

## **Administrative Procedure 2410**

## **Board Policies and Administrative Procedures**

Board Policies and Administrative Procedures will be regularly reviewed for currency . Earlier review and revisions will be initiated as Title 5, Education Code, federal regulations or local processes are revised and/or updated.

Responsibility for the review and revision of policies and procedures shall be assigned as follows:

Chapter 1: The District (Series 1000)	President's Office
Chapter 2: Board of Trustees (Series 2000)	President's Office
Chapter 3: General Institution (Series 3000)	Appropriate Vice President
Chapter 4: Academic Affairs (Series 4000)	Vice President Academic Affairs and the Academic Senate
Chapter 5: Student Services (Series 5000)	Vice President Student & Community Advancement
Chapter 6: Business and Fiscal (Series 6000)	Vice President Administrative Services
Chapter 7: Human Resources (Series 7000)	Vice President Human Resources

Each Vice President will maintain a timeline of the policies and procedures within their purview. For the 4000 series and any other policies and procedures that fall under the Academic Senate purview, the Academic Senate Educational Policies committee will review and revise the policies and procedures prior to a vote of the Academic Senate. All vice presidents will review the policies and procedures for which they are responsible with their respective Area Councils. Completed policies and procedures will be brought by the vice presidents to College Council for dissemination and review by appropriate constituent groups. Upon consensus of College Council, the finalized policy will move forward for Board approval. Associated procedures will be presented to the Board for information.

### **References:**

Education Code Section 70902;

Accreditation Standard IV.B.1.b & e

Adopted 4/13/15

Amended: 4/15/19