



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Development and Revision Process for Board Policies and Administrative Procedures</b>
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<i>Legal Reference:</i>	
<i>Cross Reference:</i>	AP 1.01.01

## SECTION 1: Purpose

This Administrative Procedure (“AP”) describes the process for developing and revising Board Polices (“BPs”) and Administrative Procedures (“APs”) (collectively, “College Policy”).

## SECTION 2: Proposals for the Creation or Revision of College Policy

### 2.1 Who May Make College Policy Proposals

2.1.1 Any College unit or department may propose the creation or revision of a College Policy. The Governing Board may also request the creation or revision of College Policy. Units or departments desiring to make College Policy proposals should contact the Office of the Chancellor (“Chancellor”) for procedural guidance.

2.1.2 College Policy proposals are generally not accepted on an individual-by-individual or employee-by-employee basis. Persons wishing to submit proposal ideas should first contact their respective department heads, unit directors, or other Lead Administrator.

## 2.2 Submission of Proposals

2.2.1 Proposals for the creation or revision of College Policy, including requests by the Governing Board, shall be submitted to the Chancellor and include a summary of the proposal and a general description of the issue or need which prompted the proposed College Policy and how the proposal will address that issue or need.

2.2.2 The Chancellor will determine if the College Policy proposal would change an existing BP or AP or constitute an entirely new College Policy. If a proposal revises an existing College Policy, the Chancellor will determine if the proposed change is a Substantive Revision or a Minor Update in accordance with this AP's definitions.

## 2.3 Proposed Minor Updates

2.3.1 Notice of Minor Updates will be posted to the College's website for twenty-one (21) days. Public Comments are not accepted for Minor Updates.

2.3.2 Proposed Minor Updates to existing BPs will be placed on the agenda for the next regular Governing Board meeting as Consent Agenda Items (see Section 8 below).

2.3.3 Proposed Minor Updates to APs do not need to be presented to the Governing Board and may be made by the Chancellor without further proceedings pursuant to this AP. The Chancellor will notify the College Policy's Sponsoring Unit that the proposed Minor Updates to an AP have been made and that its review and revision dates have been adjusted accordingly.

## 2.4 Proposed New College Policies or Substantive Revisions

2.4.1 Proposals for new College Policies will be assigned a preliminary College Policy number by the Chancellor.

- 2.4.2 The Chancellor will refer proposals for new College Policies or Substantive Revisions to an appropriate Sponsoring Unit, which may differ from the unit or department that submitted the proposal. Such referrals should be based primarily on a unit's subject-matter expertise and area of administrative responsibility within the College.
- 2.4.3 The Lead Administrator of the Sponsoring Unit may decline to take further action on the College Policy proposal, subject to the approval of the Chancellor. The unit or department that submitted the College Policy proposal will be notified in writing if further action on the proposal is declined, including a general description of the reason why it was declined.

### **SECTION 3: Input from Stakeholders**

- 3.1 If the Lead Administrator of the assigned Sponsoring Unit elects to move forward with a College Policy proposal, the Sponsoring Unit shall solicit input on the proposal from a small group of relevant Stakeholders.
- 3.2 The size and composition of the Stakeholder group shall be at the discretion of the Lead Administrator, subject to the approval of the Chancellor, but should be generally limited to a small number (e.g., six (6) or fewer) of participants with subject-matter expertise, administrative responsibility, and/or roles within the College community related directly and substantially to the content of the proposed College Policy.
- 3.3 The Stakeholder group will prepare and submit a draft of the new or revised College Policy to the Lead Administrator of the Sponsoring Unit for review. The Lead Administrator may approve the proposed draft College Policy, direct the Stakeholders to make additional revisions, or reject the proposal.

