

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. ~~2410 2.06~~ (BP-
~~24102.60~~)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.06 Board Policies and Administrative Procedures
Revision Date: 12/11; 7/17; 4/19; ~~X/22~~
Policy Reference: Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7 and I.C.5

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. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

1. The policies adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their job responsibilities and activities as District employees.
- ~~2.~~ Any policy may be suspended by a majority vote of the Board, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.
- ~~2.3.~~ 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. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.
- ~~3.4.~~ The policies governing the District may be amended by a majority vote of the Board at any meeting. Amendment shall be made by repeal of the existing rule and, if required, the enactment of a new rule.
- ~~4.5.~~ The administration, in conjunction with the appropriate constituencies, will review each policy on a six-year schedule in accordance with the accreditation cycle. Any changes required will be brought to the appropriate consultative group and to the Board of Trustees for approval.
- ~~5.6.~~ Board Policy policies 2.05 and 2.08 2510 (Participation in Local Decision-Making) assigns responsibility to the Academic Senate to advise the Board on eleven different areas of "academic and professional" matters. Policy changes which impact any of the eleven areas will be reviewed by the Academic Senate prior to being sent to the Board for approval.
- ~~6.~~ Board Policy 2510 (Participation in Local Decision-Making) policy 2.08 assigns responsibility to the District Participatory Governance Council (DPGC) to advise the Board on seven different governance matters. Policy changes which impact any of these seven areas will be reviewed by the DPGC before being sent to the Board for approval.
7. Administrative procedures are to be issued by the District Chancellor 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 District Chancellor.

8. The District Chancellor shall, on an annual basis, provide each member of the Board with any administrative procedure 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.

7.9. Administrative procedures implementing Board-adopted policies shall be developed by designated administrators subject to approval of the Chancellor. Procedures shall be consistent with and not in conflict with policies adopted by the Board.

8.10. Board policies and administrative procedures will utilize the numbering and titling system recommended by the Community College League of California.

11. Board policies will only reference the "Chancellor-(or designee)" as the responsible party for implementing Board policies and developing administrative procedures, as the District Chancellor is the primary employee of the governing board.

9.12. Copies of all board policies and administrative procedures shall be readily available to District employees through the District Chancellor.

13. Board policies and administrative procedures will be posted on the District's website.

Also see AP 2410 Board Policies and Administrative Procedures and BP 2430 Delegation of Authority to the District Chancellor.