

Board of Trustees

1 **BP 2410 POLICY AND ADMINISTRATIVE PROCEDURE**

2 **References:**

- 3 Education Code, Section 70902;
- 4 ACCJC Accreditation Standard 4.4

5 The Board of Trustees shall be the policy-forming body of the Cerritos Community College
6 District and, with the recommendation and assistance of the President/Superintendent,
7 shall establish District policies governing the operation of the College.

8 The Board of Trustees may adopt such policies as are authorized by law or determined
9 by the Board to be necessary for the efficient operation of the District. The policies have
10 been written to be consistent with provisions of law, but do not encompass all laws relating
11 to District activities. All District employees are expected to know of and observe all
12 provisions of law pertinent to their job responsibilities.

13 Policies of the Board may be adopted, revised, added to, or amended at any regular
14 Board meeting by a majority vote. The President/Superintendent shall have the authority
15 to make minor corrections such as legal reference updates and non-substantive revisions
16 to the Board Policies to ensure they remain accurate. The Board shall review the policies
17 on a regularly scheduled basis to be completed no later than one year prior to the regularly
18 scheduled accreditation site visit. Additional changes will be recommended to the Board
19 as needed.

20 Administrative procedures are to be issued by the President/Superintendent as
21 statements of method to be used in implementing Board Policy. Such administrative
22 procedures shall be consistent with the Board Policy. Administrative procedures may be
23 revised as deemed necessary by the President/Superintendent.

24 The President/Superintendent shall provide each member of the Board with copies of an
25 administrative procedure as it is revised. The Board reserves the right to direct revisions
26 of the Administrative Procedures should they, in the Board's judgment, be inconsistent
27 with the Board's own policies.

28 All policies and administrative procedures shall be available to employees and the public
29 through the Office of the President/Superintendent and the District's web site.

30 Office of Primary Responsibility: President/Superintendent

Date Adopted: December 12, 2007
Date Revised: June 18, 2008; February 4, 2015
Date Reviewed: October 17, 2018; February 16, 2022
(Replaces former Cerritos College Policy 1009)

Cerritos College Policy and Procedure Review and Update Process

Start of the Process

Development of Revised or New Policy/Procedure

The President's Office receives a template including recommended revisions from the CCLC. The documents are formatted and distributed to the appropriate VP, who reviews the draft document(s) with the appropriate department/group(s) and forwards the revised document to the President's Office. The President's Office prepares documents for review by Executive Council.

Board policies and administrative procedures are regularly reviewed by the College's Executive Council. Any employee, student, or member of the public may initiate a review of any policy or procedure by submitting a request or recommendation in writing to the Office of the President/Superintendent for consideration by the College Coordinating Committee.



Review of Revised or New Policy/Procedure by the College Coordinating Committee

Ongoing communication and consultation by the appropriate VP and department/groups



Second Review of Revised or New Policy/Procedure by the College Coordinating Committee (if needed)

Ongoing communication and consultation by the appropriate VP and department/groups



First Reading of Revised or New Policy by the Board of Trustees

The President/Superintendent shall provide each member of the Board with copies of an administrative procedure as it is revised



Second Reading and Adoption of Revised or New Policy by the Board of Trustees

Any recommended revisions from the first reading are incorporated into the revised or new policy



Posting of Adopted Policy to the Board Policies Website
<http://cerritos.edu/board/policies>