

BOARD POLICIES SUBCOMMITTEE  
RECOMMENDATIONS REGARDING POLICIES

**CHAPTER 2 – BOARD OF TRUSTEES**

| <b>New Board Policy</b>   | <b>Current Board Policy</b>   | <b>Board Subcommittee’s Recommendation</b>   |
|---|---|--|
| BP 2010 Board Membership  | Included in MPC Policy 1005 Composition and Authority of the Governing Board (1 <sup>st</sup> paragraph)  | BP 2010 - ADOPTION   |
| BP 2200 Board Duties and Responsibilities                       | MPC Policy 1007 Specific Duties and Responsibilities of the Governing Board   | BP 2200 - ADOPTION   |
| BP 2410 Board Policies and Administrative Procedures            | MPC Policies 1400 – Availability of Policies of the Governing Board; 1405 – Additions to and Modifications of Board Policies; 1410 – Policy Revisions Required by Law; and 1415 – Issuance of Administrative Procedures | 1. BP 2410 - ADOPTION<br>2. Correction to AP 2410  |
| BP 2430 Delegation of Authority to the Superintendent/President | MPC policy 1050 Executive Officer of the Governing Board  | BP 2430 – ADOPTION, if retain statement from current policy “The S/P is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.” |
| BP 2431 Superintendent/President Selection                      | No MPC policy   | BP 2431 - ADOPTION   |
| BP 2435 Evaluation of the Superintendent/President              | No MPC policy   | 1. BP 2435 - ADOPTION<br>2. AP 2435 recommended for approval   |
| BP 2715 Code of Ethics/Standards of Practice                    | MPC Policy 1000 -- Governing Board Code of Ethics and Conduct   | BP 2715 - ADOPTION   |
| BP 2740 Board Education   | MPC Policy 1008 Governing Board Orientation and Development   | BP 2740 - ADOPTION   |
| BP 2745 Board Self-Evaluation                                   | MPC Policy 1009 Board Self Evaluation   | 1. BP 2745 - ADOPTION<br>2. AP 2745 recommended for approval   |

**CHAPTER 3 – GENERAL INSTITUTION**

| <b>New Board Policy</b>              | <b>Current Board Policy</b>                  | <b>Board Subcommittee’s Recommendation</b> |
|--------------------------------------|--|--|
| BP 3050 Institutional Code of Ethics | MPC Policy 5001 Institutional Code of Ethics | BP 3050 - ADOPTION                         |
| BP 3200 Accreditation                | No MPC policy                                | BP 3200 - ADOPTION                         |

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CHAPTER 3 – HUMAN RESOURCES

| <b>New Board Policy</b>                          | <b>Current Board Policy</b>   | <b>Board Subcommittee's Recommendation</b>   |
|--|---|--|
| BP 7110 Delegation of Authority, Human Resources | MPC Policy 5005 - Employment  | BP 7110 - ADOPTION   |
| BP 7150 Evaluation                               | MPC policy 5555 – Evaluation (Management, Supervisory and Confidential Personnel) | 1. BP 7150 – ADOPTION<br>2. Advise “Review and Protest Procedures” from existing policy be incorporated in Management Team Evaluation Procedures |
| BP 7160 Professional Development                 | No MPC policy   | BP 7160 - ADOPTION   |

ADMINISTRATIVE PROCEDURES

AP 2410 Board Policies and Administrative Procedures

The District will maintain Board Policies and administrative procedures that are up to date and posted on the MPC website. To support regular review of Board Policies and administrative procedures, the District subscribes to the Community College League of California’s (CCLC) Policy and Procedure Services, which provides biannual or annual updates.

Each academic year the District will engage in the review of at least one chapter of the Board Policies. The process for this review is as follows:

- A. The schedule for which chapter(s) of the Board Policies will be reviewed ~~and is~~ (starting with the 2016/17 academic year):

| Year       | Board Policies Chapter   | Responsible Administrator   |
|------------|--|---|
| Year One   | <ul style="list-style-type: none"> <li>Chapter 1 – The District</li> <li>Chapter 2 – Board of Trustees</li> <li>Chapter 3 – Human Resources</li> </ul> | Superintendent/President<br>Superintendent/President<br>Associate Dean of Human Resources |
| Year Two   | Chapter 3 – General Institution  | All administrators  |
| Year Three | Chapter 4 – Academic Affairs   | VP of Academic Affairs  |
| Year Four  | Chapter 5 – Student Services   | VP of Student Services  |
| Year Five  | Chapter 6 – Business & Fiscal Affairs  | VP for Administrative Services  |

- B. The Administrator in charge of the area covered by each chapter will be responsible for facilitating the discussion of the currency and appropriateness of the policies in their chapter with appropriate constituencies and participatory governance bodies. This administrator will also be responsible for developing suggestions for changes to policies.
- C. Suggestions for changes to policies (with accompanying procedures as an information item) will be forwarded to College Council for their recommendation to the Superintendent/President.
- D. After College Council makes a recommendation on a policy, the Superintendent/President will forward his/her recommendation on the policy to the Board of Trustees for action.

## ADMINISTRATIVE PROCEDURES

In instances where changes in law or regulations mandate changes to the Board Policies (including any revisions received as part of the annual update from the CCLC Policy and Procedures Service), either the Administrator in charge of the affected area, or the Superintendent/President will take the proposed change(s) to College Council for review. After this review, the Superintendent/President will forward his/her recommendation on Board Policies to the Board of Trustees for action or, in the case of Administrative Procedures, as an information item.

Should any member of the college community whether they be faculty, staff, management, or students identify a needed change or amendment to Board Policy or administrative procedure they may present their proposed change(s) through the appropriate participatory governance group(s) associated with those policies and/or procedures. The Superintendent/President will forward his/her recommendation on Board Policies to the Board of Trustees for action or, in the case of Administrative Procedures, as an informational item.

**References:** Education Code Section 70902;  
ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7

**President's Cabinet Approved:**



**BP 2430 Delegation of Authority to the Superintendent/President**

The Board of Trustees delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Board including the administration of centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

The Superintendent/President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

See Administrative Procedure 2430 -- Delegation of Authority to the Superintendent/President



MONTEREY PENINSULA  
COLLEGE

## GOVERNING BOARD POLICIES

**References:** Education Code Sections 70902(d) and 72400;  
ACCJC Accreditation Standards IV.B.5 and IV.C.12

**Formerly Governing Board Policy 1050 -- Executive Officer of the Governing Board**

**Adopted:** April 13, 1988

**Revised, Renumbered, and Adopted:**