BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

Formulation and Review of Board Policies and Administrative Procedures

Proposals to establish or change board policies must be brought before full Governing Board a minimum of two times: for a First Reading and for a Second Reading, at which time action may be taken.

The Governing Board does not adopt administrative regulations, unless specifically required to by law as requested by the Superintendent/President or as required by negotiated agreements with employee organizations. The Governing Board may review administrative regulations and require revisions, if the procedures are inconsistent with District policies.

All board policies and administrative procedures shall be reviewed on a routine basis. The review of all policy chapter, with the exception of Chapter Two-Board of Trustees, be the responsibility of the President's Policy Advisory Committee (PPAC).

The review of Chapter Two-Board of Trustees will the responsibility of an ad-hoc sub-committee of the Board of Trustees, to be called the Board Policy Sub-Committee. The President of the Board of Trustees shall appoint the membership of the Board Policy Sub-Committee.

The President's Policy Advisory Committee (PPAC)
The PPAC is responsible for providing a forum for constituent groups in the governance process to be informed about the policy and procedure development activities and to provide an opportunity for appropriate input. The PPAC provides a means for all parties to ensure that appropriate input has been considered prior to the final drafting of a policy or procedure.

A new policy or a policy revision may be initiated by the Board of Trustees, the Superintendent/President, or any of the constituent groups. After a first reading by PPAC, new and revised policies are disseminated to all employees and students through their constituent groups. At the second reading, PPAC receives and considers all comments and makes a recommendation to the Superintendent/President for the policy's submission to the Board of Trustees.

Schedule for Regular Assessment of Board Policies/Administrative Procedures

Mendocino College subscribes to the Community College League of California's Policy and Procedure Service. As recommended updates to policies and procedures are received from this service, these changes will be considered through the process outlined above.

Adopted: January 28, 2022

To ensure regular review of all Board policies and administrative procedures, all existing policies and procedures shall undergo systematic review and assessment. Each academic year one chapter in numerical order (chapters 1-7) of Board Policies and Administrative procedures will be reviewed.

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

Adopted: January 28, 2022