
**Pasadena Area Community College District
Board Bylaw
Chapter 2 – Board of Trustees**

BB 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

References:

Education Code Sections 70902 and 72121-72330
Accreditation Standard IV.B.1.b & e

The Board of Trustees may adopt such 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.

The 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 of and observe all provisions of law pertinent to their job responsibilities.

The Board is committed to periodically reviewing its policies. Board Policies may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote.

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

The Superintendent-President shall establish a schedule for the regular review of Board Policies and Administrative procedures. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

1. Role of the Board

- a. The Board shall be responsible for the adoption and amendment of general policies governing the operation of the Pasadena Area Community College District.
- b. The Board shall have the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.
- c. The Board takes cognizance of AB 1725 and its provision to "encourage the participative role of faculty, staff, and management, and students in District and College governance through an ongoing consultative process." To that end the Board has adopted Policy 2000.

2. Role of the Superintendent/President

- a. The Superintendent-President shall make policy recommendations to the Board and provide proposed texts.

- b. The Superintendent-President, or designee, shall recommend policies deemed to be compatible with the interest of the college community and the public at large.
- c. The Superintendent-President shall provide such data as it is determined for the Board to formulate policy and evaluate the effectiveness of policies.
- d. The Superintendent-President, and not the Board, shall be responsible for the administration of policies and the operations of the District.
- e. The Superintendent-President shall be responsible for the development, maintenance and revision of procedures to assure compliance with PACCD policy, as delegated by the Board.
- f. The Superintendent-President shall ensure copies of all Board Policies (BP) and Administrative Procedures (AP) are posted on the District website.

3. Role of the College Community

- a. Members of the college community, whether they be faculty, staff, management, or students, and their respective organizations, should work with the Superintendent-President or designee to arrive at the formulation of equitable policies and amendments thereto.
- b. All District employees are expected to know of and observe all provisions of law and policies pertinent to their job responsibilities.

4. Role of the Public

- a. Members of the public are welcome to comment on policy adoptions or amendments, at the time such matters come in for hearing.
- b. Members of the public are encouraged to resolve any differences through the District's established procedures before being brought before the Board. But if differences are not resolved, the matter may be brought before the Board.

5. Review of Board Policies and Administrative Procedures

Review of board policies (BPs) and administrative procedures (APs) may be initiated at any time by a trustee or District employee. To ensure regular review of BPs and APs, the District/Governing Board is subscribed to the Community College League of California (CCLC) Policy and Procedure Service, which provides bi-annual updates. In addition, the college has a documented review process for all BPs and APs. Each year the Superintendent/President will notify the appropriate parties of the chapters or specific BPs or APs to be reviewed.

Responsibility for the review process is as follows:

- Chapter 1 – Superintendent-President
- Chapter 2 – Superintendent-President and the Board of Trustees
- Chapter 3 – Superintendent-President and the Executive Committee
- Chapter 4 – Senior Vice President Academic and Student Affairs
- Chapter 5 – Senior Vice President Academic and Student Affairs
- Chapter 6 – Senior Vice President Business and College Services
- Chapter 7 – Executive Director of Human Resources

Date Adopted: April 2, 2014, revised October 1, 2014

(Replaces PCC Bylaws 1400 and 1410; PCC Bylaw 1400 titled General Authority, Restrictions and Reports: Adoption of Bylaws/Board Authority adopted August 17, 1994 and revised on June 4, 2008 and current PCC Bylaw 1410 titled Roles of Board, Superintendent/President, College Community and Public approved by the Board of Trustees on August 17, 1994 and revised on August 6, 2008.)