

Policy and Administrative Regulations

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 District. 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 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 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. The Board does not adopt administrative regulations unless specially requested to do so by the Chancellor, however, it reserves the right to review them.

The Chancellor shall, biennially, provide each member of the Board with copies of the administrative regulations or any revisions since the last time they were provided. 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 policies and administrative regulations shall be readily available to District employees through the Chancellor.

See Administrative Regulation 2410

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Adopted by the Governing Board: October 10, 1978; November 4, 2003

Revised: December 11, 2001

Policy and Administrative Regulations

Administrative Regulations

The Chancellor's Cabinet develops Administrative Regulations as a means to implement Board Policy as necessary for the administration of the District. Any member of the Chancellor's Cabinet may propose a new or revised Regulation.

Proposed revisions or amendments to Regulations may be proposed to Chancellor's Cabinet by any campus constituency group after the proposal has passed through that constituency group's own governance process. Cabinet will hear the constituency group's proposal and determine whether a new or revised Regulation is needed or not.

If Chancellor's Cabinet concludes that a new or revised Regulation is needed, it will direct the Vice Presidents Group (VPG) or other administrators as appropriate to prepare a draft Regulation for consideration by Cabinet. The VPG also has an independent, ongoing charge to review Regulations and propose necessary revisions to cabinet through the Vice Chancellor of Educational Services and Institutional Effectiveness.

Draft Regulations that do not require faculty, staff, or student input, as provided in state regulation, will ordinarily be presented to Communications Council as an informational item prior to adoption by Cabinet.

Draft regulations developed by Cabinet and the VPG regarding matters that require faculty, staff or student input, as provided in Board Policy 2510, Administrative Regulation 2510, and state regulation, are referred to the Communications Council. The Chancellor or other administrator designated by the Chancellor presents the draft regulation or policy to the Communications Council. Members of Communications Council shall then seek input from the constituency group that each represents. That input shall be presented within two regularly scheduled Communications Council meetings. At the discretion of the Chancellor, consideration of the proposed Regulation may continue at successive meetings, but ordinarily comments from the Communications Council are expected within two Council meetings following the presentation of the draft Regulation.

After all constituent groups have had an opportunity to provide input, Chancellor's Cabinet will consider the input, revise as appropriate and adopt the Administrative Regulation. Administrative Regulations are effective upon adoption. The District's General Counsel will ensure that current Administrative Regulations are posted on the District's web site. Following adoption, the

Chancellor shall report to Communications Council the action taken on the input from the constituency groups.

Proposed Board Policies

Board Policies are adopted by the Board of Trustees as described in Board Policy 2410. Pursuant to Board Policy 2430, "Delegation of Authority to the Chancellor," the Chancellor acts as the professional advisor to the Board in policy formation.

Proposed revisions or amendments to Policies may be proposed to Chancellor's Cabinet by any campus constituency group after the proposal has passed through that constituency group's own governance process. Cabinet will hear the constituency group's proposal and determine whether a new or revised Policy should be recommended to the Board or not.

If Chancellor's Cabinet concludes that a new or revised Policy is needed, it will direct the Vice Presidents Group (VPG) or other administrators as appropriate to prepare a draft Policy for consideration by Cabinet. The VPG also has an independent, ongoing charge to review Policies and propose necessary revisions to cabinet through the Vice Chancellor of Educational Services and Institutional Effectiveness.

Draft Policies that do not require faculty, staff, or student input, as provided in state regulation, will ordinarily be presented to Communications Council as an informational item prior to consideration by the Board.

Draft Policies developed by Cabinet and the VPG regarding matters that require faculty, staff or student input, as provided in Board Policy 2510, Administrative Regulation 2510, and state regulation, are referred to the Communications Council. The Chancellor or other administrator designated by the Chancellor presents the draft Policy to the Communications Council. Members of Communications Council shall then seek input from the constituency group that each represents. That input shall be presented within two regularly scheduled Communications Council meetings. At the discretion of the Chancellor, consideration of the proposed Policy may continue at successive meetings, but ordinarily comments from the Communications Council are expected within two Council meetings following the presentation of the draft Policy.

After all constituent groups have had an opportunity to provide input, Chancellor's Cabinet will consider the input and revise the draft Policy as appropriate. At the Chancellor's discretion, Board Policies proposed through this procedure will be presented to the Board for consideration. Following adoption, the Chancellor shall report to Communications Council the action taken on the input from the constituency groups. Board Policies are adopted by the Board of Trustees as

described in BP 2410, and are effective upon adoption. The District's General Counsel will ensure that current Board Policies are posted on the District's web site.

References: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Adopted by Chancellor's Cabinet: October 22, 2012