

Sierra College

ADMINISTRATIVE PROCEDURE

AP 2410

Board Policies and Administrative Procedures

Date Adopted:	12/2/2003
Date Revised:	12/12/2025
Date Reviewed:	12/12/2025
References:	ACCJC Accreditation Standard 4.4; Education Code Section 70902

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.

Under the Board Policies and Administrative Procedures with Minor Changes Agreement, each of the senates have authorized administrative oversight for the automatic forwarding of board policies and administrative procedures to Strategic Council and the Board of Trustees directly. Minor changes are defined as reference changes, pronoun updates, typos/misspelling corrections, and position title updates (Exhibit A).

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.