

POLICY AND ADMINISTRATIVE PROCEDURE

BP No. 2410

Board Adopted: 3/13/02; 11/12/03

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- I. 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.

- II. Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote however; they shall not be included in the Consent Agenda. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended unless the Board finds there are special circumstances.

- III. Administrative (College) 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 Policies. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

- IV. The Board will regularly review and evaluate Board policies to ensure that they are consistent with the mission of the college and are in compliance with requirements established by appropriate external agencies. In addition, policies will be evaluated for their effectiveness as measured by specific outcomes, and clarity of language and intent. The process for review will be delineated in college procedure. All constituent groups shall be provided the opportunity to participate effectively in the formulation and development of district policies and procedures.

Proposed changes to Board policies and new Board policies shall be reviewed by the Planning & Fiscal Council for their input before adoption. For Board policies related to academic and professional matters as defined by Title V, Section 53200, the Board will consult collegially with the Academic Senate.

- V. The Superintendent/President shall provide each member of the Board with copies of the administrative procedures and advise the Board of any revisions as they are established. 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.

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- VI. Copies of all policies and administrative (college) procedures shall be readily available to District employees through the Superintendent/President. Sets of them shall be available in administrative offices on campus and in the campus library.
- VII. Where the Board has not adopted a specific policy governing any aspect of the operation of Rio Hondo College, applicable provisions of the Education Code of the State of California, and Title 5, Administrative Regulations, will prevail.
- VIII. Each policy, once adopted, shall remain in force until modified or deleted by action of the Board of Trustees.
- IX. Source/reference
Education Code Section 70902; former Policy 1000 and 1020.