

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 Educational and Technology 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. The Vice Chancellor of Business Services will then:
 - 1. Review the new or revised board policy and/or administrative regulation to ensure it complies with current laws, regulations, or local processes.
 - 2. Submit the new or revised board policy and/or administrative regulation to legal counsel for review when deemed necessary or appropriate.
 - 3. Inform the Chancellor of the new or revised board policy and/or administrative regulation that will be submitted to the BPARC.
 - 4. After the Vice Chancellor of Business Services has completed the review and received changes from legal counsel (as necessary), the proposed board policy and/or administrative regulation will be taken to the BPARC for review and approval.
- C. 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, the Vice Chancellor of Business Services will submit the new or revised board policy and/or administrative regulation to legal counsel for review when deemed necessary or appropriate.
 - 3. 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.

Adopted: 04-13-06

Chancellor

Revised: 10-08-20

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Revised: 06-14-07

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- a. All comments from constituent groups are collected and presented to the BPARC when the items return for review and approval.
4. Once approved by the BPARC, the board policy and/or administrative regulation 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 for review and study, to implement the administrative regulation, on the advice of the Council, or direct either of them back to the BPARC for further revision.
- D. The BPARC will review board policies and administrative regulations on a five-year cycle.
- E. The Vice Chancellor of Business Services shall have the authority to update the regulatory references and/or position titles in board policies and administrative regulations, along with non-substantive grammatical errors, without requiring submission to the BPARC so as to ensure the correct references and titles remain current.

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 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 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 Standard 4.4

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