

1001.                    ADMINISTRATIVE REGULATIONS ON DEVELOPMENT  
OF POLICIES AND ADMINISTRATIVE REGULATIONS

References: Education Code Section 70902; ACCJC Accreditation Standards I.B.7, I.C.5; IV.C.7; and IV.D.4 (*formerly IV.B.1.b & e*)

1001.1            Initiation

Proposed policies or regulations may be initiated at any level at the College. The student body, faculty, classified and administrative staff work with their appropriate Executive Committee member when initiating proposed policies or regulations. The faculty may also initiate proposed policies or regulations through the Academic Senate. The community has the opportunity to initiate proposed policies or regulations through the Board of Trustees or the Superintendent-President.

1001.2            Development

The person or committee charged with development of the proposed policy recommendation and administrative regulations forwards the recommendation to the appropriate Vice President. In consultation with the Executive Committee, the appropriate Vice President prepares the policy or administrative regulation for the Superintendent-President to agendize and present to the President's Leadership Council. The members of the President's Leadership Council will ensure that the appropriate constituents are involved in the consideration of the proposal. After discussion, the President's Leadership Council will either approve or reject the policy or administrative regulation. If approved, the Board policy will be agendized for the Board of Trustees' approval. Administrative Regulations do not require Board approval, and therefore will be taken to the Board as information items only. If the proposal is rejected, the President's Leadership Council will suggest to the initiator an alternate course of action.

1001.3            Information Dissemination

The college community should be kept informed during the consideration of proposed policies and administrative regulations. If major conflicts arise as the staff reviews the final draft of the recommendation, it is possible to return to the beginning of the development process in order to resolve the conflicts before the recommendation is sent to the Board.

1001.4      Recommendation

The Superintendent-President recommends policy to the Board for approval. After consultation with the Superintendent-President, the academic bargaining agents (LBCCFA, CHI), classified bargaining agent (AFT), and the Academic Senate also have the right to recommend or comment upon policy recommendations to the Board. On all policy matters, the Board will delay action for at least one week after the meeting at which the recommendation is introduced unless the Board determines that unusual circumstances warrant immediate action.

Revised: March 11, 2014; December 11, 2018

