

To College Council 2-9-16

Proposed MPC BP 2410

Policy Reference: Education Code Section 70902

ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7 and I.C.5

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.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

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 Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President taking into consideration AB 1725 and its provision to "encourage the participative role of faculty, staff and management and students in District and College governance through an ongoing consultative process" and following BP 2010 on Shared Governance.

The Superintendent/President shall provide each member of the Board with any revisions of administrative procedures. 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 to District employees through the Superintendent/President.

Proposed MPC Administrative Procedure 2410

Monterey Peninsula College will maintain District Board Policies and Procedures that are up to date and posted on the MPC website.

I. Each academic year the District will engage in the review of at least one chapter of the District Board Policy Manual. The process for this review is as follows:

A. The schedule for which chapter(s) of the Policy Manual will be reviewed is (starting with the 2016/17 academic year):

a. Year One:

- | | | | |
|------|-----------|-------------------|--------------------|
| i. | Chapter 1 | The District | President's Office |
| ii. | Chapter 2 | Board of Trustees | President's Office |
| iii. | Chapter 7 | Human Resources | President's Office |

b. Year Two:

- | | | | |
|----|-----------|---------------------|--------------------|
| i. | Chapter 3 | General Institution | All administrators |
|----|-----------|---------------------|--------------------|

c. Year Three:

- | | | | |
|----|-----------|------------------|------------------------|
| i. | Chapter 4 | Academic Affairs | V.P., Academic Affairs |
|----|-----------|------------------|------------------------|

d. Year Four:

- | | | | |
|----|-----------|------------------|------------------------|
| i. | Chapter 5 | Student Services | V.P., Student Services |
|----|-----------|------------------|------------------------|

e. Year Five:

- | | | | |
|----|-----------|----------------------------|-------------------------|
| i. | Chapter 6 | Business & Fiscal Services | V.P., Business Services |
|----|-----------|----------------------------|-------------------------|

B. The Administrator in charge of the area covered by each chapter will be responsible for facilitating the discussion of the currency and appropriateness of the policies in their chapter with appropriate constituencies and shared governance bodies. This administrator will also be responsible for developing suggestions for changes to policies.

C. Suggestions for changes to policies (with accompanying procedures as an information item) will be forwarded to College Council for their recommendation to the Superintendent/President.

D. When College Council makes a recommendation on a policy, the Superintendent/President will forward his/her recommendation on the policy to the Board of Trustees for action.

II. In instances where changes in law or regulations mandate changes to the District Policies, either the Administrator in charge of the impacted area, or the Superintendent/President will take the proposed change(s) to College Council for review. After this review, the Superintendent/President will take the proposed changes to the Board of Trustees for their action.

III. Should any member of the college community whether they be faculty, staff, management, or students identify a needed change or amendment to board policy or administrative procedure they may present their proposed change(s) through the appropriate shared governance group(s) associated with those policies and/or procedures. College Council will make recommendations to the Superintendent/President who will present the proposed change to the Board of Trustees for action, or, in the case of Administrative Procedures, as an informational item.