### **SECTION 4: Approval By the Chancellor**

- 4.1 The Lead Administrator of the Sponsoring Unit will forward a Stakeholder group's approved draft College Policy proposal to the Chancellor, along with any required or requested documentation, including, but not limited to, a completed Proposal Form. All draft College Policies must be reviewed by the College's legal counsel before further action is taken.
- 4.2 The Chancellor may approve the draft College Policy, recommend or direct the Lead Administrator of the Sponsoring Unit to make additional revisions,

or reject the proposed College Policy. Rejections will be made in writing to the Lead Administrator and include a general statement of the Chancellor's basis for rejecting the proposal.

## **SECTION 5: Public Comments**

5.1 The Chancellor shall ensure that an approved draft College Policy proposal is posted on the College's web site for Public Comment. The posted policy shall be designated clearly as a "draft," and an email address and/or web site link shall be provided to allow persons reviewing the draft to comment on it. The posting shall remain on the College's web site for not less than twenty-one (21) days.

5.2 Public Comments may be made individually or collectively (see Section 5.3 below) on behalf of a College Governance Group or other group or organization, including those outside the College.

### **5.3 Collective or Group Comments**

5.3.1 Groups and organizations are encouraged to consider and deliberate College Policy proposals amongst themselves and submit comments that reflect the collective thoughts, questions, and/or concerns of the group or organization as a whole. The College appreciates collective/group comments and affords them consideration commensurate with the size, membership composition, and role within the College of the group or organization represented.

5.3.2 Individuals submitting comments on behalf of a group or organization are responsible for ensuring that they are authorized to comment on its behalf and that any comments accurately reflect the sentiments of the group or organization as a whole. The Chancellor reserves the right to verify the accuracy or request clarification of any comment submitted ostensibly on behalf of a group or organization with that group or organization's leadership.

5.4 The Chancellor shall transmit all received comments to the Lead Administrator of the Sponsoring Unit for response (see Section 5.5 below).

### **5.5 Responses to Public Comments**

5.5.1 The Lead Administrator of the Sponsoring Unit is responsible for

responding in writing to all comments and questions received during the Public Comment period. The Lead Administrator shall forward the written responses to the Chancellor who shall ensure that all comments are responded to appropriately and that all responses are posted publicly on the College's website in accordance with this AP.

- 5.5.2 Public Comments shall generally be responded to individually. Comments and questions of a substantially similar nature may be responded to collectively or by reference to one or more previous responses.

## **SECTION 6: Presentation to Governance Groups**

- 6.1 Prior to submission of a final draft to the Governing Board (see Section 8 below), the Lead Administrator of the Sponsoring Unit or a knowledgeable designee shall be made available to present the proposed draft College Policy to each of the College's Governance Groups for the purpose answering each group's questions and addressing any concerns.
- 6.2 It is the responsibility of the Governance Groups to request a presentation on a particular College Policy proposal. Presentations must be requested by the Governance Group's leadership (e.g., President, Vice President, Chair, Vice Chair). Requests should be submitted to the Chancellor at least seven (7) days in advance of the date for which a presentation is requested, and, when possible, include a general summary of any questions or concerns the Governance Group would like addressed.
- 6.3 Presentations to Governance Groups shall generally be scheduled for dates within the applicable 21-day Public Comment period unless it does not coincide with a group's regularly scheduled meeting. If a timely presentation cannot be made to a Governance Group (e.g., if the group does not hold meetings over the summer), time-sensitive College Policies may, at the Chancellor's discretion, be presented at the next Governing Board meeting.

## **SECTION 7: Submission of Final College Policy Proposals**

- 7.1 At the conclusion of the 21-day Public Comment period and after the completion of any requested presentations to the Governance Groups, the Lead Administrator of the Sponsoring Unit shall prepare a final version of the proposed College Policy and submit it to the Chancellor along with a completed Policy Development Form.

