

ADMINISTRATIVE REGULATION 107

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

DEVELOPMENT OF BOARD POLICY AND ADMINISTRATIVE REGULATION

A. NEW AND REVISED BOARD POLICIES

1. The Chancellor will form, chaired by the Deputy Chancellor, a Board Policy and Administrative Regulation Advisory Council (BP & AR Advisory Council), which includes the Vice Chancellor of Technology and Learning Services and Vice Chancellor of Human Resources, and representatives of all District constituent groups, including the Academic and Classified Senates of both colleges, the various bargaining units, and the various administrative groups of both colleges and the District.
2. A recommendation for a new or revised board policy is made to the Chancellor, and presented to the Chancellor's Cabinet, which will make a recommendation to the Chancellor whether a new or revised board policy is appropriate and/or necessary. If the Chancellor determines that a new or revised policy is necessary, he will refer that recommendation to the BP & AR Advisory Council, which will develop or revise a draft of the policy.
3. Once the policy development committee has met and developed a policy draft, the following events will occur:
 - a. The Office of the Deputy Chancellor will distribute the proposed policy draft to all groups likely to be affected by the new or revised policy for review and study
 - b. The Deputy Chancellor may submit the proposed policy draft to the district legal counsel for review
 - c. All comments from constituent groups and district legal counsel are collected and presented to the BP & AR Advisory Council, which revises the draft policy as appropriate
4. The revised and reviewed policy draft is presented to the Chancellor, who will seek a recommendation from the Chancellor's Cabinet. Upon consideration of this recommendation, the Chancellor, may decide to recommend the draft policy to the Board of Trustees for review and study, or direct it back to the BP & AR Advisory Council for further revision.

B. TRUSTEE APPROVAL

1. The Board of Trustees Board Policy subcommittee may meet to review the proposed board policy draft, and will either:
 - a. Return the policy draft to the Chancellor with recommendations for further revision, or
 - b. Direct the Chancellor to forward the policy draft to the Board of Trustees for review and study
2. The new or revised board policy is proposed to the Board of Trustees by the Chancellor for at least two readings.
 - a. The first reading is submitted for Acceptance for Review and Study
 - b. The second reading is for revision and/or approval
 - c. The Board may adopt new or revised policies at a first reading if the agenda indicates that action may occur at the first reading
 - d. Subsequent readings may be conducted if policy approval is not accomplished at the second reading

C. DISTRIBUTION FOLLOWING BOARD APPROVAL

1. Within two weeks of board approval, all new and revised board policies will be published in the standard Board Policy format by the Office of the Deputy Chancellor.

D. NEW AND REVISED ADMINISTRATIVE REGULATIONS

1. The Chancellor may determine that an administrative regulation needs to be developed or revised either upon review, or upon recommendation from members of the District or college administration, faculty, staff or students. The Chancellor shall seek a recommendation regarding the necessity of a new or revised administrative regulation from the Chancellor's Cabinet.
2. If, upon consideration of the recommendation of the Chancellor's Cabinet, the Chancellor determines that a new or revised administrative regulation is needed, he will refer the proposed regulations to the BP & AR Advisory Council as described above.

3. Once the BP & AR Advisory Council has met and developed an administrative regulation draft, the following events will occur:
 - a. The Office of the Deputy Chancellor will distribute the proposed administrative regulation draft to all groups likely to be affected by the new or revised administrative regulation for review and study
 - b. The Deputy Chancellor may submit the proposed administrative regulation draft to the district legal counsel for review
 - c. All comments from constituent groups and district legal counsel are collected and presented to the BP & AR Advisory Council, which revises the administrative regulation draft as appropriate
4. The revised and reviewed administrative regulation draft is presented to the Chancellor, who will seek a recommendation from the Chancellor's Cabinet. Upon consideration of this recommendation, the Chancellor may decide to implement the administrative regulation, or direct it back to the BP & AR Advisory Council for further revision.

E. DISTRIBUTION FOLLOWING ADOPTION

1. Within two weeks of adoption, all new and revised administrative regulations will be published in the standard Administrative Regulation format by the Office of the Deputy Chancellor.

File and Maintenance

Board policies and administrative regulations are kept in the computer files of the Office of the Deputy Chancellor, and published electronically to all District personnel via the District network.