

BP 2410 Policy and Administrative Procedure

Reference: *Education Code Section 70902; Accreditation Standard IV.B.1.b & e*
Board Approved: 04/13/05

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.

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 District policies and law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Any policy or procedure, unless required by statute, may be suspended by a majority vote of the entire Board, which vote will be taken by roll call and will be entered in the minutes of the meeting.

Administrative procedures are to be issued by the President/Superintendent 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 President/Superintendent.

The President/Superintendent shall, annually, provide each member of the Board with copies of the administrative procedures including any revisions since the last time they were provided. In lieu of the distribution of the complete documents, the President/Superintendent may prepare a special edition for any specific group of employees and omit from those policies and regulations, which do not have a direct bearing upon the activities of that group of employees. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the President/Superintendent and the College website.

See Administrative Procedure #2410.

BP 2410 Policy and Administrative Procedure

Reference:

Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Note: Education Code 70902 establishes the policy-making authority of boards. The following policies are suggested as good practice to define the board's use of that authority.

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.

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, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the [CEO] 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 [CEO].

The [CEO] shall, *[schedule to be determined by board; suggest annual or biennia]*, provide each member of the Board with *[copies of the administrative procedures]* or *[any revisions since the last time they were provided]*. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the [CEO].

See Administrative Procedure [#].

BP 2432 President/Superintendent Succession

Reference: *Education Code Sections 70902(d); 72400; Title 5 Section 53021(b)*
Board Approved: 04/13/05

The Board delegates authority to the President/Superintendent to appoint an acting President/Superintendent to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time.

In the absence of the President/Superintendent and when an acting President has not been named, administrative responsibility shall reside with (in order):

Vice President, Administration & Information Technology/Deputy Superintendent
Vice President, Instruction & Student Services/Deputy Superintendent

BP 2432 CEO Succession

Reference:
Education Code Sections 70902(d); 72400; Title 5 Section 53021(b)

Note: The following policy is suggested as good practice.

The Board delegates authority to the CEO to appoint an acting CEO to serve in his or her absence for short periods of time, not to exceed [*insert number*] calendar days at a time.

In the absence of the CEO and when an acting president has not been named, administrative responsibility shall reside with (in order):

Insert titles of positions as appropriate

The Board shall appoint an acting CEO for periods exceeding [*insert time period*].

New 8/02, Revised 02/03