



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**BOARD POLICIES,
ADMINISTRATIVE PROCEDURES, and
OPERATING PROCEDURES**

February 25, 2015

The purpose of this memo is to help interested parties become familiar with direction provided by District Board Policies, their implementation through Administrative Procedures, and Operating Procedures; the differences between them; and how the documents may be easily accessed.

DEFINITIONS

A Board Policy (BP) is a written statement that embodies the interest and philosophy of the Governing Board and exists to provide parameters of governance concerning a particular area or issue of the District. A majority of the Board members must approve a Board Policy.

An Administrative Procedure (AP) is a statement of the process to be used in implementing a corresponding Board Policy. The Chancellor approves and issues Administrative Procedures.

An Operating Procedure (OP) is a statement of process that may not directly implement a specific Board Policy, but does pertain to the functioning of more than one department. The signature of the Chancellor attests that a procedure has been properly processed and approved.

ACCESSING POLICIES AND PROCEDURES

The Chancellor's Office maintains the official electronic version of the GCCCD Board Policy Manual, Administrative Procedures Manual, and Operating Procedures Manual.

Board Policies and Administrative Procedures are posted on the District website at www.gcccd.edu.

- Under the "About Us" section, click on "Governing Board."
- Within the menu on the left side, click on "Policies and Procedures."

Link: [Policies and Procedures](#)

District employees may electronically access the Word documents through the District computer network utilizing the M: drive and clicking on "Public." From there:

- **For Board Policies**, click on "Governing Board Policies" and then click on "New Board Policies."
- **For Administrative Procedures**, click on "Administrative Procedures."
- **For Operating Procedures**, click on "Operating Procedures."