The College’s Participatory Governance process provides the avenue for shared
development of policies and regulations, reviewing and recommending to the
Superintendent/President policies and procedures of the College that affect all aspects of
the College community. Board policies and administrative procedures are reviewed and
revised as necessary on an ongoing basis, at least every six years, to ensure compliance
with law and effectiveness in fulfilling the District’s mission.

Policy and procedure proposals may be developed or revised by any constituency within
the College community in consultation with the member of the Executive Team
responsible for the policy and/or procedure. The responsible executive, with the
assistance of the person(s) or groups who initiate the proposal to revise an existing or
draft a new policy/procedure, shall be responsible for disseminating to and getting input
from the appropriate governance bodies including but not limited to the Associated
Students of Sierra College, the Classified, Academic, and Management/Confidential
Senates and Strategic Council.

The senates choose the manner in which they review policy and procedure proposals with
their constituents, and developers should make themselves available to the senates should
clarification be requested. If a senate wishes to make additional changes to a policy or
procedure or pull it for further discussion, the senate president should notify the
responsible executive’s office who will disseminate the information to the other
appropriate governance bodies. Once the policy or procedure has been reviewed and any
revisions incorporated and shared, the items are provided to Strategic Council. The
actions taken by and recommendations of the Strategic Council shall be advisory to the
Superintendent/President. In the case of Board policy the Superintendent/President shall
make recommendations to the Board of Trustees for their final action.

Unless voted otherwise by the Board, new board policies shall require two readings by
the Board of Trustees, while revisions to existing policies shall require one reading.
Administrative procedures shall be acted upon by the Superintendent/President or designee(s). The Board reserves the right to direct revisions to administrative procedures should they, in the Board’s judgment, be inconsistent with Board policy.

See Board Policy 2410.