



BP 2410 Board Policies and Administrative Procedures

References:

NWCCU Standards 2.A.2 and 2.A.6

The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of the Clatsop Community College. Board policies are intended to be statements of intent by the Board of Education 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 the Clatsop Community College activities. All Clatsop Community College employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education 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. The Board of Education shall regularly assess its policies for effectiveness in fulfilling the Clatsop Community College's mission.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

Administration in the Absence of Policy

In cases where action must be taken and the Board of Education has not provided policy to guide administrative action, the President will have the power to act, but decisions will be subject to Board review at the next regular meeting. It will be the President's responsibility to promptly inform the Board of such action.

Suspension of Policies

In the event of emergency or special circumstances, the operation of any section of Board policy, including governing its own operational procedures, may be temporarily suspended by a majority vote of the Board members at any regular or special meeting. This suspension, however, does not apply to any section of Board policy that may be established by law or contract.

Administrative procedures are to be issued by the President as statements of method to be used in implementing Board of Education policy. Such administrative procedures shall be consistent with the intent of Board of Education Policy. Administrative procedures may be revised as deemed necessary by the President.



The President shall annually provide each member of the Board of Education with copies of the administrative procedures and/or any revisions since the last time they were provided. The Board of Education reserves the right to direct revisions of the administrative procedures should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.

The Board of Education delegates authority to the President or their designee to make non-substantive changes defined to included adding new legal and accreditation references, removing outdated legal references, correcting typos, and updating position titles. Changes will be noted in the Board of Education meeting minutes.

Copies of all Board of Education policies and administrative procedures shall be made available to the Clatsop Community College employees through the President or on the official College website.

END OF POLICY

Board Adoption Date:	April 11, 2023
Last Revised:	April 11, 2023

Rescinds: 1.220, 1.230, 1.235, 1.240, 1.305, 2.045