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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 2 – Board of Trustees

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## **AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

Recommendations for new or revised board policies and administrative procedures may be proposed by the Policy and Procedure Service, Hancock College councils, Academic Senate, standing committees, subcommittees, or taskforces.

**Council:** Councils are shared governance bodies that include representation from all college constituencies. They recommend and review district policy and procedures, review institutional performance, and make recommendations for institutional improvement.

**Standing Committee:** Committees have relevant campus representation and a functional focus. These committees may make recommendations regarding institutional operational practices as it relates to their areas of expertise. Standing committees report to a particular shared governance council and work with other councils as needed on an issue that is pertinent to that area.

**Subcommittee:** Subcommittees are aligned with a standing committee or a shared governance council and have a continuous charge. The activity of a subcommittee will be reported to the oversight committee, and membership is composed of members of the parent committee and outside expertise as needed.

**Taskforce:** Any shared governance council, standing committee, or subcommittee has the option to establish a taskforce. A taskforce is a temporary group that addresses a specific task or project. Members are chosen based on their relationship to the processes under review.

### **Responsibilities of Constituent Representatives**

Representatives of constituent groups involved in the participatory governance process are responsible for keeping their respective groups informed of the proceedings and recommendations of governance councils. If a council member is unable to attend a meeting the constituent group may send a substitute.

### **College Council**

The College Council serves as the shared governance entity that reviews recommendations of the councils and makes recommendations to the president on

policies and procedures. The council includes the superintendent/president and representatives from the following:

- Academic Senate
- Management Association
- ASBG
- Supervisory/Confidential
- CSEA /Classified Senate
- Faculty Association
- Part time Faculty Association

**Review Cycle of Board Policies**

Efforts will be made to abide by the following board policy review cycle.

Chapter to be reviewed	Current Review Complete	Next Review Begins
Chapter 1 - The District	March 2015	July 2020
Chapter 2 – Board of Trustees	April 2015	July 2020
Chapter 3 – General Instruction	July 2016	July 2021
Chapter 4 – Academic Affairs	July 2017	July 2022
Chapter 5 – Student Services	July 2015	July 2020
Chapter 6 – Business and Fiscal Affairs	July 2016	July 2021
Chapter 7 – Human Resources	July 2017	July 2022

**References:** Education Code Section 70902;  
WASC/ACCJC Accreditation Standards I.B.7, 1.C.5, and IV.C.7

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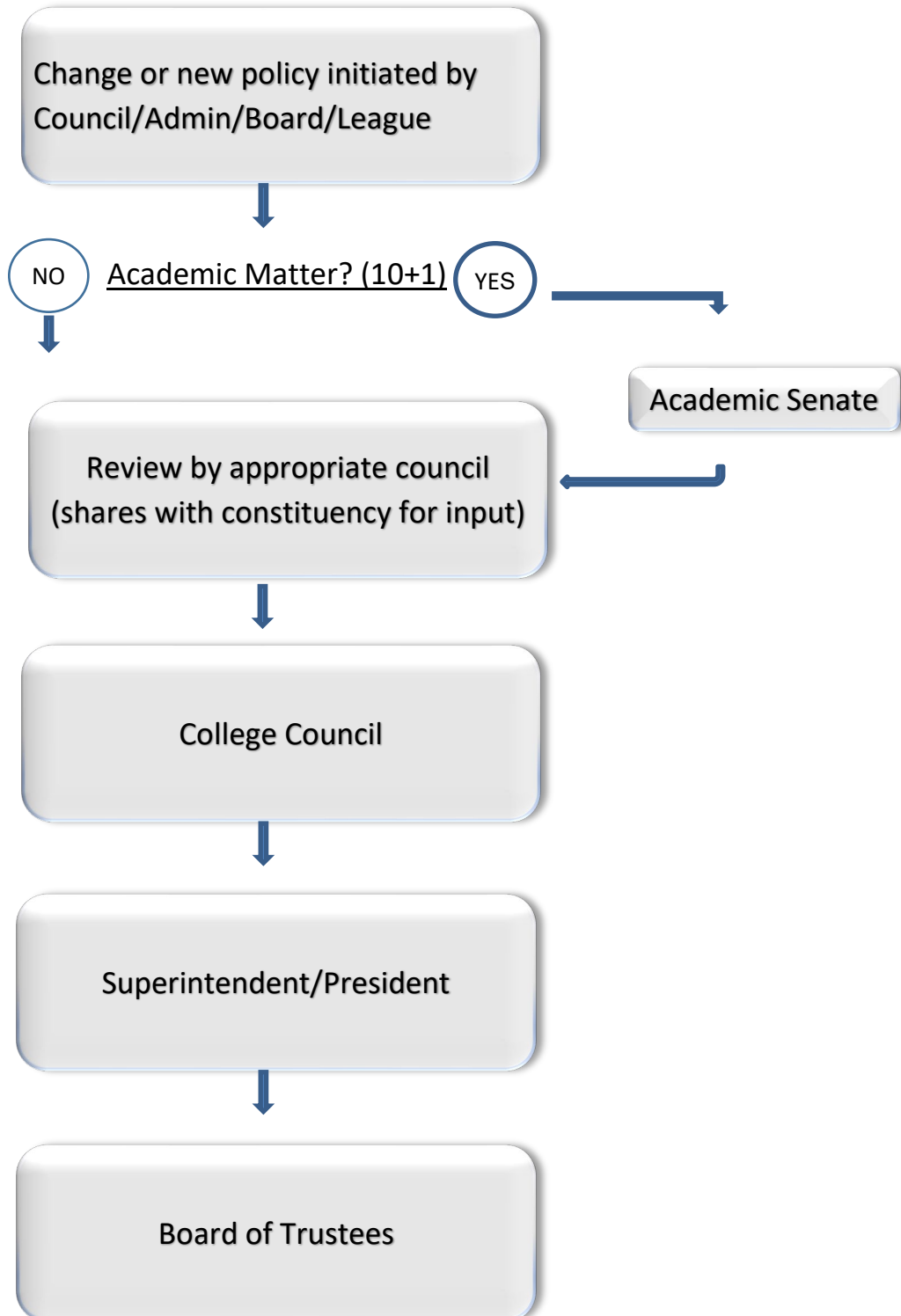
**Approved: 8/11/15**

