

IMPERIAL COMMUNITY COLLEGE DISTRICT AP 2410 Policy and Administrative Procedure

Reference:

Education Code Section 70902

Accreditation Standard I.B.7; I.C.5; IV.C.7; and IV.D.4

Review of Board Policies (BPs) and Administrative Procedures (APs) may be initiated at any time by a Trustee or District employee. To ensure regular review of BPs and APs, the District/Governing Board is subscribed to the Community College League of California (CCLC) Policy and Procedure Service, which provides bi-annual updates.

Board Policies

The Board of Trustees shall reserve to itself the function of providing guidelines for the discretionary action of those to whom it delegates authority. These guidelines shall constitute the policies governing the operation of the College. They shall be recorded in writing.

The formulation and adoption of these written policies, and the study and evaluation of reports concerning the execution of these written policies shall constitute the basic method by which the Board of Trustees shall exercise its leadership in the operation of the College.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board Policy.

Administrative Procedures

Administrative Procedures are to be issued by the CEO as statements of method to be used in implementing Board Policy. Such administrative procedures shall be developed in a manner consistent with BP 2510 Participation in Local Decision Making and shall be consistent with the intent of the Board Policy.

Administrative procedures may be revised as deemed necessary by the CEO.

The Board reserves the right to direct revisions of Administrative Procedures that are determined to be inconsistent with Board Policies.

Adopted Policies and Issued Procedures

After the Governing Board adopts a policy and/or the President's Office issues a procedure, the BP/AP is posted to BoardDocs. Board Policies and Administrative Procedures are posted on BoardDocs and may be accessed through the following link: www.boarddocs.com/ca/caiccd/Board.nsf.

See BP 2410