



# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Prime Policy</b>
<i>Board Policy Number:</i>	BP 1.01
<i>Adoption Date:</i>	2/17/82
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	3/3/15, 4/19/18
<i>Revision Date(s):</i>	3/9/94, 6/9/99, 4/29/09, 12/16/13, 3/27/14, 8/21/14, 3/3/15, 4/19/18
<i>Sponsoring Unit/Department:</i>	Governing Board/Chancellor
<i>Motion Number:</i>	5928
<i>Legal Reference:</i>	ARS § 15-1445(1)
<i>Cross Reference:</i>	Delegation of Authority to the Chancellor, BP 1.05

## PURPOSE

This Prime Policy applies to the development, revision, and deletion of non-personnel policies and administrative procedures for Pima County Community College District.

## DEFINITIONS

A Pima County Community College District Governing Board “*Board Policy*” is a statement officially adopted by the Governing Board at a public meeting that defines general goals and acceptable practices for the operation of the College. Board Policies create frameworks for:

- defining acceptable practices;
- establishing educational and other expectations;
- guiding the actions of those to whom the Board delegates authority and responsibility;
- ensuring compliance with state and federal law.

*Administrative Procedures* provide specific guidance to district staff in implementing and enacting Board Policies in the day-to-day operations of the College. These are approved through the process detailed in AP 1.01.02.

Additionally, College units may create *Operations Manuals* to detail specific processes for implementing Board Policies or Administrative Procedures. The unit is responsible for internal approvals and regular updates of Operations Manuals.

## AUTHORITY

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

## RESPONSIBILITY

The Pima County Community College District Governing Board is the governing entity of the Pima County Community College District. In this role, the Governing Board retains authority to enact, rescind or modify all policies governing the District.

## 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 prime policy shall follow the review process specified in the Administrative Procedure.

The Board expects Board Policies to be reviewed by the College governance bodies including the governing bodies of students, faculty, and staff; All College Council; other appropriate groups and general counsel. The process shall be led by the sponsoring unit and shall include representatives of pertinent stakeholders.

The Administrative Procedure shall include provisions for 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 Board Policy 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 administrative procedures necessary to effect all approved policies. Review and revision shall be a collaborative and inclusive process which involves all identified stakeholders. Once these administrative procedures have been finalized, they will be published on the public website and presented to the 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 years. Changes to policies may be of two types:

- *non-substantive* changes are (1) edits that leave the meaning of the policy unchanged, (2) title changes, and/or (3) those that reflect current organizational structure;
- *substantive* changes modify the policy's intent.

Non-substantive changes may be presented to the Board as part of the consent agenda at any regular Board meeting. Substantive changes are subject to the review process above and that which is specified in the Administrative Procedure.

## EXCEPTIONS

The Governing Board may make exceptions to this review and approval process when deemed necessary by the Board.