Board policies (BPs) will be regularly reviewed by the Board of Trustees and the superintendent/president to ensure currency and compliance with state and federal laws.

It is the responsibility of the superintendent/president, in consultation with district constituency groups, to craft administrative procedures (AP) that conform to board policies.

BPs and APs are routed by the Steering Council. Any employee or student may submit an agenda request form to the Steering Council to route or re-route a new or existing BP or AP; the requests are submitted to the executive assistant to the superintendent/president. Board-member requests are submitted to the superintendent/president.

Once a BP or AP has been routed by the Steering Council, any employee or student may initiate a review of any existing BP or AP or request development of a new BP or AP by submitting an agenda-request form to the governance or professional-standards committee to which it has been routed. The committee recommends the new or revised BP or AP to the council to which it has been routed, and the council approves the new or revised BP or AP as a recommendation to the superintendent/president. The approving council will, at the same time, send its recommendation to the other three governance councils as information. If the BP or AP has been routed to an individual as operational, the individual recommends the new or revised policy or procedure directly to the superintendent/president. The individual will, at the same time, send the recommendation to all four governance councils as information.

All BP and AP revisions are reviewed by the superintendent/president's cabinet, which may recommend revisions to ensure currency and compliance with state and federal laws, and consistency with other BPs, APs, district policies and regulations, and legal guidelines. The superintendent/president’s cabinet is composed of the superintendent/president, the chair of the Administrative Council, the presidents of the Classified and Academic Senates, the three vice presidents, and the deans of the San Elijo Campus and Community Learning Center. At the discretion of the superintendent/president, other relevant college personnel may attend cabinet meetings to discuss the changes.

After the superintendent/president's cabinet has reviewed a new or revised BP or AP, the Office of the Superintendent/President will format it for consistency. New and revised APs are approved by the superintendent/president after the superintendent/president's cabinet review. Working-conditions manuals are treated as operational and are presented to the Board of Trustees as information. Compensation agreements are presented to the board for ratification after approval by the superintendent/president.
All new or revised BPs will be submitted by the superintendent/president to the board for a first reading prior to the second/approval reading. New or revised BPs will be accompanied by any related APs and submitted to the board as information to ensure continued consistency between BPs and APs.

Upon approval, the Office of the Superintendent/President will note the date of board approval for all BPs and the date of superintendent/president's cabinet review for all APs, and then post all documents on the district's Web site.