

**BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

<b>BP No. 2410</b>
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Board Adopted: 3/13/02;11/12/03; 10/9/13; 1/13/16; 7/12/17

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- I. 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 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 and should undergo the review process outlined in Administrative Procedure 2410 unless the Board finds there are special circumstances. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.
- III. 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 Policies. Administrative procedures may be revised as deemed necessary by the Superintendent/President after undergoing the review process outlined in Administrative Procedure 2410.
- 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 is delineated in Administrative Procedure 2410. All constituent groups (administrators, faculty, staff, and students) 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 President's Cabinet, President's Council, Administrative Council, and Planning and Fiscal Council, for input before adoption. Should the Board wish to revise a Board policy, an amended version will go through the review process and should return to the Board within three (3) months. 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 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. Copies of all policies and administrative procedures shall be readily available through the Superintendent/President's Office, the College website, and the campus library.

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- VI. 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.
- VII. Each policy, once adopted, shall remain in force until modified or deleted by action of the Board of Trustees.
- IX. Sources/References:  
  
Education Code Section 70902.  
ACCJC Accreditation Standards IV.C.7., IV.D.4., I.B.7, and I.C.5 (formerly IV.B.1.b & e)