

**BP 2410 POLICY AND ADMINISTRATIVE PROCEDURE****References:**

Education Code Section 70902;  
ACCJC Accreditation Standard IV.C.7, IV.D.4, I.B.7, and I.C.5  
(formerly IV.B.1.b and e)

The Board of Trustees 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 of Trustees 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 of Trustees 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 Chancellor as statements of methods 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 Chancellor.

The Chancellor or his/her designee shall provide each member of the Board with copies of the administrative procedures, as they are issued or revised.

Copies of all policies and administrative procedures shall be readily available to District employees through the Chancellor's Office, the office of the General Counsel, each College President's office, or the District's web site ([www.rcc.edu](http://www.rcc.edu)).

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Date Adopted: May 15, 2007

Revised: November 25, 2014 (references only)

(Replaces Policy 2010)

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Education Code Section 70902;  
ACCJC Accreditation Standard IV.C.7, IV.D.4, I.B.7 and I.C.5  
(formerly IV.B.1.b and e)

The Board has, as a major responsibility, the establishment and final approval/adoption of all policy.

The Chancellor of the District will make periodic reports to the Board on how adopted policies are being implemented, and the Board will continually evaluate the policies it has adopted.

Procedures, except for the 1000 and 2000 sections, are the responsibility of the Chancellor and the Administration, in consultation with the various constituencies of the District, and do not require formal approval of the Board of Trustees.

### Requests for New Policy/Procedure OR Changes to Existing Policy/Procedure

Any administrator or District constituency (CTA, CSEA, Student Senate, Academic Senate, etc.) may submit a request for a new policy/procedure or change to any existing policy or procedure to the office of the General Counsel. That office will:

- make sure that the item does not violate any state or federal laws, regulations or codes;
- discuss the item with the requesting party and the appropriate Vice Chancellor;
- ensure that all appropriate District constituencies have had input on the content and have approved the item; and,
- bring the item to the Chancellor's Executive Cabinet for review and approval.

Once the Executive Cabinet has given approval, if the item pertains to a Board Policy, then it will be placed on the agenda for the next regularly scheduled Board of Trustees meeting for first reading. If the item pertains to an Administrative Procedure, the document will be finalized and distributed to the District and to the Board of Trustees.

Periodic Review

If at any time it becomes necessary to update a policy or procedure based on administrative or educational changes within the District, the General Counsel will review such policy or procedure for compliance with current law. The District will also rely on periodic updates from the Community College League of California.

Office of Primary Responsibility: Board of Trustees

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Date Approved: May 15, 2007

Revised: December 4, 2014 (references only)

(Replaces Regulation 2010)