Imperial Community College District
Board Policies (BP) and Administrative Procedures (AP)
October 3, 2012

OUTLINE

***Cindra Smith of CCLC wrote, "Experienced trustees know they aren't on the board to administer the institution—they know that is the chief executive's job. Instead, they set policy, delegate the responsibility for implementation to the CEO, and monitor that implementation. They define the information they need to perform those jobs well."
(http://www.ccleague.org/files/public/BF06win.pdf)***

Executive Assistant to the Superintendent/President (EASP) receives and reviews the CCLC BP/AP Updates. EASP is responsible for the coordination of new/revised board policies and administrative procedures.

Board Policy Updates
Once CCLC updates are received, one of three things happens:
1. EASP revises those BPs that have revisions only to the "Reference" section; Executive Council is informed at one of the weekly meetings; revised BPs are posted to the District's website. Once posted to the District's website, all employees are so informed via email by EASP.

2. EASP revises BPs according to update, if needed, and submits them to Executive Council for review. If warranted, Executive Council will take the BPs to their respective area, consult with appropriate parties, and then submit the revised BPs to the President's Office through the EASP.

3. In some instances, where revisions are extensive, the updated BPs are forwarded to the Board so that an ad hoc committee is formed to include two Trustees and two members of the Executive Council. The updated BP will then go to the next available board meeting for approval.

Administrative Procedure Updates
Once CCLC updates are received, one of two things happens:
1. Administrative Assistant to Vice President (AAVP) revises those APs that have revisions only to the "Reference" section; Executive Council is informed at one of the weekly meetings via the Vice President; revised APs are posted to the District's website. Once posted to the District's website, AAVP lets EASP know and all employees are so informed via email by EASP.

2. AAVP revises APs according to update, if needed, and submits them to Executive Council for review through VP. If warranted, Executive Council will take the APs to their respective area, consult with appropriate parties, and then submit the revised APs to Executive Council through the VP. Once the review has been made by Executive Council, it will go to Administrative Council for review. Once finalized by Executive Council, EASP sends a copy of the AP to Academic Senate and College Council. AAVP posts to the District's website, AAVP lets EASP know and all employees are so informed via email by EASP.

AT A GLANCE

Board Policy Process
1. Board or Trustee requests to review a Board Policy; and/or
2. Board Policy goes to Executive Council for review; then
3. Board Policy goes to the Board; then
4. Board approves Board Policy; then
5. Board Policy is uploaded to BoardDocs and an All Users is sent out via the Executive Assistant.

Administrative Procedure Process
1. Executive Council requests to review an Administrative Procedure; and/or
2. Administrative Procedure goes to Executive Council for review; then
3. Administrative Procedure goes to Administrative Council for review; then
4. Executive Council finalizes the Administrative Procedure; then
5. Executive Council through Executive Assistant sends a copy of the AP to AS and CC
6. Administrative Procedure is uploaded to BoardDocs and an All Users is sent out via the Executive Assistant.

Flow Chart for a Board Policy

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┌─────────────────────┐
│  Board of Trustees   │
│  Requests BP and/or  │
└─────────────────────┘
          ↓
┌─────────────────────┐
│  Executive Council   │
│      Reviews         │
└─────────────────────┘
          ↓
┌─────────────────────┐
│   Approval from      │
│  Board of Trustees   │
└─────────────────────┘
          ↓
┌─────────────────────┐
│    Uploaded to       │
│     BoardDocs        │
└─────────────────────┘
          ↓
┌─────────────────────┐
│  Email sent out to   │
│     All Users        │
└─────────────────────┘
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Flow Chart for an Administrative Procedure

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┌─────────────────────────┐
│   Executive Council      │
│   Requests AP and/or     │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│   Executive Council      │
│     Reviews AP           │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│  Administrative Council  │
│     Reviews AP           │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│   Executive Council      │
│     Finalizes AP         │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│   Executive Assistant    │
│  Sends AP to AS & CC     │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│ Administrative Assistant │
│   Uploads to website     │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│   Executive Assistant    │
│  Send ALL USERS Email    │
└─────────────────────────┘
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