

Coast Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2410 Board Policies and Administrative Procedures

References:

Education Code Section 70902

Board Policies

The Board of Trustees may adopt such policies as are authorized by law or are determined by the Board to be necessary and appropriate for the effective operation of the District. The Board shall adopt written policies to convey its expectations for actions to be taken by District employees and to communicate Board philosophy and practice to the students and the public. Board policies are the governing laws of the District and are binding to the extent that they do not conflict with federal or state laws and shall be consistent with the District's collective bargaining agreements. Board Policies are to be written clearly, in a standard format, and are to include language that is compliant with accreditation standards. All District employees are expected to know and observe provisions of law and Board policies pertinent to their job responsibilities.

Board Policy Review

The Board Clerk, in consultation with the Board Secretary, is responsible for the review of all Board policies that pertain to the operations of the Board. The Chancellor or designee is responsible for the review of all other Board policies. All Board policies shall be reviewed every four years to ensure compliance with law, accreditation standards and best practices.

Drafting, Revising and Updating Board Policies

The Board Clerk and Board Secretary shall draft, revise and update as necessary, Board policies that pertain to the operations or the role of the Board. The Chancellor, or designee, shall draft, revise and update as necessary other Board policies, every four years, with the advice and consultation of the Board Clerk. After a Board policy has been drafted, revised, or updated, the Chancellor or designee shall engage in a participatory decision-making process, if required by law or policy, to solicit comments, and the proposed new or revised Board policy shall be submitted to the Board Secretary for inclusion on the Board agenda, after review by the District's General Counsel.

Board Adoption of Board Policies

Policies of the Board may be adopted, revised, revoked, suspended, or amended at any regular or special Board meeting by a majority vote of the Board, but, unless approved by a two-thirds vote of the Board, proposed changes or additions in Board Policy shall be introduced not less than one regular meeting prior to the meeting at which action is taken.

Administrative Procedures

Administrative procedures are to be issued by the Chancellor or designee as statements of method or procedure to be used by staff in implementing Board Policy. All administrative procedures shall be consistent with Board Policy, and upon a finding of consistency by the Board, shall be ratified. When Board policies are amended, the Chancellor shall review corresponding administrative procedures to ensure that they conform to the revised policy.

The Chancellor shall review and, as necessary, update all administrative procedures every four years. The Board, as it deems appropriate, may develop, revise or review specific administrative procedures to ensure their compliance with Board Policy. The Board also reserves the right to direct revisions of administrative procedures if the Board finds such procedures to be inconsistent with Board policy.

Public Access

All Board policies and administrative procedures shall be placed on the District website, www.cccd.edu. Copies of all policies and administrative procedures shall be readily available through the Board Office to Board members, District employees, students, and the public.

Adopted February 5, 2003

Revised January 20, 2010

Renumbered from CCCD Policy 010-2-6, Fall 2010

Revised March 21, 2012