

# **BP 2410 Board Policies and Administrative Procedures**

## **Reference:**

***Education Code Section 70902***

***ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)***

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. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the President of the College 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 President of the College.

The President of the College shall provide each member of the Board with any revisions. 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.

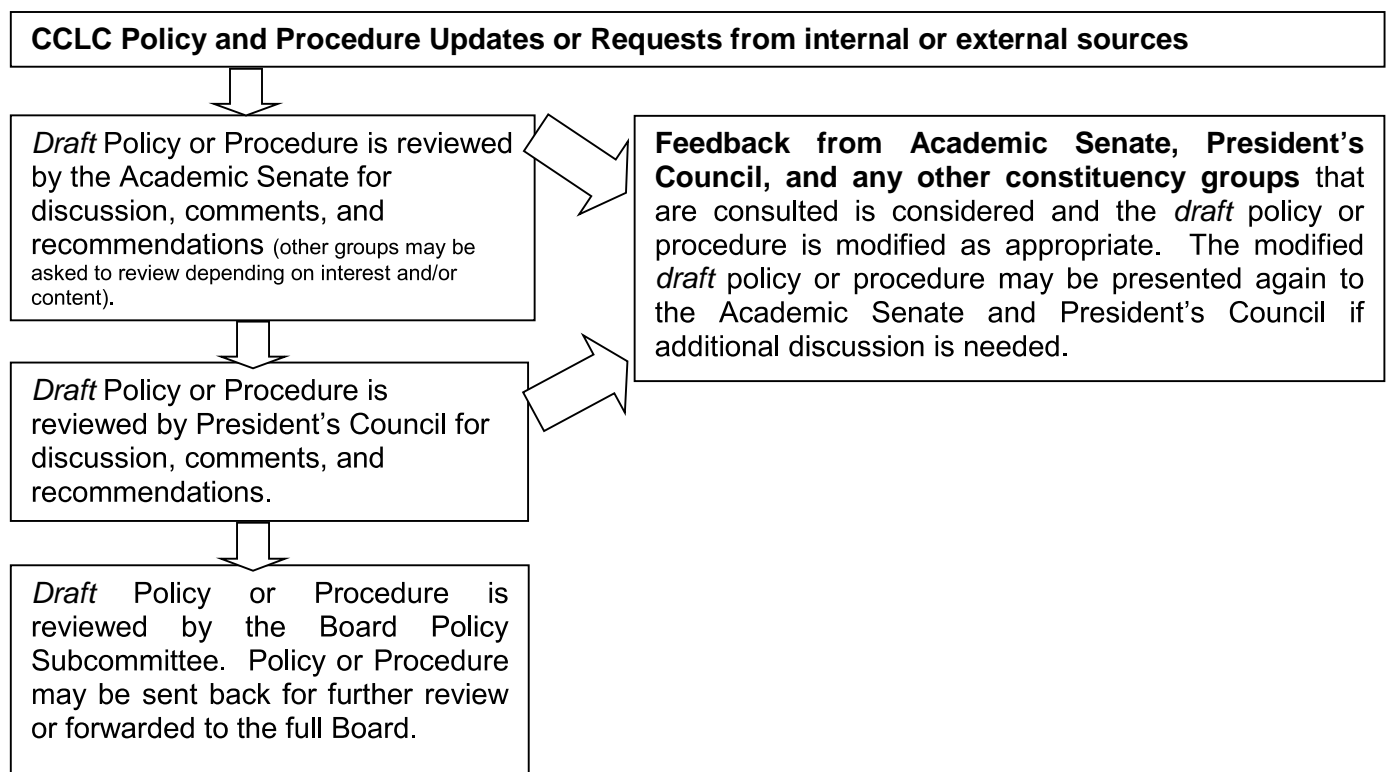
Copies of all board policies and administrative procedures shall be readily available to the public through the Office of the President.

# AP 2410 When and How Board Policy/Administrative Procedure Review is Initiated

## 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 &e)**

- The process begins with updates from the CCLC (Community College League of California) or requests from internal and external sources.
- CCLC Provides templates, updates, and ongoing feedback on policies and procedures which are legally required, legally advised, or good practice.
- If the request is internal or from an external source, the interested parties may be requested to gather existing data as well as input regarding the proposed policy or procedure through surveys, interviews, polls, etc. from those whom the policy or procedure may affect.
- Procedures are approved by the Superintendent/President. Before approval they follow the same review process as policies. The procedures are processes used by the administration to implement policies. The procedures are numbered to align with the corresponding policy.



## PROCEDURE – Board of Trustees Information

Procedures are submitted to the Board as an information item; they do not require Board action.

## POLICY – Board of Trustees Action

Policy adoption requires a 1<sup>st</sup> and 2<sup>nd</sup> reading by the Board followed by majority vote of the whole board.

- Policies are submitted to the Board as an information item for a first reading
- Policies are submitted to the Board as an action item as a second reading

Gavilan College policies and procedures are kept updated and are posted on the District's website at:  
<http://www.gavilan.edu/board/policies/index.html>