

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
BOARD POLICY MANUAL**

Title: BOARD POLICY AND ADMINISTRATIVE PROCEDURE	Number: BP 1.15
Legal Authority: Education Code Section 70902	Page: 1 of 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.

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.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. All policies will be reviewed in a 5 year cycle.

Policy changes without regulatory effect may be made by the Chancellor. All such changes shall be presented to the Board for ratification at the next meeting following the changes and do not require introduction at a meeting prior to the meeting at which action is recommended.

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.

The Chancellor shall, provide each member of the Board with copies of new or revised administrative procedure when they are issued. 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.

Copies of all policies and administrative procedures shall be readily available to District employees through the publication on the district web site by the Chancellor's Office.

Approved by District Board of Trustees:	Authenticated by Chancellor:	Date: 8/27/09
Date: 8/27/09	Revision Number: 2	Date: 12/18/14