



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 2: Governance
Title	Board Policies and Administrative Procedures
Code	AP 2410
Status	Active
Adopted	October 7, 2008
Last Revised	April 28, 2021
Prior Revised Dates	3/22/2016
Origin	Superintendent/President
Office	President's Office
Next Review	July 1, 2025

The Siskiyou Joint Community College District will maintain a District Board Policy Manual that is up to date.

Each academic year the District will engage in the review of at least one chapter of the District Board Policy Manual. The process for this review is as follows:

A. The rotation schedule for the order in which chapters of the Policy Manual are reviewed was originally implemented in the 2010/11 academic year.

Year in Cycle	Chapter	Area Covered	Responsible Office
Year One:	Chapter 1	The District	Superintendent/President's Office
	Chapter 2	Board of Trustees	Superintendent/President's Office
	Chapter 7	Human Resources	Human Resources Office
Year Two:	Chapter 3	General Institution	As Assigned by Superintendent/President
Year Three:	Chapter 4	Academic Affairs	Academic Affairs Office
Year Four:	Chapter 5	Student Services	Student Services Office
Year Five:	Chapter 6	Business & Fiscal Affairs	Administrative Services Office

B. The Administrator in charge of the area covered by each chapter will be responsible for facilitating the discussion of the currency and appropriateness of the policies in their chapter with appropriate constituencies. This Administrator will also be responsible for developing suggestions for changes to the Policy Manual.

C. Suggestions for changes to the Policy Manual will be forwarded to College Council for their recommendation to the Superintendent/President.

D. When College Council makes a recommendation on a Board Policy, the Superintendent/President will forward a recommendation on the Board Policy to the Board of Trustees for action.

In instances where changes in law or regulations mandate changes to the District Policy Manual, either the Administrator in charge of the impacted area of the Manual or the Superintendent/President will take the proposed change(s) to College Council for review. After this review, the Superintendent/President will take the proposed changes to the Board of Trustees for their action.

Legal

Education Code Section 70902

Cross References

ACCJC Accreditation Standard I.B.7

ACCJC Accreditation Standard I.C.5

ACCJC Accreditation Standard IV.C.7

ACCJC Accreditation Standard IV.D.4