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| POLICY & ADMINISTRATIVE PROCEDURES | 2400 |
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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.

The policies are to be 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.

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.

Administrative procedures are to be issued by the Superintendent/President 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 Superintendent/President.

The Superintendent/President shall provide each member of the Board with copies of the administrative procedures or revisions. The Board reserves the right to direct revisions of the administrative procedures should it, in the Board's judgment, be inconsistent with Board policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the Superintendent/President.

Reference: CCLC 2410

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1. Recommendations for policies or policy change may originate from any source – the Board of Trustees, students, faculty, classified staff, administration, advisory committees, or citizens of the District.
2. Recommendations for policies or policy changes must be in writing and presented to the Superintendent/President, preferably after endorsement by the representative officials of the organization(s) involved.
3. The Superintendent/President's Cabinet shall review the recommendations and suggest corrections or changes in light of statues, policies or procedures. Consultation shall take place with appropriate groups (in accordance with Board policy 2305, Minimum Standards for Faculty, Staff, and Student Participation in College Governance).
4. The Superintendent/President shall place recommendations on the agenda for presentation and discussion by the Board. Interested parties may attend the Board meeting and comment on the proposed policies or changes.
5. Policies and revisions adopted by the Board, shall be placed in the policy manual and in College

publications (including the College's website). Notification of policy revision/adoption shall be sent to the parties or organizations involved.

Reference: Ed Code Section 70902, CCLC 2410

(Approved: 4/27/70)

(Revised: 9/1/93, 12/3/03)