

ADOPTION OF POLICIES AND ADMINISTRATIVE PROCEDURES

References: *Education Code Section 70902;
Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5*

The Governing Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the College District. Governing Board policies are rules and regulations not inconsistent with the laws of the State of California for the government and operation of Southwestern Community College District.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to College District activities. All College District employees are expected to know of and observe all provisions of College District policy and federal and state law pertinent to their job responsibilities.

Policies of the Governing Board may be adopted, revised, added to, or amended at any regular Governing Board meeting by a majority vote in accordance with the principles of shared consultation set forth in College District Policy and Procedure No. 2510 BP and 2510 AP, "Shared Planning & Decision Making." Proposed changes or additions shall be introduced for review and discussion not less than one regular meeting prior to the meeting at which action is recommended. In emergency situations, as determined using the criteria contained in College District Policy No. 2320 BP, "Special & Emergency Meetings of the Governing Board," a policy may be introduced and acted upon at the same meeting by a 4/5ths majority of voting members,

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 and will be provided to the Governing Board as information items. Administrative procedures may be revised as deemed necessary by the Superintendent/President. The Governing Board, however, reserves the right to review and direct revisions of administrative procedures if such procedures, in the judgment of the Governing Board, are inconsistent with the policies adopted by the Governing Board.

College District Procedure No. 2410 AP, "Adoption of Policies and Administrative Procedures," contains the shared consultation process by which all policies and procedures are developed and recommended to the Governing Board.

All policies and administrative procedures shall be readily available to College District employees, students and community members through the College District's website (www.swccd.edu) and other means and locations as designated by the Superintendent/President and/or the Governing Board.