



Administrative Procedure
Chapter 2 – Governing Board

AP 2410 Board Policies and Administrative Procedures

References:

Education Code Section 70902;
2024 Accreditation Standards 1 and 4.4

The Palomar Community College District Governing Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action.

The Superintendent/President acts as the professional advisor to the Governing Board in policy formation.

Recommendations for the establishment of new, or revision of existing, Governing Board Policy or Administrative Procedure may be submitted by any member of the college community and should be directed to the Superintendent/President.

In determining the need for a new policy or procedure the following recommendations should be considered:

- Must this issue be addressed to ensure compliance with applicable laws, regulations, or accreditation mandates OR is it being considered due to an individual problem/incident?
- Does the policy/procedure have institution-wide application OR is it better addressed in an operational manual or as a department guideline?
- Is the language contained in the BP/AP general and broad enough to avoid the necessity for frequent revisions?

The District has an established a Policies and Procedures Taskforce made up of constituent group representatives whose responsibility it is to participate in the review, recommendation and monitoring of Governing Board Policies and Administrative Procedures. All District Policies and Procedures are vetted through the shared governance process. Final approval of Board Policy rests with the Governing Board. Final approval of Administrative Procedure rests with the Superintendent/ President.

Also see BP 2200 Board Duties and Responsibilities, BP 2430 Delegation of Authority to the Superintendent/President, BP 2410 Board Policies and Administrative Procedures, BP 2510 Participation in Local Decision-Making.

Office of Primary Responsibility: Superintendent/President

Approved: SPC: 5/01/07;

Revised: 12/5/17; 3/11/22; 2/4/25

Reviewed: 4/29/14

*(Replaces former Palomar College Policy 3.04
and all previous versions of AP 2410)*