**Reviewed: 1/14/20**

# ALLAN HANCOCK COLLEGE

## Policy and Procedure Review and Update Process

August 2015



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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 2 – Board of Trustees**

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## **BP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board of Trustees to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board of Trustees 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 of Trustees may be adopted, revised, added to, or amended at any meeting of the Board by a majority vote of the members of the Board. Proposed changes or additions shall be introduced not less than one meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Superintendent/President 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 Superintendent/President. Before review by the Board, representatives from the faculty, classified staff, administration and students as members of the College Council, shall have an opportunity to review any administrative procedure change or suspension and to make their views known. Participation of college constituencies shall be consistent with Board Policy 2510 Shared Governance and Administrative Procedure 2510 Shared Governance related to shared governance. The Board of Trustees reserves the right to direct revisions of the administrative procedures should they, in the Board of Trustee's judgment, be inconsistent with the Board of Trustee's own policies.

In addition, the following documents, as approved by the Board of Trustees, are considered a part of these policies and procedures, and should be consulted in conjunction with the related sections of this manual:

- College Catalog
- Agreement Between the District and California School Employees Association Allan Hancock College Chapter #251

- Agreement Between the District and the Faculty Association of Allan Hancock College
- Agreement Between District and California Federation of Teachers/Part-Time Faculty Association of Allan Hancock College Local 6185
- Guidelines for Student Conduct, Disciplinary Action and Procedural Fairness
- Student Rules and Regulations
- Injury and Illness Prevention Program

Should a statute or administrative code section of the State of California be added, repealed or amended, or should a court decision or an opinion of the County Counsel or the Attorney General of the State of California make changes in any of the policies of the Board of Trustees, or in the administrative procedures of this District, the policies and procedures shall be considered to be automatically amended to comply. The Board shall be notified of these changes and their effect on the District.

Should a conflict exist between the publications cited in paragraph five of this page and the policies contained herein, said policies will prevail.

The Superintendent/President shall make copies readily available of all policies and administrative procedures to District employees and to each member of the Board of Trustees.

### **Policy Changes**

The policies adopted by the Allan Hancock College Board of Trustees have been written to be consistent with the provisions of law but do not encompass all laws relating to the District's activities. Any change in policy or suspension of policy, other than those within the scope of bargaining, shall first be proposed for information at any meeting of the Board of Trustees, and may not be acted upon until the next meeting of the Board of Trustees. Before action is taken by the Board, representatives from the faculty, the classified staff, the administration and students as members of the College Council, shall have an opportunity to review any policy change or policy suspension and to make their views and recommendations known. Participation of college constituencies shall be consistent with Board Policy 2510 Shared Governance and Administrative Procedure 2510 Shared Governance related to shared governance.

When policy is suspended or amended it must be by a majority vote of the entire Board.

Such suspension or amendment shall not become effective for one week, in order for those affected by the change to become acquainted with the change and comply.

The Superintendent/President shall notify employees of changes in policy. The Superintendent/President shall make readily available copies of all policies and administrative procedures to District employees and to each member of the Board of Trustees.

**References:** Education Code 70902

WASC/ACCJC Accreditation Standards I.B.7, 1.C.5, and IV.C.7

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