

COLLEGE OF

MARIN

**BOARD POLICIES &
ADMINISTRATIVE PROCEDURES:
GOVERNING THROUGH POLICY
& THE ROLE OF COLLEGE COUNCIL**



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Why do we have Board Policies and Administrative Procedures?

- ▶ All of the District's activities are guided by our mission and values.
- ▶ The Educational Master Plan sets forth the District's focus areas and goals in support of the mission and values.
- ▶ The Strategic Plan, in turn, sets forth specific objectives, action steps, and performance indicators.
- ▶ Board Policies and Administrative Procedures articulate the goals, practices, and operations of the District to govern operations and ensure consistency and continuity.
- ▶ In addition, we have guidelines, handbooks, and internal processes and protocols, written and unwritten, that govern day-to-day operations.

Why do we have Board Policies and Administrative Procedures?

- ▶ Board Policies and Administrative Procedures govern virtually every aspect of the District's operations.

POLICIES & PROCEDURES

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BOARD POLICIES

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BP 3500 Emergency Preparedness
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ADMINISTRATIVE PROCEDURES

AP 3050 Institutional Code of Ethics
AP 3100 Organizational Structure
AP 3200 Accreditation
AP 3250 Institutional Planning
AP 3255 Memberships
AP 3260 Participation in Local Decision-Making
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AP 3500 Campus Safety
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AP 3516 Registered Sex Offender Information
AP 3518 Child Abuse Reporting
AP 3520 Local Law Enforcement
AP 3530 Weapons on Campus
AP 3540 Sexual and Other Assaults on Campus
AP 3550 Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program (DAAPP)
AP 3560 Alcoholic Beverages
AP 3570 Smoke-Free Learning and Working Environment
AP 3600 Auxiliary Organizations
AP 3710 Securing of Copyright
AP 3715 Intellectual Property

What is the difference between Board Policies and Administrative Procedures?

- ▶ **Board Policy** is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the District.
- ▶ It implements federal and state laws and regulations.
- ▶ The Board, through policy, delegates authority to and through the Superintendent/President to administer the District.
- ▶ The Superintendent/President and District employees are responsible to reasonably interpret Board Policy as well as other relevant laws and regulations that govern the District.

See Attachment 1, Board Policy 2410

What is the difference between Board Policies and Administrative Procedures?

- ▶ Administrative Procedures implement Board policy, laws, and regulations.
- ▶ They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice.
- ▶ Although procedures may be developed by the Superintendent/President, managers, faculty, and staff members, it is the administrators/managers who are held responsible for upholding the specific information delineated in the procedures.
- ▶ Administrative Procedures do not require Board action.
- ▶ Not all Board Policies have a related Administrative Procedure.

What is the difference between Board Policies and Administrative Procedures?

Board Policies

- ▶ Establish **the what** - define goals and practices
- ▶ Represent the voice of the Board
- ▶ The responsibility of the Board
- ▶ Require Board approval
- ▶ Delegate authority
- ▶ Best expressed in broad statements
- ▶ Should be clear and succinct
- ▶ Should not require frequent updates or changes, absent changes in law, regulations, or the goals and mission of the District

Administrative Procedures

- ▶ Establish **the how** - implementation of goals and practices
- ▶ Do not require Board action
- ▶ The responsibility of the CEO
- ▶ Should include sufficient detail to be implemented appropriately
- ▶ Should be clear
- ▶ Should be updated as-needed to remain current under applicable law, regulations, best practices, and the District's organizational structure

