

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.