PROCEDURE NAME: **1.6.3 Adoption of Board Policy**

Reference: Education Code Section 70902

**Note:** This procedure is required. It addresses the Chaffey Policy: Chapter 1: Governance Process, 1.6.1 Intent and Values

**Purpose:** To address the major policy focus on long-term impact of the district’s operations on the external organization.

1. The initiator(s) drafts the new or revised board policy and sends it to the Office of Institutional Services for presentation to the superintendent/president and for review by senior management and the President’s Cabinet. The Office of Institutional Services is responsible for appropriate formatting, numbering, and Title V/Education Code citations. The Office of Institutional Services makes an initial determination whether the document is a policy or a procedure.

2. President’s Cabinet conducts the initial review and refines the draft policy.

3. The draft policy is sent to constituent groups for review and suggestions, including Faculty Senate, Classified Senate, Associated Students of Chaffey College (where appropriate), College Council, Chaffey College Faculty Association, and California School Employees Association. At the same time, the draft document is placed on the college website for public review. The Office of Institutional Services works with the college webmaster to post the document. Suggestions and comments are collected by the Office of Institutional Services for consideration by President’s Cabinet.

4. President’s Cabinet accepts and considers input from constituent groups and the public, and the Office of Institutional Services prepares the final draft policy.

5. The Office of Institutional Services prepares the board item for first reading by the Governing Board.

6. Revisions resulting from the first reading will be made by the Office of Institutional Services. The final document will be submitted by the superintendent/president to the Governing Board for approval at the second reading.

7. The Office of Institutional Services is responsible for numbering and preparation of the policy for inclusion in the policy manual and for distribution through the Chaffey College website and the superintendent/president’s college update.

Cabinet 9.15.09