

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: PROCEDURE FOR THE APPROVAL OF BOARD POLICIES,  
OPERATIONAL POLICIES AND ADMINISTRATIVE PROCEDURES**

**Administrative Procedure Number: 101.1**

**Date adopted: 2/21/06**

**Purpose:** The purpose of this procedure is to confirm the process to be followed in approving and implementing Board Policies, Operational Policies and the Administrative Procedures that support them both.

**The Approval Process:** To the extent feasible a common process will be followed in approving and implementing Board/Operational policies and Administrative Procedures. Circumstances may require adjustments to the process on occasion, and adjustments may be made with the approval of the president. However, the process shall be followed to the extent feasible to insure broad involvement of the campus community prior to the adoption of policies and procedures.

The approval process for all Board/Operational Policy and Administrative Procedures will be as follows:

1. Originator will work with the appropriate administrator and/or the Vice-President in drafting the proposed policy/procedure or amendment.
2. The appropriate Vice-President or direct Presidential report will bring the proposed policy/procedure or amendment to the President's Executive Group for initial discussion and review.
3. The proposed policy/procedure (incorporating the consensus input from the Executive Team) will be forwarded by the originator to the President's Cabinet for review and comment.
4. A final draft will be prepared incorporating the consensus input from both the Executive Team and President's Cabinet.
5. Proposed policies will be presented to the Board of Trustees for their first reading.
6. The final draft will be reviewed by the Board of Trustees/president for approval.

**For Board Policies**, the President will place the proposed policy or policy amendment on the agenda of two Board of Trustee meetings for first and second readings. Normally, the Board will vote on whether or not to adopt the proposed policy or policy amendment after its second reading. The Board minutes will be the record of action for any such policy or policy amendment. The Board reserves the right to utilize an alternative procedure in approving Board/Operational policies.

**For Administrative Procedures**, the President will review the final draft of the proposed procedure or procedural amendment. Approval will be evidenced by the President's signature and date of adoption on the master copy of the procedure kept on file in the President's Office and in the Human Resources Office.

**Maintenance of Records**: Working with the originator, the President's Office will be responsible for contacting the GHC Information Technology Office to ensure that the approved policy, procedure or amendment is placed on the college website.

All policy and procedure adoptions will have the date of the latest action incorporated at the top of the first page of the document.