
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

References:

Education Code Section 70902;
ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7

Initiation

Proposed policies or procedures may be initiated at any level at the College. The student body, faculty, classified and administrative staff work with their appropriate Executive Committee member when initiating proposed policies or procedures. The faculty may also initiate proposed policies or procedures through the Academic Senate. The community has the opportunity to initiate proposed policies or procedures through the Board of Trustees or the Superintendent-President.

Development

The person or committee charged with development of the proposed policy recommendation and administrative procedures forwards the recommendation to the appropriate Vice President. In consultation with the Executive Committee, the appropriate Vice President prepares the policy or administrative procedure for the Superintendent-President to agendaize and present to the President's Leadership Council. The members of the President's Leadership Council will ensure that appropriate constituent groups are involved in the consideration of the proposal. After discussion, the President's Leadership Council will either approve or reject the policy or administrative procedure. If approved, the Board policy will be agendaized for the Board of Trustees' approval. Administrative procedures are considered operational and do not require Board approval, and therefore will be presented to the Board as information items only. If the proposal is rejected, the President's Leadership Council will suggest to the initiator an alternate course of action.

If major conflicts arise during review of the final draft of the recommendation, it is possible to return to the beginning of the development process in order to resolve the conflicts before the recommendation is sent to the Board.

Recommendation

The Superintendent-President recommends policy to the Board for approval. After consultation with the Superintendent-President, the academic bargaining agents (LBCCFA, CHI), classified bargaining agent (AFT), and the Academic Senate also have the right to recommend or comment upon policy recommendations to the Board. On all policy matters, the Board will delay action for at least one week after the meeting at

which the recommendation is introduced unless the Board determines that unusual circumstances warrant immediate action.

To ensure regular review of board policy and administrative procedures, the District subscribes to a Policy & Procedure Subscriber Service, which provides bi-annual/annual updates.

Also see BP 2410 Board Policies and Administrative Procedures.

Approved: No date

Revised: March 11, 2014; December 11, 2018; April 17, 2024

(Replaces former LBCC AR 1001)