

AP 2410 Board Policies and Administrative Procedures

Reference: ***Education Code Section 70902; ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b and e)***

Date Issued: March 18, 2006

Revised: [Board Date]

Review of board policies (BPs) and administrative procedures (APs) may be initiated at any time by a trustee or District employee. To ensure regular review of BPs and APs, the District/ Governing Board is subscribed to the Community College League of California (CCLC) Policy and Procedure Service, which provides bi-annual updates. In addition, a documented cycle for review of policies and procedures shall occur every six years, based on date of last review, as tracked by the Chancellor & Governing Board Office.

The following process outlines the procedure for review, preparation, and revision of BPs and APs.

- 1. Policy Review/Initiation:** Proposals for initiating new or reviewing existing BPs/APs are forwarded to the Chancellor's office. Revisions and updates, based on the six-year review cycle or from the CCLC Policy & Procedure Services updates, are initiated by the Chancellor's Office.
- 2. Chancellor's Office Review:** The Chancellor's Office reviews the recommendation for content, format, consistency with existing district policies, regulations, and CCLC guidelines. The proposed new or revised BP/AP is either forwarded to Chancellor's Cabinet for review or returned to the originator for additional information. The Chancellor's Office maintains a BP/AP tracking log. When a policy is reviewed, the corresponding administrative procedure will be reviewed at the same time.
- 3. Chancellor's Cabinet Review:** The Chancellor's Cabinet review of the proposed or revised BP/AP may encompass consultation with interested stakeholder(s) or constituency groups.
- 4. Council Review:** The Chancellor's Office will forward the proposed or revised BP/AP to the appropriate council (and may assign a lead). The following District councils are used to garner stakeholder input for policy and procedure development and review:
 - a. District Executive Council (DEC) – Chapter 1
 - b. District Strategic Planning and Budget Council – Chapter 6
 - c. Districtwide Public Safety and Emergency Preparedness Council
 - d. Human Resources Advisory Council – Chapter 7
 - e. Student and Institutional Success Council – Chapters 4 and 5
 - f. Technology Coordinating Council

Council members distribute the BP/AP to constituent groups for review and comment. The number of reads will be established by the council based on the nature of the proposed or revised BP/AP. For *Chapter 2—Governing Board* BPs/APs, Council review may be for information only.

5. **Technical Changes:** Technical revisions may not require council review, and may be sent directly to DEC for recommended approval by the Governing Board. An update for compliance with legal or statutory reference requirements, or minor revisions for clarification purposes that do not change the intent of the policy or procedure.
6. **DEC Recommendations to the Chancellor:** All proposed and revised BPs/APs are reviewed by DEC prior to consideration of the Governing Board. DEC forward its recommendations to the Chancellor, who makes final recommendations to the Governing Board.

Adopted Policies and Issued Procedures: After the Governing Board adopts a policy or policy revisions and/or the Chancellor issues a procedure, the Chancellor's Office posts the BPs/APs to the District Policies and Procedures page of the District Website:

<http://www.gcccd.edu/governing-board/policies-and-procedures.html>