# YCCD POLICY & PROCEDURES REVIEW - 2016

## History

The comprehensive YCCD Policy Manual Review process began in 1999 at the direction of the YCCD Board of Trustees with the goal of revising, updating or deleting existing YCCD policies as appropriate.  Upon completion of this task in 2001, the Community College League of California (CCLC) also produced a set of model policies and procedures that were legally required for accreditation, legally advised or suggested as good practice.  After the CCLC model policies were distributed, it was decided that the YCCD Policy Manual Review Committees would be established to compare and contrast the committee's original recommendations with the CCLC model policies and develop a system for continuous review.

May 2002 to June 2004:
The YCCD Board adopted new policies in various stages.  New policies adopted by the Board in May 2002 in Section 7000.  The complete revision of Policy was adopted by June 28, 2004.

June 2004 to June 2007:
Procedures revision then followed, and was completed by June 13, 2007.

June 2007 to Present:
Additional policies and procedures have been added and/or modified and adopted by the Board on a continuous basis.  The review and revision of policies and procedures is an ongoing process initiated by the Policy & Procedures Committee, primarily responding to CCLC updates and internal suggestions.  In 2012, all YCCD policies and procedures were renumbered to reflect the CCLC numbering system.

## Who Reviews and Revises Policy and Procedures

The **Chancellor's Office** coordinates the District's review process and establishes a system for continuous update.  The Chancellor's Office is point of contact for all District Policies and Procedures with regard to review, revision, update, clarification and process.

The **Policy and Procedures Committee** is an ad-hoc committee of the **District Council** charged to review and update YCCD policies and procedures and suggest recommendations to the District Council and Chancellor.

The process is one where all recommendations for policy and procedure change first go to the Policy and Procedures Committee, then are sent to **Constituency Groups** for review, sent back to the Policy and Procedures committee for final edits, and finally sent to District Council for final feedback prior to the Chancellor taking the recommended policies and procedures to the **Board of Trustees**.

Board Policy is adopted by the Board of Trustees after two readings.  Procedures are provided to the Board as informational items.

The Committee relies heavily on **Community College League of California** (CCLC) updates, requests from the Board and Chancellor, and seek assistance from other resources within the YCCD.

## What is the Process?

All Policies that go to the Board for adoption/revision are first vetted through a review process.

The review and revision process can begin with CCLC updates or input from internal sources.  The CCLC policy and procedures update service provides templates, updates, and ongoing feedback.  The CCLC service provides updates on legally required, legally advised and good practice policies and procedures twice a year (fall and spring).

**Steps to Review:**
1. The **Policy and Procedures Committee** reviews existing and new policies/procedures and creates **drafts**.
   a. The Community College League of California (CCLC) updates or other internal requests to amend board policy/procedures come to the Policy and Procedures Committee.
   b. Additional resources may be solicited for expertise such as legal counsel, vice chancellors, vice-presidents, etc. in developing the drafts.
   c. Policy & Procedure Committee review takes place one-two times per month
   d. Committee develops a draft, sends out to its constituency groups and posts on web as "currently under review"
   e. *NOTE: In some instances a 1ˢᵗ Reading is presented to the Board prior to going to the Policy & Procedure Committee to reduce gaps in the review process (i.e. Summer).*

2. **Feedback** is solicited from **Constituency Groups** represented by District Council (CSEA, LTAC, YFA, both Academic Senates, Students) and collected by the Committee and incorporated into revised drafts.  The Committee provides the constituency groups adequate time to review (typically at least 3 weeks), but does not dictate how that review occurs.

3. The **final drafts** are forwarded to **District Council** and **Chancellor** and reviewed for approval or further direction or modification.  The constituency group review and comment period culminates at District Council.  At that meeting, the Chancellor hears input from the District Council and may seek additional resource review (i.e. legal counsel, etc.), if needed.
   a. The Chancellor incorporates any feedback and prepares a final Draft for the Board

4. **Approved drafts** are presented to the **Board**.  Policies and procedures needing modification or further direction may travel backwards in the process by going back to constituency groups or others for final edit prior to going to the Board.
   a. **Policies** require at least **two readings** prior to board adoption.
   b. **Administrative procedures** are presented as **information items** to the board and may be revised by the Board prior to implementation.

5. All final Board approved and adopted revisions are posted on the District Policy and Procedures website and all staff is notified via the monthly *Board Connections* email which summarizes the actions of the board after each board meeting.

Throughout the process multiple opportunities for input are available for staff.

Also part of the process is a contingency wherein the Chancellor may bypass the review process described above based on an emergency need. Regardless of which path the recommendation takes, it will be the Chancellor's responsibility to determine the next action for Policy/Procedure.


