BOARD POLICIES AND PROCEDURES
(Replaces previous procedure in total)

The College of Marin subscribes to the Community College League of California (CCLC) Policy and Procedure Service. The service provides the College with legally vetted policy and procedure templates that are either legally required, advised or best practice. CCLC also provides the College with two updates per year to revise policies and procedures to incorporate new or revised laws and/or changes in Title 5 and the Education Code.

All College policies and procedures were reviewed and revised in accordance with the CCLC recommended templates and numbering system. This extensive process began in 2007 and was completed in 2012.

Board Policy is the voice of the Board of Trustees and defines the general goals and acceptable practices for operation of the College. It implements state and federal laws and regulations while adhering to all collective bargaining agreements. The Board, through policy, delegates authority to and through the Superintendent/President to administer the College. The Superintendent/President and college staff are responsible to reasonably interpret Board Policy as well as other relevant laws and regulations that govern the College. Policy is best expressed in broad statements. It legally binds the District, and therefore should be clear, succinct, and current.

Administrative Procedures implement Board Policy, laws and regulations. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Although procedures may be developed by the Superintendent/President, administration, faculty, and staff members, it is the administrators who are held responsible for upholding the information delineated in the procedures.

Administrative Procedures do not require Board action.

Effective January 29, 2015, Board Policies and Administrative Procedures will be modified using the updates provided by CCLC, revisions recommended by the managers charged with maintenance of a specific chapter, or by the Academic Senate for BPs/APs that fall under 10 + 1, following the processes identified below. This process removes the Board Policy Task Force, instrumental in the original project, and assures that college constituent groups and relevant governance committees are informed of the proposed changes and given the opportunity for input into the process through College Council representatives.

Effective October 15, 2015, College Council agreed by consensus that non-substantive changes, such as added references, code changes and editorial modifications to Board Policies and Administrative procedures may be made without going through the governance approval process. Revisions of this nature will be provided as information to senate presidents to share with their constituents and with managers, and forwarded to the Board as information at the next scheduled Board meeting.

CCLC Updates: The Office of the Superintendent/President will incorporate changes recommended by CCLC and forward to the manager charged with maintenance of the policy/procedure for review and approval. The chapter manager will review recommended changes with appropriate staff and other stakeholders, including relevant governance committees affected by a particular policy/procedure. It is important to assure that policies and procedures referenced within the policy/procedure are also reviewed and updated as appropriate.

Manager Generated Revisions: The chapter manager will communicate recommended policy/procedure changes to the Office of the Superintendent/President who will incorporate the changes into the existing policy/procedure. These changes will have already been reviewed with appropriate staff, stakeholders, and relevant governance committees and will move forward through the approval process. Note: Changes that are not a result of a CCLC update should follow the CCLC template as closely as possible to assure compliance with law and code, especially with regard to Board Policies. Additional legal review may be required if there are substantial changes to the template language.

Academic Senate Generated Revisions ("10 + 1" Categories): The Academic Senate will communicate recommended policy/procedure changes to the chapter manager. The Chapter manager and the Academic Senate will review the changes to assure that there are no issues of concern. Chapter manager will forward the recommended changes to the Office of the Superintendent/President.

Process after Chapter Manager Review

For Institutional Board Policies/Administrative Procedures ("10 + 1" Categories)

1) Unless the changes were initiated by the Academic Senate, Superintendent/President's Office will forward proposed changes to Academic Senate for review and approval. Changes or concerns raised by the Academic Senate will be sent to the chapter manager for further discussion.
2) After Academic Senate approval, proposed changes to "10 + 1" policies/procedures will go to the next scheduled College Council meeting for information.
3) After College Council, proposed changes to "10 + 1" policies/procedures will go to the next scheduled Board meeting.
4) Board Policies will go to the Board for a first read and then to the following Board meeting for a second read and approval.
5) Administrative Procedures will be approved by the Superintendent/President and presented at the next Board meeting for information. The Superintendent/President has approval authority for Administrative Procedures.

For Institutional Board Policies/Administrative Procedures (Not "10 + 1" Categories)

1) Superintendent/President's Office will forward proposed changes to the senate presidents to share with their constituent groups for review and approval as part of the Governance Review Process. Relevant governance committees and managers will also receive the proposed changes for review/comment. The proposed BP/AP will be agendized on the next scheduled College Council meeting where Council members will report the results of the review. College Council will determine whether it is appropriate to move the policy/procedure forward or if more review and discussion is warranted. Upon recommendation by College Council, proposed policies/procedures will go to the next scheduled Board meeting.
2) Board Policies will go to the Board for a first read and then to the following Board meeting for a second read and approval.
3) Administrative Procedures will be approved by the Superintendent/President and presented at the next Board meeting for information. The Superintendent/President has approval authority for Administrative Procedures.

Chapter 2 (Board of Trustees)

1) The Board of Trustees Policy Committee will review all Chapter 2 Policies/Procedures.
2) May take to Board for information/discussion
3) College Council for information only
4) Board Policies will go to the Board for a first read and then to the following Board meeting for a second read and approval.
5) Administrative Procedures will be presented at the Board meeting for information.

Reference: BP 2410 Board Policy and Administrative Procedure

Chapter 1	The District	Superintendent/President
Chapter 2	Board of Trustees	Superintendent/President
Chapter 3	General Institution	Varies (See specific Policy/Procedure)
Chapter 4	Academic Affairs	Vice President, Student
Chapter 5	Student Services	Vice President, Student
Chapter 6	Business and Fiscal Affairs	Vice President, Finance & Operations
Chapter 7	Human Resources	Executive Director of HR/Labor

For questions about policy/procedures processes contact Superintendent/President's Office.