

ADMINISTRATIVE PROCEDURES

**Chapter 2 Board of Trustees**

**2410**

**AP 2410 Board Policies and Administrative Procedures**

The District will maintain Board Policies and administrative procedures that are up to date and posted on the MPC website. To support regular review of Board Policies and administrative procedures, the District subscribes to the Community College League of California’s (CCLC) Policy and Procedure Services, which provides biannual or annual updates.

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

- A. The schedule for which chapter(s) of the Board Policies will be reviewed and *(starting with the 2018/19 academic year)*:

<b>Year</b>	<b>Board Policies Chapter</b>	<b>Responsible Administrator</b>
Year One	<ul style="list-style-type: none"> <li>● Chapter 1 – The District</li> <li>● Chapter 2 – Board of Trustees</li> <li>● Chapter 7 – Human Resources</li> </ul>	Superintendent/President Superintendent/President Associate Dean of Human Resources
Year Two	Chapter 3 – General Institution	All administrators
Year Three	Chapter 4 – Academic Affairs	VP of Academic Affairs
Year Four	Chapter 5 – Student Services	VP of Student Services
Year Five	Chapter 6 – Business & Fiscal Affairs	VP for Administrative 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 participatory 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 President’s Advisory Group for their recommendation to the Superintendent/President.
- D. After President’s Advisory Group makes a recommendation on a policy, the Superintendent/President will forward his/her recommendation on the policy to the Board of Trustees for action.

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In instances where changes in law or regulations mandate changes to the Board Policies (including any revisions received as part of the annual update from the CCLC Policy and Procedures Service), either the Administrator in charge of the affected area, or the Superintendent/President will take the proposed change(s) to President's Advisory Group for review. After this review, the Superintendent/President will forward his/her recommendation on Board Policies to the Board of Trustees for action or, in the case of Administrative Procedures, as an information item.

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 participatory governance group(s) associated with those policies and/or procedures. The Superintendent/President will forward his/her recommendation on Board Policies to the Board of Trustees for action or, in the case of Administrative Procedures, as an informational item.

**References:** Education Code Section 70902;  
ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7

**President's Cabinet Approved:** December 4, 2017

**Reviewed:** May 13, 2019