

From: Kelly Costello <KCostello@clpccd.org>
Sent: Thursday, November 13, 2025 11:02 AM
To: Chasity Whiteside <cwhiteside@clpccd.org>
Subject: Board Policy and Administrative Procedure Review

Our [Administrative Procedure \(AP\) 2410](#) outlines the steps for reviewing board policies (BPs) and administrative procedures (APs). I wanted to share a brief overview you can use when reporting out.

Board Policies (BPs) fall under the purview of the Board of Trustees. They define how the district is governed and are approved by the Board through a first and second reading process.

Administrative Procedures (APs) describe how the district implements those policies and functions. These are approved by the Chancellor, not the Board, and are presented to the Board for information only after approval.

To meet accreditation standards, and as a best practice in district governance, all districts regularly review their BPs and APs. Ours follows a ten-year cycle, meaning every policy and procedure will go through council and the Board of Trustees at least once every ten years. Many will not require changes but still need to be reviewed and reaffirmed to maintain compliance and ensure continued alignment with current laws and institutional needs.

Outside of the regular review cycle, the Chancellor's Office (through me) receives updates from the Community College League of California (the League) every fall and spring. Once received, these updates are distributed to the appropriate Vice Chancellor, whose office reviews and updates the relevant policies and procedures before they move through the council review process. This helps ensure that our policies and procedures remain current with legal and regulatory changes.

During the review process, if a BP/AP is not currently up for review within the ten-year cycle but the League issues a reference change, for example, to reflect updates in Education Code, law, or other regulatory guidance, the BP/AP will be updated as needed and posted on the district website with the new reference information. The update will include a reference edit date at the bottom of the document for transparency. These items will also be placed on the next Council agenda to ensure open communication of any such changes.

At other times, the Chancellor's Office may receive requests for updates to a BP or AP due to a process change or proposed change at the colleges or the district. Anyone across the district can submit a request for revision. These requests are first reviewed by the Chancellor, who determines whether they should move forward through the established review process for consideration and approval.

While there are many items that classified professionals may not have detailed background on, or may not "know what to look for" during review, there are instances where classified input has been essential.

- One example is AP 2510, which outlines collegial consultation and defines the role of constituent groups in district governance. [AP 2510 Participation in District and College Governance](#) This particular item was worked on by all senates.

- Another example was the proposal from the classified senates to hold more board meetings at the colleges. Currently, two meetings are held at each college annually (four of the twelve total meetings). The request to increase that number did not move forward due to logistical constraints for the Board of Trustees, increased workload for campus staff (President's Offices, ITS, and M&O), and facility limitations, particularly as Chabot has a board room while Las Positas does not.

You may ask why I would include an example that was ultimately not approved. It serves as an example of how classified input helps foster open dialogue and a shared understanding of the reasoning behind districtwide decisions, such as the current board meeting schedule.

As classified professionals review the current set of BPs and APs before the next council meeting, they should focus on any areas that pertain to their area of expertise or departmental impact.

If anyone has any questions or concerns, I serve as the district's representative with the Community College League of California (CCLC) and can either address your question directly or refer you to the appropriate District Executive for follow up.

I hope this helps. I know you may not have a December meeting, so if you'd like me to address any of this at a future meeting in the spring, I can make myself available.

Sincerely,

Kelly Costello

Executive Assistant to the Chancellor

[Chabot-Las Positas Community College District](#)

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