

1001.            ADMINISTRATIVE REGULATIONS ON DEVELOPMENT  
OF POLICY AND ADMINISTRATIVE REGULATIONS

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 Superintendent-President. In consultation with the Executive Committee the Superintendent-President prepares the policy or administrative regulation for presentation to the President's Advisory Council. The members of the President's Advisory Council will ensure that the appropriate constituents are involved in the consideration of the proposal. After discussion, the President's Advisory Council will either reject the policy or administrative regulation or forward it to the Board of Trustees for action. If the proposal is rejected, the President's Advisory 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 (CCA, CHI), classified bargaining agent (CSEA), 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. Most administrative regulations will not require Board approval; however, some administrative regulations must be approved because of legal requirements and others may be approved at the discretion of the Board.

