

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Adopted Board Policies state the philosophy of the Board and give direction for the operation of the District. Board Policies are intended to be statements of intent by the Board on specific issues within its subject matter jurisdiction. They are 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.

Administrative Regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative Regulations may be revised as deemed necessary by the Chancellor in consultation with the various constituent groups. The Board reserves the right to direct revisions of the Administrative Regulations should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all Board Policies and Administrative Regulations shall be readily available to District employees and the public via the District website.

I. BOARD POLICIES

The Board of Trustees will periodically review Board Policies. The Chancellor shall assist the Board of Trustees in the formation and revision of all Board Policies.

In addition, recommendations for new or revised Board Policies may originate at any time from members of the Board of Trustees, the Chancellor, members of the District or college administration, faculty, staff, students, or members of the public.

The Chancellor shall receive recommendations for policy and/or Administrative Regulation development or revision from the Academic and Classified Senates, Associated Student organizations as well as the various bargaining units, in addition to other segments of the administration. If the Chancellor concludes that a new or revised policy and/or Administrative Regulation is appropriate or necessary, then the Chancellor shall refer the matter to the appropriate groups, identified above, either for the development or revision of proposed policies and/or regulations, or for the timely review and comment on draft policies and/or regulations.

II. TRUSTEE APPROVAL

- A. As established by the Board President, the Board of Trustees Board Policy Subcommittee shall meet to review proposed Board Policies in chapters one, two, three, and six and will either:

Adopted: 04-24-06
Revised: 08-27-07
Revised: 07-30-18

Revised: 10-19-20

1. Return the policy draft to the Chancellor with recommendations for further revision, or
 2. Direct the Chancellor to forward the policy draft to the Board of Trustees for review and study.
- B. New or revised Board Policies presented to the Board of Trustees by the Chancellor shall normally receive at least two readings; however, the Board may adopt new or revised policies at a first reading if the agenda indicates that action may occur at the first reading.
1. At the first reading, new or revised policies are normally submitted to the Board for “First Reading – Information Only”.
 2. The second reading is an action item for approval by majority vote.
 3. Subsequent readings may be conducted if policy approval is not accomplished at the second reading. A draft policy revised following either a first, second or subsequent reading need not be subject to further readings prior to action.

References:

Education Code Section 70902

ACCJC Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4

Adopted: 04-24-06 Revised: 10-19-20
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Revised: 07-30-18