

Board Policies and Administrative Procedures

Date Adopted:	5/8/1984
Date Revised:	12/17/2024
Date Reviewed:	12/17/2024
References:	ACCJC Accreditation Standard 4; Education Code Section 70902

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction. Board policies should stay current with any policy statement or amendments mandated by action of the California legislature or other laws and codes. The Board shall periodically review its policies based upon reports from the Superintendent/President on the content and effectiveness of the policies in fulfilling the District's mission.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, reviewed, revised, or deleted at any regular Board meeting by a majority vote. New policy proposals shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. Exceptions for emergencies will be allowed upon majority vote of the Board. Proposed changes to existing policy may be acted upon in a single meeting.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President using the College's governance process.

The Superintendent/President shall provide each member of the Board upon request with copies of the administrative procedures or any revisions to them since the last time they were provided. The Board reserves the right to direct

revisions to the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Board policies and administrative procedures shall be readily available to District employees through the Office of the Superintendent/President.

See Administrative Procedure 2410.