BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The Board ~~be~~ is responsible for all policies and procedures related to board authority and governance (sections 1000 and 2000). The review and revision process for sections 1000 and 2000 may include the following steps:

- The President's office will conduct initial research and prepare a policy/procedure review packet as necessary.
- An ad-hoc committee of the Board along with the President/Superintendent, will draft revisions to the policy/procedure.
- When necessary, the President/Superintendent will seek legal counsel and/or consult with Cabinet.
- As determined by the Board ad-hoc committee, the policy/procedure draft may be distributed to Board members at a board meeting for feedback.
- Feedback will be compiled by President's Office staff and distributed to the appropriate Board ad-hoc committee for review and revision.
- The revised draft of the policy/procedure will be sent to College Council for review and distribution to constituent groups.
- After constituent review period, the policy/procedure will return to College Council where constituent feedback will be heard and forwarded to the appropriate ad-hoc committee of the Board.
- The Board ad-hoc committee will review feedback and revise the policy/procedure as deemed necessary.
- The policy/procedure will then be sent to the Board for it's first read.
- At a subsequent Board meeting, the Board will conduct a second reading and vote. If approved, the policy/procedure is then posted on the web and filed in the office of the President/Superintendent.

Changes to other policies and administrative procedures (sections 3000-7000) may be recommended by the Academic Senate, classified staff, administration, The Policy and Procedure Review Subcommittee, or Associated Students of College of the Redwoods. The review and revision process for sections 3000-7000 may include the following steps:

- The recommended revisions are forwarded to the College Council to review.
- The President's office will conduct initial research and ensure that the Community College League of California (CCLC) drafts ~~were~~ are considered, if available.
- When necessary, the President/Superintendent may seek legal counsel and/or consult with Cabinet.
- If deemed appropriate, College Council sends the revised policy or procedure to college constituents for feedback. ~~Council may choose to send the policy or procedure back to the author for revisions before it is sent out for constituent review.~~
- After the constituent review period has ended, the policy will return to College Council where constituent feedback will be heard.

- If there are substantive changes, the policy or procedure may be sent out for a second constituent review.
- If there are no substantive changes, the policy will be sent to the Board for a first read as written.
- At a subsequent Board meeting, the Board will conduct a second reading of the policy and vote. If approved, the policy/procedure is then posted on the web and filed in the office of the President/Superintendent.

Interim Administrative Procedures:

The President/Superintendent may modify or adopt administrative procedure on an interim basis for compelling legal, fiscal, or operational reasons without College Council approval. Interim administrative procedures will be identified in Board policies and administrative procedures as such (e.g. Interim Administrative Procedure on Utility Trenching).

The President/Superintendent will notify the membership of College Council when an interim administrative procedure is adopted and will distribute the interim administrative procedure for constituent review. Within six months College Council will ratify, revise, or reject the interim administrative procedure.

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

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