MEMORANDUM

TO: Members of the District Participatory Governance Council

FROM: Mitchell Bailey, Vice Chancellor and Chief of Staff

DATE: November 1, 2021

SUBJECT: Updating, Re-numbering, and Aligning District Policies and Administrative Procedures

Open, fair, transparent, and focused process that will be inclusive but structured to promote progress toward the goal of updating SMCCCD's Board Policies and Administrative Procedures so these documents are aligned with current state/federal laws as well as regional accreditation standards while meeting the need and reflecting the culture of the SMCCCD.

The District has engaged the League of California Community College's 's Policy and Procedure Service's to conduct a comprehensive review of the District's policies and procedures and will utilize the League's 401 legally-vetted templates to serve as the foundation for the newly proposed documents. The current SMCCCD Board policies and administrative procedures are being reviewed and aligned with the templates. Master matrices, an index, tracking charts, and tables of contents will be created to track and account for all current language in SMCCCD's Board Policies and Administrative Procedures. The matrices will indicate alignment and placement of current SMCCCD language within the League's Policy and Procedure Service's chapter and numbering system.

Below is a draft schedule of order and review of revised policies by the DPGC:

Chapters 1 & 2 The District & Bd of Trustees (40 BPs)	Chapter 3 General Institution (34 BPs)	Chapter 7 Human Resources (26 BPs)	Chapter 4 Academic Affairs (22 BPs)	Chapter 5 Student Services (27 BPs)	Chapter 6 Business & Fiscal Affairs (23 BPs)
December 2021	January 2022	Feb. 2022	March 2022	April 2022	May 2022

I will be working with the DPGC Co-chairs in determining which policies will be agendized and when for review by the DPGC.