



ADMINISTRATIVE **PROCEDURE**

2410

DESERT COMMUNITY COLLEGE DISTRICT

BOARD POLICIES AND ADMINISTRATIVE PROCEDURES (ADOPTION, REVISION, AND DELETION)

The Board of Trustees shall adopt revise, and delete all board policies. The Board will task the Superintendent/President with responsibility for bringing recommendations on policy. Adoption, revision, or deletion may come about as a result of recommendation from the Community College League of California (CCLC) or upon internal recommendation. Internal recommendation can occur at any time as a consequence of determined need or as a result of the annual policy and procedure review process.

In addition to any new or amended policies and/or procedures that might come from the CCLC at any time during the year, during each Spring semester, the Superintendent/President will cause to be undertaken a systematic review of approximately 20% of the board policies and related administrative procedures according to a review timetable. In addition, the Superintendent/President will report all policies and procedures that have been reviewed and deemed appropriate.

The Superintendent/President may bring forward recommendations to the Board at any time where they are based on recommendation of the CCLC or the need has been determined internally.

Board Policies–Specific Procedures

The Office of the Superintendent/President, in association with the appropriate senior administrator, will prepare a draft of the proposed new board policy, or revision, or deletion of existing policy, utilizing the recommended format. The Board Executive Administrative Assistant will route the proposed new policy, or revision, or deletion to the Superintendent/President for review. The Superintendent/President or designee will review for format, consistency with existing policies, regulations, and CCLC guidelines and will return to the Board Executive Administrative Assistant for revision if required or legal opinion if necessary. After the initial review by the Superintendent/President, the proposed new policy, or revision/deletion of existing policy, will be forwarded to Executive Cabinet. Executive Cabinet will review and forward to College Planning Council for review. College Planning Council representatives may provide input back to CPC from the various constituent groups. The actions taken by and recommendations of the CPC shall be advisory to the Superintendent/President. The Superintendent/President will then recommend the new, revised, or deleted policy to the Board for action.

Policies may be adopted, revised, or deleted, by a majority vote of the Board at a regular meeting. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board may waive the two reading rule in the event of minor change in policy that does not alter the intent.

Administrative Procedures—Specific Procedures

The process of adoption/revision/deletion of procedures shall be streamlined whenever possible by the proposals being submitted to College Planning Council (CPC) after preparation by the appropriate senior administrator(s) and their executive administrative assistants(s) and Executive Cabinet review. CPC representatives will provide input to CPC through the various constituent groups. The actions taken by and recommendations of the CPC shall be advisory to the Superintendent/President. Administrative procedures shall be acted upon by the Superintendent/President or designee(s). The Superintendent/President shall provide the Board with all adopted, revised, and deleted procedures for information related to board policies. The Board reserves the right to direct revisions to administrative procedures should they, in the Board's judgment, be inconsistent with board policy.

Administrative Procedures shall be regularly assessed for effectiveness in fulfilling the District's mission.

Reference: Education Code Section 70902; Accreditation Standards IV.B.3 and IV.B.5

Cabinet Approval: November 30, 2010

Administrator: Superintendent/President

College Planning Council Approval: December 16, 2010

Revised: Cabinet Review: December 6, 2011

College Planning Council Approval: February 10, 2012

Board Information: February 16, 2012

Executive Cabinet Review/Approval: February 14, 2017

College Planning Council Review/Approval, 1st Reading: February 24, 2017

College Planning Council Review/Approval, 2nd Reading: March 10, 2017

Board Meeting/Information Item: April 21, 2017

Next Review: April 2022