BOARD POLICY
San Mateo County Community College District

***Subject*:** BP 2.07 Policy Development
***Revision Date*:** 2/11
***Policy References*:** Education Code 70902; Accreditation Standard IV.B.1.b and e

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1. The Board 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.

2. All policies shall be written in compliance with Federal, State and local laws and regulations. District policies will not replace nor supersede such laws and regulations. The District will comply with any changes in Federal, State and local laws and regulations, whether or not such changes are immediately reflected in District policies. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

3. The Chancellor is responsible for development of proposed policies on academic affairs, student services, financial matters, and employment relations. Official District policies must be approved by the Board and included as part of District Rules and Regulations.

4. In the development of policy, the Chancellor shall utilize an appropriate consultative process which may involve administrators, faculty, and staff of the District. The Chancellor shall be solely responsible for determination of the type and extent of such consultation. Final authority for decision-making and recommendation to the Board shall be vested in the Chancellor.

5. Senior administrators of the District shall review policies before they are recommended by the Chancellor to the Board. These officers shall also review proposed administrative procedures.

6. Administrative procedures are to be issued by the Chancellor 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 Chancellor.

7. Copies of all policies and administrative procedures shall be readily available to District employees.