



**Governing Board Policy and Bylaw Review Schedule**

|   | <b>Meeting 1</b> | <b>Meeting 2</b> | <b>Meeting 3</b> | <b>Meeting 4</b> |
|---|------------------|------------------|------------------|------------------|
| <b>Board Policies</b>   |                  |                  |                  |                  |
| BP1 – Delegation of Authority to President.CEO                    | X                |                  |                  |                  |
| BP2 – Principles of Budget Development                            | X                |                  |                  |                  |
| BP3 – Instructional Program Review Mandate                        | X                |                  |                  |                  |
| BP4 – Faculty Participation in Program Review                     | X                |                  |                  |                  |
| BP5 – Non-Instructional Program Review Mandate                    | X                |                  |                  |                  |
| <b>Institutional Policies</b>                                     |                  |                  |                  |                  |
| Constituency Participation in College Governance                  | X                |                  |                  |                  |
| <b>Board Bylaws</b>   |                  |                  |                  |                  |
| Responsibility for Educational Quality and Student Success        | X                |                  |                  |                  |
| Responsibility for Managerial Oversight                           | X                |                  |                  |                  |
| Responsibility for the Budget                                     | X                |                  |                  |                  |
| <b>Board Policies</b>   |                  |                  |                  |                  |
| BP6 – Institutional Effectiveness Reviews                         |                  | X                |                  |                  |
| BP7 – College-wide Review of the Mission Statement                |                  | X                |                  |                  |
| BP8 – Hiring and Promotion to Leadership Positions                |                  | X                |                  |                  |
| BP9 – Institutional Planning                                      |                  | X                |                  |                  |
| BP10 – Legal Matters  |                  | X                |                  |                  |
| <b>Board Bylaws</b>   |                  |                  |                  |                  |
| Responsibility for the Mission                                    |                  | X                |                  |                  |
| Responsibility for Institutional Goals, Initiatives, and Policies |                  | X                |                  |                  |
| Responsibility for Legal Matters                                  |                  | X                |                  |                  |
| <b>Board Policies</b>   |                  |                  |                  |                  |
| BP11 – Selection of President/CEO                                 |                  |                  | X                |                  |
| BP12 – Academic Freedom   |                  |                  | X                |                  |
| BP13 – Academic Honesty   |                  |                  | X                |                  |
| BP14 – Employee Code of Conduct                                   |                  |                  | X                |                  |
| BP15 – Student Code of Conduct                                    |                  |                  | X                |                  |



| Governing Board Policy and Bylaw Review Schedule          |           |           |           |           |
|---|-----------|-----------|-----------|-----------|
|   | Meeting 1 | Meeting 2 | Meeting 3 | Meeting 4 |
| <b>Institutional Policies</b>                             |           |           |           |           |
| Academic Freedom  |           |           | X         |           |
| Academic Honesty  |           |           | X         |           |
| <b>Board Bylaws</b>                                       |           |           |           |           |
| Purpose of the Board of Governors                         |           |           | X         |           |
| Structure and Membership                                  |           |           | X         |           |
| Meetings, Voting, and Committees                          |           |           | X         |           |
| Responsibility for Self-Governance                        |           |           | X         |           |
| Responsibility for Ethical Integrity                      |           |           | X         |           |
| Code of Ethical Conduct                                   |           |           | X         |           |
| Policy on Violations to the Code of Ethical Conduct       |           |           | X         |           |
| Code of Procedural Conduct                                |           |           | X         |           |
| <b>Board Policies</b>                                     |           |           |           |           |
| BP16 – Approval of Key Institutional Policies             |           |           |           | X         |
| BP17 – Financial Accountability and Performance           |           |           |           | X         |
| BP18 – Relations with ACCJC and Programmatic Accreditors  |           |           |           | X         |
| BP19 – Adoption of Mission, Values, and Vision            |           |           |           | X         |
| <b>Board Bylaws</b>                                       |           |           |           |           |
| Responsibility for Financial Integrity and Sustainability |           |           |           | X         |
| Responsibility for Institutional Accreditation            |           |           |           | X         |
| Responsibility for Programmatic Accreditation             |           |           |           | X         |



## SJVC Policy Review Matrix Worksheet (Sample)

### **Directions:**

Below is a matrix designed to assist the Board of Governors in the review of board policies and bylaws. The board will use this matrix as they begin to consider their policies and bylaws. Please take time to read policies as contained in the Board of Governor’s Handbook. Use the matrix below to record your thoughts and concerns regarding each policy.

**Policies will be discussed at the next board meeting.**

| <i>Policy or Bylaw</i>                         | <i>Policy is Satisfactory</i> | <i>Policy Needs Minor Revision</i> | <i>Policy Needs Board Discussion</i> | <i>Comments/Notes</i> |
|--|-------------------------------|------------------------------------|--------------------------------------|-----------------------|
| BP1 – Delegation of Authority to President.CEO |                               |                                    |                                      |                       |
| BP2 – Principles of Budget Development         |                               |                                    |                                      |                       |
| BP3 – Instructional Program Review Mandate     |                               |                                    |                                      |                       |
| BP4 – Faculty Participation in Program Review  |                               |                                    |                                      |                       |
| BP5 – Non-Instructional Program Review Mandate |                               |                                    |                                      |                       |