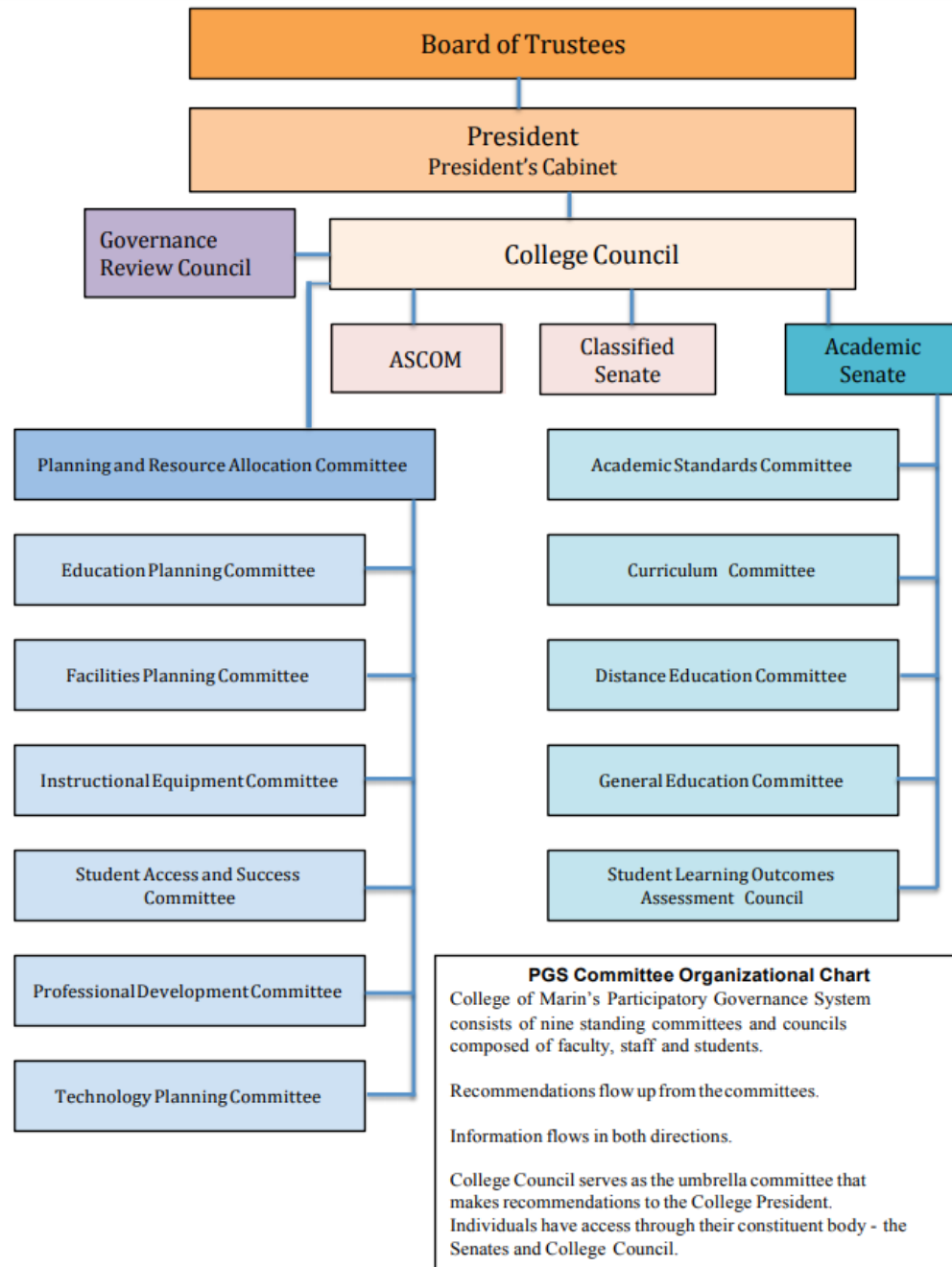
What is participatory governance?

- ▶ The College of Marin Participatory Governance System is guided by the California Educational Code as specified in Section 70901(b)(1)(E) which states governing boards of community college districts will "ensure faculty, staff and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards as well as other academic and professional matters as are mutually agreed upon between the governing board and the academic senate."
- ▶ An effective participatory governance system is required to meet accreditation standards.
- ▶ The College of Marin Participatory Governance System aspires to practice transparency in decision-making.

See Attachment 2, Participatory Governance System Plan (March 2016), available online at http://gov.marin.edu/sites/gov/files/COM-Participatory-Governance-System-%28PGS%29-Plan_0.pdf

What is participatory governance?

- ▶ Participatory governance provides a structure for constituent groups to participate effectively in the District's governance.
- ▶ The District's constituent groups include:
 - ▶ The Board of Trustees
 - ▶ President's Cabinet
 - ▶ Academic Senate
 - ▶ Classified Senate
 - ▶ The Associated Students of College of Marin (ASCOM)



How are Board Policies and Administrative Procedures reviewed, updated, and developed?

- ▶ From 2007 to 2012, the District underwent an extensive process to update all Board Policies and Administrative Procedures and implement the Community College League of California's standardized numbering system and templates.
- ▶ The Board Policy Task Force, which included Trustee representation, was instrumental in this review process.
- ▶ Board Policy and Administrative Procedure changes may be initiated in various ways:
 - ▶ Community College League of California's Policy & Procedure Subscription Service
 - ▶ Manager-generated revisions/additions
 - ▶ Academic Senate-generated revisions/additions
 - ▶ Classified Senate-generated revisions/additions
 - ▶ ASCOM-generated revisions/additions
 - ▶ Board Policy Committee-initiated revisions/additions* (item for discussion)

Board Policies and Administrative Procedures: *Review, Updates and Development*

- ▶ The Board's role in the review, update, and development process:
 - ▶ The Board, likely through the Board Policy Committee, may initiate review, changes, or development.
 - ▶ After going through the participatory governance review process, new or revised **Board Policies** are sent to the Board for a first reading and discussion.
 - ▶ New or revised Board Policies may be amended based on Board input at the first reading.
 - ▶ Any changes would go back through participatory governance review.
 - ▶ New or revised **Board Policies** subsequently are sent to the Board for second reading and approval.
 - ▶ After going through the participatory governance review process, new or revised **Administrative Procedures** are approved by the Superintendent/President and provided to the Board for information.