



AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

References:

- Education Code Sections 70901 and 70902;
- ACCJC Accreditation Standard 4.4;
- BP 2410 Board Policies and Administrative Procedures;
- BP/AP 2510 Participation in Local Decision Making

I. Purpose and Scope

This procedure describes the development, revision, review, and approval processes for Board Policies (BPs) and Administrative Procedures (APs) of the Santa Barbara Community College District. It applies to all policies and procedures in Chapters 1–7 and supports compliance with applicable law, regulation, and accreditation standards, as well as BP 2410 and BP/AP 2510.

II. Definitions and Roles

- **Board Policies (BPs)**

Board Policies are adopted by the Board of Trustees and establish broad principles that implement and interpret applicable law, regulations, and standards.

The Board of Trustees develops, adopts, and amends Board Policies in consultation with appropriate content experts and constituent groups consistent with BP 2510.

- **Administrative Procedures (APs)**

Administrative Procedures describe specific methods and processes used to implement Board Policies and guide effective district operations.

Administrative Procedures are issued and revised under the authority of the Superintendent/President, who is accountable to the Board for ensuring that APs are consistent with Board Policies and applicable requirements.

- **Superintendent/President**

The Superintendent/President oversees development and revision of APs and authorizes legal consultation as needed. The Superintendent/President seeks



consultation from appropriate participatory governance groups as specified in BP/AP 2510.

- **Chapter Leads**

Chapter Leads are those responsible for the operational area addressed in a policy or procedure (e.g., Chapters 1–7) and serve as “owners” of assigned BPs/APs throughout the life of the document.

- **Collegial Consultation**

For policies and procedures that address academic and professional matters as defined in law and regulation, the District consults collegially with the Academic Senate. The Academic Senate President serves as Co-Chapter Lead in development and revision of such policies and procedures.

- **Participatory Governance and BPAP**

The Board Policies and Administrative Procedures Committee (BPAP) is the primary consultation body for policies and procedures and includes representatives of faculty, classified and confidential employees, administrators, and students; additional subject-matter experts may be consulted as needed.

III. Regular Review of Policies and Procedures

SBCC regularly reviews all Board Policies and Administrative Procedures to keep them current, compliant with law and regulation, and effective in supporting the District mission and operations.

A. Five-Year Cyclical Review

Each BP and AP is reviewed at least once every five years on a scheduled cycle coordinated with the accreditation self-evaluation and site visit timeline. The review cycle is aligned by chapter, with each academic year focusing on designated chapters:

Year one:

Chapter 1 – The District

Chapter 2 – Board of Trustees



Year two:

Chapter 3 – General Institution

Year three:

Chapter 4 – Academic Affairs

Chapter 5 – Student Services

Year four:

Chapter 6 – Business and Fiscal Affairs

Year five:

Chapter 7 – Human Resources

B. Legal and Regulatory Updates

In addition to the five-year cycle, BPs and APs may be revised in response to recommended legal updates received twice annually through the Community College League of California (CCLC) Policy Subscription Service or other legal guidance.

Legal updates may result in new BPs/APs, revisions to existing ones, or repeal of obsolete documents.

In instances where time is of the essence and an update is legally required before BPAP can complete its process to make a recommendation, the Board or Superintendent/President will meaningfully consult with constituent leaders and receive feedback where possible, concurrent with implementation of the law as advised by counsel. In this case, a written explanation outlining what was done and why it was done will be provided to the BPAP Committee. In the subsequent BPAP meeting, the item will be agendaized for discussion and BPAP may then decide to initiate a new review of the policy or procedure.

C. Requests for Development or Revision

Any person (including community members in the District's service area, employees, or students) may request development of a new BP or AP or revision of an existing one at any time, outside the cyclical review and legal update processes.

- Requests shall be submitted in writing via the “Suggest a Policy or Procedure Review” form, available on the District’s Policies and Procedures website, and routed to the Superintendent/President’s Office.
- Members of the public may opt to contact the Office of the President directly to request development or revision to a BP or AP.
- Requests for Board Policy revisions are considered by the President of the Board in consultation with the Superintendent/President; requests for Administrative Procedure revisions are considered by the Superintendent/President (or designee) in consultation with the appropriate Chapter Lead.
 - BPAP receives a report of all submissions, and the President’s Office communicates the decision to the committee.
 - If a request is not approved, interested members of the public may use BP 2340 Agendas to proceed with requests regarding Board Policy. Constituent groups may bring requests through the College Planning Council to seek further consideration of Administrative Procedures.