- 7.2 The Chancellor, in consultation with the College’s legal counsel, will review and approve all final versions of proposed College Policies. If the Chancellor determines further work is needed, the proposal will be referred back to Lead Administrator.
- 7.3 The Chancellor will again review each approved final proposal to determine if it constitutes a new College Policy or Substantial Revision to an existing policy, or if it contains only Minor Updates. All new or Substantially Revised College Policies, as well as Minor Updates to BPs, will be submitted to the Governing Board (see Section 8 below). Minor Updates to APs may be implemented in accordance with Section 2.3 above.

## **SECTION 8: Presentation to the Governing Board**

### **8.1 Board Policy Proposals – Minor Updates**

Approved final versions of BPs containing only Minor Updates will be placed on the agenda for the Governing Board’s next regular meeting for approval as part of the Consent Agenda. Minor Updates do not require additional readings at future Board meetings.

### **8.2 Board Policy Proposals – New and Substantially Revised BPs**

#### **8.2.1 Meeting 1: Information Item (No Vote)**

Proposals for new or Substantially Revised BPs will be placed on the agenda for the next regular Governing Board meeting as Information Items and presented to the Board for a “first reading.” The Board may accept the presented text of the proposed BP or request further revisions. The Chancellor will refer the Board’s requests, if any, to the Lead Administrator of the BP’s Sponsoring Unit for further consideration.

#### **8.2.2 Meeting 2: Action Item (Board Votes)**

After the completion of any additional revision requested by the Governing Board, the proposed BP will be placed on the agenda for the Board’s next regular Board meeting as an Action Item. The Board will then vote to approve or not approve the proposed BP in accordance with the Board’s applicable bylaws. If approved, the new or revised BP will be published on the College’s website.

### 8.3 Administrative Procedure Proposals

Approved final versions of new or Substantially Revised APs will be placed on the agenda for the Governing Board's next regular meeting as Information Items. Following the Board meeting, the APs will be published on the College's website. APs to which only Minor Updates have been made shall not be placed on the Governing Board's agenda.

### SECTION 9: Effective Date of College Policies

All Minor Updates and Substantial Revisions to College Policy, as well as new BPs and APs, become effective upon their publication to the College's website.

### SECTION 10: Complaints

Complaints about the interpretation or implementation of this AP, or about a particular review-and-revision process conducted pursuant to this AP, may be submitted in writing to the College's Office of the General Counsel ([legal@pima.edu](mailto:legal@pima.edu)). Complaints should specify the College Policy (*i.e.*, BP or AP number) at issue and include a description of the nature of the procedural issue as well as any desired resolution.

### SECTION 11: Recurring Automatic Review and Public Comment

- 11.1 All College Policies shall specify a timeframe for their recurring review and, if necessary, revision (*e.g.*, "Every [X] years"). Such timeframes should generally not exceed three (3) years.
- 11.2 The Lead Administrator of each College Policy's Sponsoring Unit shall be responsible for ensuring that the College Policy is reviewed in accordance with the specified timeframe. Such review should generally be completed no later than ninety (90) days after the next applicable revision date.
- 11.3 If the Lead Administrator determines that revisions are necessary, the Lead Administrator shall begin the proposal-submission process in accordance with this AP (see Section 2.2 above).
- 11.4 If the Lead Administrator determines that no revisions are necessary, the Lead Administrator shall notify the Chancellor in writing of that determination.

11.5 College Policies for which no revisions are recommended shall be posted on the College’s website for Public Comment in accordance with Section 5 above and include the notice, “No Revisions Recommended.” If, after responding to any Public Comments received, the Lead Administrator determines that revisions may be warranted, the Lead Administrator shall follow the processes set forth in this AP, beginning with Section 3 (“Input From Stakeholders”).

## **SECTION 11: Definitions**

“Action Item” means a discrete task appearing on the Governing Board’s noticed agenda to be accomplished, performed, or otherwise addressed during the meeting for which the agenda is noticed. An Action Item may or may not require a vote by the Governing Board.

