



# **ADMINISTRATIVE** **PROCEDURE**

**2340**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **AGENDAS**

### **Agenda Development**

Agendas shall be developed by the Superintendent/President in consultation with the Board Chair and shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session.

Any member of the public or any board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Superintendent/President with supporting documents and information, if any, at least three weeks before the scheduled meeting date.

The Board Chair and the Superintendent/President shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board Chair and the Superintendent/President shall determine if the item is merely a request for information or whether the issue is covered by an existing board policy or administrative procedure before placing the item on the agenda. The Board Chair and the Superintendent/President shall decide whether an agenda item is appropriate for discussion in open or closed session and whether the item should be a consent item, action item, information item, or study session item.

When an item properly posted for a regular meeting is continued to a subsequent meeting, it may not be on the agenda of the subsequent meeting if the subsequent meeting occurs within five days. The Board shall publicly identify the item before discussing it.

### **Agenda Distribution**

The Board agenda and supporting materials are prepared by the appropriate department/area following the approved schedule for the year. The Superintendent/President's Executive Cabinet reviews each item and makes any necessary corrections or changes. A final agenda is then prepared and reviewed by the Board Chair and Vice Chair one week prior to the meeting.

### **Public Access and Fees**

At least 72 hours prior to the meeting, the agenda is posted on the College board management platform, distributed via email to the campus community, and copies are also posted in the entryways of Building C (Office of the President).

The public can receive copies of the agenda through the Office of the President at the standard District charge for photocopies. Any individual can print the agenda and supporting materials from the College board management platform at no charge.

### **Consent Agenda**

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent/President recommends approval.

### **Reference:**

**Education Code Section 72121**

Administrator: Superintendent/President

Executive Cabinet Review: 4/15/2025  
College Planning Council – 1<sup>st</sup> Reading: 5/9/2025  
College Planning Council – 2<sup>nd</sup> Reading: 5/23/2025  
Board Review – Info Item: 6/12/2025  
Next Review: 2032-2033