will form, chaired by the Vice Chancellor of Business Services, a Board Policy and Administrative Regulation Advisory Council (BPARC), which includes the Vice Chancellor of Technology and Learning Services, the Vice Chancellor of Human Resources, and representatives of all District constituent groups, including the Academic and Classified Senates of both colleges, the various bargaining units, the Associated Student Government of both colleges, and the various administrative groups of both colleges and the District.
- B. A recommendation for a new or revised Board Policy and/or Administrative Regulation is made to the Vice Chancellor of Business Services, who will refer that recommendation to the BPARC for review and recommendation to the Chancellor. After the Vice Chancellor of Business Services receives proposed changes to a Board Policy and/or Administrative Regulation, the proposed changes will be taken to the BPARC for review and approval. Once the BPARC has met and reviewed the proposed changes to the Board Policy and/or Administrative Regulation, the following events will occur:
1. If the BPARC approves the proposed changes at the meeting when the item is first presented, the Board Policy and/or Administrative Regulation will be forwarded to the Chancellor for inclusion on the next Chancellor's Council agenda.
  2. If the BPARC requests more time for review and study, then each constituent group shall share the proposed changes with their groups likely to be affected by the new or revised policy and/or regulation for review and study. A timeline will be established at the BPARC for when the items will return to the BPARC for review and approval.
    - a. The Vice Chancellor of Business Services may submit the proposed Board Policy and/or Administrative Regulation draft to the district legal counsel for review.
    - b. All comments from constituent groups and district legal counsel are collected and presented to the BPARC for review and approval.
  3. Once approved by the BPARC, the Board Policy and/or Administrative Regulation, they will be taken to Chancellor's Council as a recommendation.
    - a. Chancellor's Council may recommend language changes.
    - b. Based upon Chancellor's Council's recommendation, the Chancellor, on the advice of the Council, may decide to recommend the draft Board Policy to the Board of Trustees for review and study, to implement the Administrative Regulation, on the

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advice of the Council, or direct either of them back to the BPARC for further revision.

- C. The BPARC will review Board Policies and Administrative Regulations on a five-year cycle.

II. DISTRIBUTION FOLLOWING BOARD AND / OR CHANCELLOR’S COUNCIL APPROVAL

- A. Within two weeks of Board approval, all new and revised Board Policies will be published in the standard Board Policy format by the Office of the Vice Chancellor of Business Services.
- B. Within two weeks of Chancellor’s Council approval, all new and revised Administrative Regulations will be published in the standard Administrative Regulation format by the Office of the Vice Chancellor of Business Services.

III. FILE AND MAINTENANCE

Board Policies and Administrative Regulations are kept in the computer files of the Office of the Vice Chancellor of Business Services, and published on the District’s website.

*References:*

*Education Code Section 70902*

*ACCJC Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4*