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Board Policy

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

A. Formulation of Board Policies

1. The Board of Trustees shall adopt such board 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.
2. Historically, the board 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 and observe all provisions of law pertinent to their job responsibilities.
3. Board policies are categorized as follows:

- Chapter 1: District
- Chapter 2: Board of Trustees
- Chapter 3: General Institution
- Chapter 4: Academic Affairs
- Chapter 5: Student Services
- Chapter 6: Business and Fiscal Affairs
- Chapter 7: Human Resources

All board policies in Chapters 1 - 7 shall 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. Policies of the District shall be systematically reviewed by the Board and noted on the policy.

The adoption, revision, addition or amendment of a board policy shall follow one of two adoption processes as follows:

- a. Board policies in Chapters 1-2 shall be reviewed at College Executive before being submitted to the Board of Trustees. Policies relating to issues under the purview of the Academic Senate shall also be reviewed by the Academic Senate prior to submission to the Board of Trustees.
- b. Board policies (Chapter 1-2) shall then be brought to the Board for review and discussion (First Reading) and returned for a Second Reading (with any

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- additions, deletions, or corrections made by the Board at the time of the First Reading). As board policies (Chapter 1-2) do not go through any (or a combination) of the Academic Affairs, Administrative Affairs, and Student Affairs standing committee(s), and to afford the college community transparency in the process, the board policies shall return to the Board for a Third Reading. The Board may require additional readings before adopting or amending any policy.
- c. Board policies in Chapters 3-7 shall go through the appropriate standing committee(s) – Academic Affairs, Administrative Affairs, Student Affairs, College Executive – with College Executive accomplishing the final review before submission to the Board of Trustees. Policies relating to issues under the purview of the Academic Senate shall also be reviewed by the Academic Senate prior to submission to the Board of Trustees.
 - d. Board policies (Chapter 3-7) shall be brought to the Board for review and discussion (First Reading) and returned for a Second Reading (with any additions, deletions, or corrections made by the Board at the time of the First Reading). The Board may require additional readings before adopting or amending any policy.
4. The process for submitting board policy recommended language change(s) is as follows:
- a. First Readings
 - Recommended language on a proposed or revised/replacement board policy shall be made by Trustees at the board meeting.
 - b. Unfinished Business (Second and Subsequent Readings)
 - Suggestions for revisions to a board policy coming back as Unfinished Business shall be made by Trustees at the board meeting.
 - Language changes at the board meeting shall be highlighted and deletions shall be indicated with strike-outs.
5. In the absence of applicable policy, the Superintendent/President is authorized to establish needed procedures which, if need to be approved as policy, shall be presented for formal approval at the next regularly scheduled meeting as amendments.

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B. Board Assessment of Policies

1. The Board of Trustees annually assesses board policies for their effectiveness in fulfilling the college mission; ensuring the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them; meeting State and Federal laws and regulations; and maintaining institutional effectiveness and efficiency.

The assessment shall occur on a three-year cycle grouped by: Chapters 1, 2, and 3; Chapters 4 and 5; and Chapters 6 and 7.

2. In addition to the annual assessment of board policies and to assure board policies and administrative regulations are current, the Board of Trustees authorizes the District to subscribe to an appropriate service that provides policies and regulations samples that are legally required, legally advised or suggested as good practice.

C. Formulation of Administrative Regulations

1. The function of providing regulations and other implementing documents to carry out the intent of board policies shall be delegated to the Superintendent/President.
2. Administrative regulations are developed by the college to support policies of the Board.

D. Adherence to Policies and Administrative Regulations

Students and employees have the responsibility to adhere to the policies established by the Board of Trustees and for abiding by the administrative regulations designed to implement the policies as well as all provisions of law pertinent to their activities as students and employees.

E. Access to Policies and Administrative Regulations

Access to all board policies and administrative regulations shall be available to college employees and the public through the Superintendent/President, managers, or the college's website.

Reference:

- Education Code Section 70902
- Accreditation Standard I.B.7, I.C.5, IV. C.7, IV.D.4, (2014)

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See Administrative Regulation 2410

Adopted 7/19/73

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