**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.