

BOARD POLICIES AND PROCEDURES (Replaces previous procedure in total)

The College of Marin subscribes to the Community College League of California (CCLC) Policy and Procedure Service. The service provides the College with legally vetted policy and procedure templates that are either legally required, advised or best practice. CCLC also provides the College with two updates per year to revise policies and procedures to incorporate new or revised laws and/or changes in Title 5 and the Education Code.

All College policies and procedures were reviewed and revised in accordance with the CCLC recommended templates and numbering system. This extensive process began in 2007 and was completed in 2012.

Board Policy is the voice of the Board of Trustees and defines the general goals and acceptable practices for operation of the College. It implements state and federal laws and regulations while adhering to all collective bargaining agreements. The Board, through policy, delegates authority to and through the Superintendent/President to administer the College. The Superintendent/President and college staff are responsible to reasonably interpret Board Policy as well as other relevant laws and regulations that govern the College. Policy is best expressed in broad statements. It legally binds the District, and therefore should be clear, succinct, and current.

Administrative Procedures implement Board Policy, laws and regulations. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Although procedures may be developed by the Superintendent/President, administration, faculty, and staff members, it is the administrators who are held responsible for upholding the information delineated in the procedures.

Administrative Procedures do not require Board action.

Effective January 29, 2015, Board Policies and Administrative Procedures will be modified using the updates provided by CCLC, revisions recommended by the managers charged with maintenance of a specific chapter, or by the Academic Senate for BPs/APs that fall under 10 + 1, following the processes identified below. This process removes the Board Policy Task Force, instrumental in the original project, and assures that college constituent groups and relevant governance committees are informed of the proposed changes and given the opportunity for input into the process through College Council representatives.

Effective October 15, 2015, College Council agreed by consensus that non-substantive changes, such as added references, code changes and editorial modifications to Board Policies and Administrative procedures may be made without going through the governance approval process. Revisions of this nature will be provided as information to senate presidents to share with their constituents and with managers, and forwarded to the Board as information at the next scheduled Board meeting.