Chapter 2 - Board of Trustees

AP 2410　Process for Revision of Administrative Procedures or Board Policies

Administrative Procedures (AP) and Board Policies (BP) are regularly assessed, revised, updated, or edited due to changes to legislation, Title 5 language, recommendations from the Community College League of California, Academic Senate resolutions, and/or recommendations from constituents across the campus. The College follows a systematic review process for these revisions to ensure accuracy and broad institutional dialogue as the basis for building consensus. This systematic review process is outlined in the Mt. SAC Participatory Governance and Planning Handbook.

Annually, the President's Office will initiate the review process. The review process relies on appropriate review and discussion by designated groups on campus whose work is affected by changes to policies and procedures. These groups include the campus leadership, administration, the Board of Trustees, the Academic Senate, the California School Employees Association (CSEA) units, the Faculty Association, the Associated Students, and the Classified Senate, along with the appropriate councils and committees whose purpose and function determine their participation given the particular issues.

If the CSEA units and/or the Faculty Association determine the proposed revision is negotiable, the collective bargaining unit(s) will notify the College of their intent to negotiate the issue.

The Academic Senate must be included in the review process if the BP or AP is an academic and professional matter which the Academic Senate is primarily relied upon.

The President's Advisory Council (PAC) is the recommending participatory governance body to the College President/CEO. All revised Administrative Procedures shall be placed on the PAC agenda prior to being finalized. Upon the President's approval of an Administrative Procedure, as presented at President's Advisory Council, the changes are considered to have been adopted by the College, and shall be posted to the College website.

Approved: April 25, 2011
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