

## **BP 2410 Board Policy and Administrative Procedure, Purposes and Objectives**

**Reference:** Education Code Section 70902;  
Accreditation Standard IV.B.1(b)(e)

The Superintendent/President has the full responsibility and authority to implement and administer Board policies and administrative procedures.

The Board of Trustees may adopt Board policies as are authorized by law or determined by the Board to be necessary for the operation of the District. Each Board policy is intended to be a statement of intent by the Board on a specific issue within its subject matter jurisdiction.

Board policies are required 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, updated, or amended at any regular Board meeting by a majority vote of the trustees. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended, and only after they have been properly vetted through the District's established participatory governance process. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board policy and shall be consistent with the intent of Board policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended, and only after they have been properly vetted through the District's established participatory governance process. Proposals for new administrative procedure or recommendations for changes to existing administrative procedure may be made by the Superintendent/President or designee, the Academic Senate, or the Associated Students of Cuesta College.

The Superintendent/President shall annually provide each member of the Board copies of any revisions to administrative procedures that have occurred since the last time they were reviewed by the Board. The Board reserves the right to direct revisions of any administrative procedure should it, in the judgment of the Board, be inconsistent with Board policies.

Copies of all policies and administrative procedures shall be readily available to District employees by the Office of the Superintendent/President and on the district's website.

The Superintendent/President shall implement and oversee the regular review of Board policies and ensure an effective process for the development, review, and updating of Board policies and administrative procedures. The Superintendent/President has the authority to effect non- substantive changes to board policy, i.e., legal references, and any administrative changes that are not technical in nature, without submitting them through the governance process. Such action will be forwarded as an information items to the responsible parties for the designated chapter affected by the change.

See Administrative Procedure AP 2410 Board Policy and Administrative Procedures

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