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 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 *be as specified in AP 2432*.

reside with (in order):

Vice President, Administration & Information Technology/Deputy Superintendent

Vice President, Instruction & Student Services/Deputy Superintendent