“Administrative Procedure” or “AP” means specific, published guidance and directives to College employees, students, and the College community regarding the day-to-day College operations necessary to fulfill Board Policy.

“Board Policy” or “BP” means an official, published statement by the College’s Governing Board setting forth and defining the general goals, ideals, and standards of the College.

“Chancellor” means, for purposes of this AP, the Office of the Chancellor, a designee of the Chancellor, and/or the College staff assigned to the Office of the Chancellor. It does not mean the Chancellor personally or individually, unless specified otherwise.

“College” means Pima Community College or the Pima County Community College District.

“College Policy” means all BPs and APs, individually and collectively.

“Governance Group” includes All College Council, Faculty Senate, Staff Council, and Student Senate.

“Information Item” means a purely informative update or other discrete article of news or information appearing on the Governing Board’s noticed agenda that does not require a vote, discussion, or other Board action.



“Lead Administrator” means the highest-level College employee with administrative authority over the Sponsoring Unit specified in a College Policy or that employee’s designee. In the event a College Policy specifies two or more Sponsoring Units, “Lead Administrator” shall mean the College employee with the most direct administrative authority over each Sponsoring Unit.

“Minor Update” means a non-substantive clerical or ministerial change to College Policy that does not materially change the College’s goals, ideals, or standards, or alter the rights or responsibilities of members of the College community, including, but not limited to, correcting typographical errors, clarifying definitions, and updating administrative information (e.g., employee titles, department names, contact information).

“Public Comment” means an opportunity for students, employees, Governing Board members, taxpayers, members of the public, and other interested parties to provide written feedback or to pose written questions to the College, as well as that feedback and those questions themselves, on proposed, revised or existing BPs and APs posted publicly by the College.

“Sponsoring Unit” means the College administrative unit or department specified by College Policy as being primarily responsible for its development, implementation, and periodic review and revision (i.e., the “Sponsoring Unit/Department” in College Policy’s caption).

“Stakeholder” means an employee or student representative of an office, unit, department, committee, group, or organization within the College, the members or constituents of which will have direct responsibility for the administration or implementation of, or who will be directly and significantly affected by, the College Policy being considered.

“Substantive Revision” or “Substantially Revised” means an alteration to an existing College Policy that materially changes its original purpose and/or the rights and responsibilities of members of the College community through the addition, removal, or significant modification of one or more provisions or processes, or through the deletion of the College Policy in its entirety.

## **PURPOSE**

~~This Administrative Procedure (AP) describes the process for developing Board Policies and Administrative Procedures.~~

~~SECTION 1: Definitions~~~~1.1—Board Policies~~

~~A **Board Policy** is a statement officially adopted by the Pima County Community College District Board (PCC) of Governors at a public meeting that defines general goals and standard procedures for the operation of the College.—~~

~~1.2—Administrative Procedures~~

~~An Administrative Procedure provides specific guidance to College employees in implementing and enacting Board Policies in the day-to-day operations of the College.—~~

~~1.3—For the purposes of this Administrative Procedure, “policy” refers to Board Policies and/or Administrative Procedures.~~

~~1.4—Headings Definitions~~

~~1.4.a—The *Adoption Date* is the date(s) the Board approves the original policy or a revision, or when an Administrative Procedure or its revision is published.~~

~~1.4.b—The *Schedule for Review* is the longest time period that may elapse between the previous review and the next review of the policy.—~~

~~1.4.c—The *Review Date* is the date(s) the policy was reviewed, which may or may not result in revision.—~~

~~1.4.d—The *Revision Effective Date* is the date(s) the revised policy is posted on the PCC website following completion of the applicable review, comment, and approval process.~~

~~1.4.e—*Legal Reference* are any local, state or federal laws relevant to the policy.~~

~~1.4.f—*Cross Reference* are any other PCC documents which are relevant to the policy.~~

~~1.5—A *proposal* refers to a proposed new policy or revision of an existing policy.~~

