



PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title:

Prime Policy

Board Policy Number:

BP 1.01

Adoption Date:

2/17/82

Schedule for Review & Update:

Every ~~three~~ five years

Review Date(s):

3/3/15, 4/19/18, 2/14/24, 11/24/25

Revision Date(s):

3/9/94, 6/9/99, 4/29/09, 12/16/13,
3/27/14, 8/21/14, 3/3/15, 4/19/18,
2/14/24, 11/24/25

Sponsoring Unit/Department:

Governing Board/Chancellor

Motion Number:

5928

Legal Reference:

ARS § 15-1445(1)

Cross Reference:

Delegation of Authority to the
Chancellor, BP 1.05; Development and
Revision Process for Board Policies and
Administrative Procedures, AP 1.01.02;
Development and Revision of Standard
Operating Procedures (SOPs), AP
1.01.03

PURPOSE

This Board Policy (“BP”) applies to the development, revision, and deletion of non-personnel policies and administrative procedures for Pima Community College (“College”).

DEFINITIONS

~~A. — Board Policies~~

~~A College Board Policy or “BP” is a statement officially adopted by the Governing Board at a public meeting that defines general goals, expectations, and acceptable practices for the operation of the College. BPs create frameworks for the following:~~

- ~~• Defining acceptable practices;~~
- ~~• Establishing educational goals and other expectations;~~
- ~~• Guiding the actions of those to whom the Board delegates authority and responsibility;~~
- ~~• Ensuring compliance with state and federal law.~~

~~B. — Administrative Procedures~~

~~Administrative Procedures or “APs” provide specific guidance to College staff in implementing and enacting BPs in the day-to-day operations of the College. These are approved through the process detailed in AP 1.01.02.~~

~~C. — Standard Operating Procedures~~

~~College units may also create Standard Operating Procedures or “SOPs” to detail specific processes for implementing BPs or APs. The process for developing and revising SOPs is detailed in AP 1.01.03. Each unit is responsible for internal approvals and regular updates of its own SOPs.~~

AUTHORITY

Policies of the College are adopted by the Governing Board under authority granted by the legislature of the State of Arizona.

RESPONSIBILITY

The Governing Board is the governing entity of the College and retains authority to enact, rescind, or modify all College policies.

INITIATION

The policy formulation process may be initiated either by the Governing Board or by the various College constituencies, *i.e.*, administration, faculty, staff, and/or students.

FORMULATION, REVIEW AND REVISION/DELETION

Proposed policies subject to this BP shall follow the review process specified in AP 1.01.02.

The Board expects BPs to be reviewed by the College governance groups, including the representative bodies of students, faculty, and staff; All College Council; the All-Employee Representative Council (“AERC”); other appropriate groups, and General Counsel. The process shall be led by the sponsoring unit and shall include representatives of pertinent stakeholders in accordance with AP 1.01.02.

The AP setting forth the College’s procedures for developing and reviewing BPs and APs shall include the following:

- A. A clearly delineated review process which includes stakeholder input;
- B. Submission of proposals to the Chancellor’s Office prior to Board review;
- C. Presentation by the Chancellor or designee of the proposed policy or revision to the Governing Board at a public meeting for discussion. At this time, the Governing Board and/or the Chancellor may propose further modifications to the proposed policy;
- D. Presentation of the new or revised BP as an Information Item at a regularly scheduled Board meeting for its first reading;
- E. Presentation of the proposed policy to governance bodies and posting on the Pima Community College website for 21 calendar days for public comment;
- F. Action by the Governing Board at the earliest possible regular meeting after the conclusion of the 21-day comment period, including any modifications it deems necessary.

The Chancellor and the administration are authorized to prepare and implement APs necessary to effect all approved BPs. Review and revision shall be a collaborative and inclusive process. Once these APs have been finalized, they will be published on the College’s public website and presented to the Governing Board as an Information Item.

REGULAR REVIEW AND EVALUATION

Policies will be calendared through the Chancellor's office for review, update, and possible revision/deletion by sponsoring units at least every ~~three~~ five (~~3~~ 5) years. Changes to policies may be of two types:

- “Minor Updates” are (1) edits that leave the meaning of the policy unchanged, (2) title changes, (3) a review date update, and/or (~~3~~ 4) updates that reflect changes to the College's current organizational structure;
- Substantive Revisions modify the policy's intent.

Minor update changes may be presented to the Governing Board as part of the consent agenda at any regular Governing Board meeting. Substantive revisions are subject to the review process above and that which is specified in the AP 1.01.02.

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- Defining acceptable practices;
- Establishing educational goals and other expectations;
- Guiding the actions of those to whom the Board delegates authority and responsibility;
- Ensuring compliance with state and federal law.

B. Administrative Procedures

Administrative Procedures or “APs” provide specific guidance to College staff in implementing and enacting BPs in the day-to-day operations of the College. These are approved through the process detailed in AP 1.01.02.

C. Standard Operating Procedures

College units may also create Standard Operating Procedures or “SOPs” to detail specific processes for implementing BPs or APs. The process for developing and

revising SOPs is detailed in AP 1.01.03. Each unit is responsible for internal approvals and regular updates of its own SOPs.

EXCEPTIONS

The Governing Board may make exceptions to this review and approval process and the procedures stated in AP 1.01.02 when deemed necessary by the Governing Board.