

**CHAPTER 2: BOARD OF TRUSTEES
ADMINISTRATIVE PROCEDURE NO. 2410**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Board Policies and Administrative Procedures

Adoption Date: October 7, 2008

Revision Date: November 8, 2011; January 20, 2015;
March 22, 2016

Responsible Area: Superintendent/President

Responsible Office: President's Office

Policy Reference: Education Code Section 70902; ACCJC Accreditation Standards
I.B.7; I.C.5; IV.C.7; and IV.D.4

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

I. 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 One:**

Chapter 1	The District	President's Office
Chapter 2	Board of Trustees	President's Office
Chapter 7	Human Resources	Human Resources

➤ **Year Two:**

Chapter 3	General Institution	All Administrators
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➤ **Year Three:**

Chapter 4	Instruction	Vice President, Instruction
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➤ **Year Four:**

Chapter 5	Student Services	Vice President, Student Services
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➤ **Year Five:**

Chapter 6	Business & Fiscal Affairs	Vice President, Administrative Services
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- 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 his/her recommendation on the Board Policy to the Board of Trustees for action.
- II. 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.