~~1.6—The *sponsoring unit* is the College unit or department which is responsible for keeping the policy updated and for the implementation of the policy.~~

~~1.7—Policy Development Form~~

~~The Policy Development Form outlines the steps the sponsoring unit shall take in taking a policy from proposal (either new or revised) to posting. It is to be completed by the sponsoring unit and submitted to the Chancellor’s~~

~~office. The Policy Development Form is available on the Policies page of the PCC website.~~

#### ~~1.8—Public Comment~~

~~Public comment is the opportunity for the public to make remarks or pose questions concerning policies posted to the PCC website. Students, employees, individual board members, taxpayers and other interested persons comprise the public. The public comment period is usually 21 calendar days.~~

### ~~SECTION 2: Process for Board Policies and Administrative Procedures~~

~~The creation and revision of policies may be initiated by any office in the College or at the request of the Governing Board.~~

~~The first step for any unit or department which is considering the proposal of a new policy should be the Chancellor's office. This office will assist with the necessary preliminary work. The Chancellor's office will also assign the official policy number for all draft documents and monitor the development of policies.~~

~~The prescribed steps shall be followed for any proposal.~~

~~2.1—The sponsoring unit shall obtain input on proposed new or revised policies from representatives of relevant stakeholders prior to presenting the policy to the Chancellor's office. Relevant stakeholders may include, but are not limited to, appropriate standing committees, administrative heads, and/or employees whose jobs will be impacted by the policy.~~

~~2.2—The proposed policy or revision shall be reviewed by the department administrative head before forwarding to the Chancellor's office for review along with the completed Proposal Form.~~

~~2.3—Legal counsel shall review the proposed policy.~~

~~2.4—The Chancellor's office may refer the proposal for additional review and comment.~~

~~2.5—The initiator shall consider any suggestions from the Chancellor's office or from legal counsel and make changes as needed.~~

- ~~2.6—The proposed new or revised policy will be presented to all governing bodies, including Staff Council, Faculty Senate, student government, and the All College Council for information and review. This will be coordinated with the Chancellor’s office.~~
- ~~2.7—Board Policies which are either new or contain substantive changes will be presented to the Board at a regularly scheduled meeting as an information item. At this time the Governing Board and/or Chancellor may propose modification to the proposed policy.~~
- ~~2.8—The Chancellor’s office shall ensure that the policy is posted on the College’s web site. The posted policy shall be marked as a draft and an email address and/or web site link shall be provided to allow persons reviewing the draft policy to comment on it. The phrase “public comment” is intended to include comments from students, employees, taxpayers, individual Board members, and others. The posting shall remain on the web site for not less than twenty one (21) calendar days under normal circumstances.~~
- ~~2.9—The Chancellor’s office shall transmit comments received to the sponsoring unit or designee, who may make modifications as deemed appropriate as a result of received comments. At the conclusion of the comment period, the sponsoring unit shall forward to the Chancellor’s office all comments received, with subsequent action, in a standardized format suitable for posting to the website.~~
- ~~2.10—A Board Policy which has been reviewed as described above shall be presented at a subsequent regularly scheduled meeting of the Board of Governors for approval.~~
- ~~2.11—Board Policies with non-substantive changes will be presented one time to the Board at a regularly scheduled meeting as part of the consent agenda.~~
- ~~2.12—Board Policies approved by the Board and Administrative Procedures which have gone through the above process (minus approval by the Board) will be published to the PCC website as soon as practicable. Once published, the policy becomes effective.~~
- ~~2.13—The Board shall be notified of new or revised APs as information items at a regularly scheduled Board meeting.~~

~~The Chancellor's office is available for assisting in developing or revising all policies. Requests for exceptions to the above process shall be made to the Chancellor's office.~~

### ~~SECTION 3: Outcomes~~

~~All members of the College community are provided with the process and details of College Board Policies and Administrative Procedures development, and are also provided fair notice and time to offer comments.~~