

Chapter 2 – Board of Trustees

BP 2410 Board Policies and Administrative Procedures

Reference:

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 College. 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 College activities. All College 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. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced. The Board shall regularly assess its policies for effectiveness in fulfilling the College's mission.

Administrative Procedures are to be approved by the College President/CEO and maintained in the President's Office 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 created or revised as deemed necessary by the College President/CEO as per Administrative Procedure 2410.

The College President/CEO shall provide each member of the Board with copies of Administrative Procedures as they are revised. 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.

Access to all Board Policies and Administrative Procedures shall be readily available to College employees through the College Web site.

Adopted: March 24, 2004

Revised: November 16, 2011

Reviewed: May 14, 2013

Reviewed: December 16, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

Revised: June 28, 2023