Board Policies and Administrative Procedures

Date Adopted: 12/2/2003
Date Revised: 5/29/2015
Date Reviewed: 5/29/2015
References: ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b & e); Board Policy 2900; Education Code Section 70902

Board policies and administrative procedures shall be developed through the participatory governance process described below, reviewing and recommending to the Superintendent/President policies and procedures of the College that affect all aspects of the College community.

The College’s Participatory Governance process provides the avenue for shared development of policies and regulations. 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. That Executive Team member, with the assistance of the person(s) or groups who initiate the 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 Senates and Strategic Council. Proposals should be submitted to the senates, which review them with their constituents. 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. Once the policy or procedure has been reviewed and any revisions incorporated and shared, the items are provided to Strategic Council, typically in information only format. This allows the College community a final check-off and reminder of the policies and procedures being reviewed or revised. 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 recommend 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.