



AP 2410 Policy and Administrative Procedure

References:

Approved: August 1, 2010
Last Revised:
Last Reviewed:

The District participates in the Community College League of California's Policy and Procedure Subscription Service.

Policies provided by the subscription service are reviewed by the Superintendent/President or designee and disseminated to the vice presidents by area of responsibility. The vice presidents will review policies for legal necessity and applicability to the needs of the District. Policies not suggested by the subscription service, but deemed necessary by the Superintendent/President may be developed.

Once policies have been reviewed by the vice presidents and the Superintendent/President, a subcommittee of the Board will review for presentation and recommendation to the full Board. Policies will be presented to the Board for information (first reading), so that the full Board has opportunity to address and comment on the proposal. Policies will return to the Board for action at a subsequent meeting.

The Superintendent/President, or designee, will establish Administrative Procedures, as necessary, to implement Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy, and may be revised as deemed necessary by the Superintendent/President.

Policies and procedures will be reviewed as recommended changes are received from the subscription service. A total review of policies and procedures will be conducted every five years.

Copies of all policies are available on the District website or through the Office of the Superintendent/ President. Copies of Administrative Procedures are available through the responsible vice president's office or the Office of the Superintendent/President.