IV. Review and Approval Process

The following steps apply to BPs and APs initiated through cyclical review, legal update, or individual request.

Step 1 – Drafting and First-Round Development

- The Superintendent/President’s Office prepares the working draft of each BP or AP for first-round development or editing.
 - BP review is initiated by the Board of Trustees. The Board may refer a draft to its Policy Subcommittee for further research and development before forwarding to the Chapter Lead.
 - AP drafts are sent to the responsible Chapter Lead to complete first-round edits, including operational and legal alignment.
- All recommended edits are made to a single working draft using tracked or “suggested” changes to maintain attribution and history.
- When changes are likely to be negotiable or have negotiable effects, the District will first provide notice and opportunity to bargain.

Step 2 – Preparation for BPAP and Agenda Placement

- When first-round editing is complete, the draft returns to the Superintendent/President’s Office for formatting and preparation for BPAP.

- The draft is agendaized at BPAP for a first reading and for distribution to constituent groups for solicitation of feedback.
- Legal updates may come to BPAP with revisions recommended for action by consent.

Step 3 – BPAP Review and Constituency Input

- BPAP reviews each draft in committee and may:
 - return the draft to the originating body or Chapter Lead with questions, or
 - forward the draft to constituent groups for input.
- BPAP representatives share drafts with their respective constituent groups (e.g., Academic Senate, Faculty Association as applicable, Classified Consultation Group/CSEA, Association of Confidential Employees, Advancing Leadership Association, Associated Student Government as applicable).
- Input shall be returned within 60 days; during non-primary terms, the 60-day timeline shall be adjusted to allow for the appropriate opportunity to receive input from governance groups.

Step 4 – BPAP Recommendation

- At the close of the comment period, feedback is shared with the Chapter Lead to consider any additional revisions. The draft returns to BPAP for action along with a summary of feedback and the result of Chapter Lead review.
- BPAP votes on whether to recommend the final draft move forward to either the Board for adoption or the Superintendent/President for approval.
 - If consensus cannot be reached in the recommendation of a Board Policy, the vote count by constituent groups and a summary of positions move forward to the Board for consideration at their first read.
 - If consensus cannot be reached in the recommendation of an Administrative Procedure, the draft returns to Step 1 for further development.
 - Should BPAP fail to reach consensus a second time, the vote count by constituent groups and a summary of positions move forward for review at the College Planning Council.

Step 5 – Final Review and Adoption/Approval

- Final BP drafts are presented to the Board for at least two readings, allowing for public comment prior to adoption.
 - The Board may choose to revise a BP by vote during their meeting.

- Final AP drafts are presented to the Superintendent/President for approval and implementation.
 - The Superintendent/President may seek additional revision of an AP prior to approval. In such cases, the revisions will be proposed to the BPAP Committee with the option to return to any step and proceed again through the review process before final action.
 - APs do not require Board action, though substantive changes to APs (as determined by the Superintendent/President) may be reported to the Board as open-session information items.

V. Effective Dates

A. Board Policies

Adoption of a Board Policy shall follow first and second readings and a majority affirmative vote of the full Board.

Because proposed BPs and BP revisions appear on regular Board agendas, members of the public may provide input during open meetings prior to Board action.

The effective date of a BP is the date the Board adopts the policy.

B. Administrative Procedures

Implementation of an Administrative Procedure requires approval by the Superintendent/President following completion of the review process, including BPAP and constituency consultation.

APs are effective on the date of implementation determined by the Superintendent/President; approval dates will be reported to the BPAP Committee. Substantive changes may be reflected on a future Board agenda as an information item in open session.

C. Publication

Following official adoption/approval, all current BPs and APs are posted on the SBCC Policies and Procedures webpage and include a record of their review and revision history.

VI. Special Provisions and Exceptions



- At any point, a BP or AP may be sent back for additional revision or consultation with constituent groups or subject-matter experts before final action by the Board or Superintendent/President.
- At each step of the process, constituent input is available through representation on BPAP and other governance bodies.

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