

**ADMINISTRATIVE RULE NO: 2035-01
RELATED TO POLICY SERIES NO: 2035**

TITLE: BOARD POLICY DEVELOPMENT AND REVISION

A. Policy Review

The annual responsibility of the following senior administrators to review board policy sequences in their areas of expertise and to present recommendations for policy development and revision to the Board of Education according to Board Policy 2035.

1. 1000-3000 – College President
2. 4000 – Executive Vice President, Academic Affairs
3. 5000 – Vice President, Finance and Operations
4. 6000 – Director, Human Resources
5. 7000 – Vice President, Student Services and Government Relations
6. 8000 – Director, College Advancement

The appropriate member of the administrative staff is responsible for assisting individuals and groups to formulate policy items to be submitted.

B. The proposed policy, or proposed revision to policy, along with corresponding administrative rules are submitted in writing to the college president with:

1. the reason for the policy or revision,
2. the proposed policy or revision, and
3. the administrative rule(s) related to implementing the policy.

The president may elect to discuss the proposal with his/her staff before proceeding to the next step.

C. If the president authorizes the proposal to proceed, a copy of the proposal is brought by the president to College Council for review and recommendations.

D. The president shall consider all information submitted by administrators and the associations, and within the exercise of his/her sound discretion, shall schedule a first reading of the proposed policy, or policy revision at a regular board meeting.

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- E. Following the first reading at a regular board meeting if the board has made substantive changes, the proposed policy, or policy revision shall be reviewed at a regularly scheduled College Council meeting for information purposes.
- F. A second reading of the proposed policy is held by the board at a regular board meeting. The board shall make a decision to adopt, reject, amend, or defer the proposed policy or policy revision.
- G. Notwithstanding the foregoing procedures, the board reserves the right to adopt policy, or revise existing policy, through lawfully adopted resolutions when in their judgment conditions warrant such action.
- H. Administrative rules are to be issued by the college president as statements of method to be used in implementing board policy. Such administrative rules shall be consistent with the intent of board policy. Administrative rules may be revised as deemed necessary by the college president.
- I. Access to board policies and administrative rules shall be readily available to college employees and to the public.

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S): 06/02/92; 01/15/08