**Policy and Procedures Committee:**
The Policy and Procedures Committee is an ad hoc committee of the District Council, represented by each the following constituency groups:

| Constituency Group Representation | Current Reps (5/31/2016) |
|---|---|
| MJC Academic Senate (MJC Academic Senate President or designee) | Michael Adams |
| Columbia College Academic Senate (CC Academic Senate President or designee) | Wendy Griffiths-Bender |
| Yosemite Faculty Association (YFA President or designee) | Allan McKissick |
| California School Employees Association (CSEA) (CSEA President or designee) | Harry Davis |
| MJC administrator (MJC President or designee) | Jennifer Hamilton |
| Columbia College administrator (CC President or designee) | Robert Gritz |
| Central Services administrator (LTAC President or designee) | John Black |
| YCCD Student (YCCD Student Trustee or designee) | Vacant |
| Chancellor's Office (YCCD Chancellor designee) | Coni Chavez |

The committee meets approximately once per month, usually during the academic calendar year and may meet 1-2 times during the summer break.

## When do Policies and Procedures become Official?

Policy adoption requires a 1$^{st}$ and 2$^{nd}$ reading by the Board, followed by a majority vote of the whole Board (4 votes). Additional opportunities for public input are available at YCCD Board meetings, because each policy considered for addition or revision as an open session Board Agenda Discussion Item. The **effective date of Policy is the date of the Board meeting** when the Policy is adopted. **Policies are adopted by the Board.**

Procedure implementation requires Chancellor approval. Procedures follow the same review process as Policy except they do not require Board action. Instead, they are presented to the District Council and Chancellor for implementation and later provided to the Board as an open session Board Agenda Information Item. **The effective date of Procedure** is the date when the Procedure is implemented by the Chancellor (historically, the date used has been either the date of the District Council meeting OR the date that the Information Item is on the Board agenda). Lately, we've been using the board date because the Board may have additional "suggestions" for edits. **Procedures are implemented by the Chancellor.**

All Policies and Procedures are posted on the YCCD Policy and Procedures website as revisions occur. New and revised policy and procedures are also communicated through the Chancellor's District-wide recap of the Board meeting in *Board Connections* email and through Board Minutes and District Council Minutes.

## Where are the YCCD Policies and Procedures?

The Chancellor's Office maintains and regularly updates the YCCD Board Policy and Procedures manual. The manual is posted on the District website at http://www.yosemite.edu/Trustees/boardpolicy.htm.

There are seven (7) sections of YCCD Policy and procedures:

Section 1000 – The District          Section 5000 – Student Services
Section 2000 – Board of Trustees     Section 6000 – Business and Fiscal Affairs
Section 3000 – General Institution   Section 7000 – Human Resources
Section 4000 – Academic Affairs

**Additional Resources:**

**CCLC Policy and Procedure Service**
CCLC policy and procedure templates from the CCLC Policy & Procedure Service are available online at: http://www.ccleague.org/i4a/pages/index.cfm?pageid=3312 (*for access contact Public Affairs @ x6959*)

**Policy Committee SharePoint Site  (*for access contact Public Affairs @ x6959*)**
WEBSITE: https://sp-portal.yosemite.edu/committee/policycommittee/SitePages/Home.aspx

**Below is a list of selected Multi-College District Policies and Procedures Websites:**

| | |
|---|---|
| Chabot-Las Positas | http://www.clpccd.org/board/BoardPoliciesIndex.php |
| Coast | http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx |
| Contra Costa | http://www.4cd.edu/gb/pol_proc.aspx |
| Foothill-DeAnza | http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U5PUR6583E5 |
| Kern | https://www.kccd.edu/board-trustees/board-policy-contracts |
| Los Rios | http://www.losrios.edu/legal/GCpolreg.htm |
| North Orange | http://www.nocccd.edu/Policies/PoliciesAndProcedures.htm |
| Peralta | http://web.peralta.edu/trustees/bps-aps/ |
| Rancho Santiago | http://www.rsccd.edu/Trustees/Pages/Board-Policies.aspx |
| San Bernardino | http://www.sbccd.cc.ca.us/Board_of_Trustees/Policies_,-a-,_Procedures.aspx |
| San Diego | http://www.sdccd.edu/public/district/policies/ |
| San Jose/Evergreen | http://www.sjeccd.edu/discover-sjeccd/board-of-trustees/board-policies |
| State Center | http://www.sccd.edu/index.aspx?page=374 |
| Ventura | https://www.boarddocs.com/ca/vcccd/Board.nsf/vpublic?open |
| West Valley – Mission | http://www.wvmccd.cc.ca.us/documents.aspx?fid=26324&doc=26745&year=0&excludeyear=1 |
| Yuba | http://www.boarddocs.com/ca/yccd/board.nsf/public |