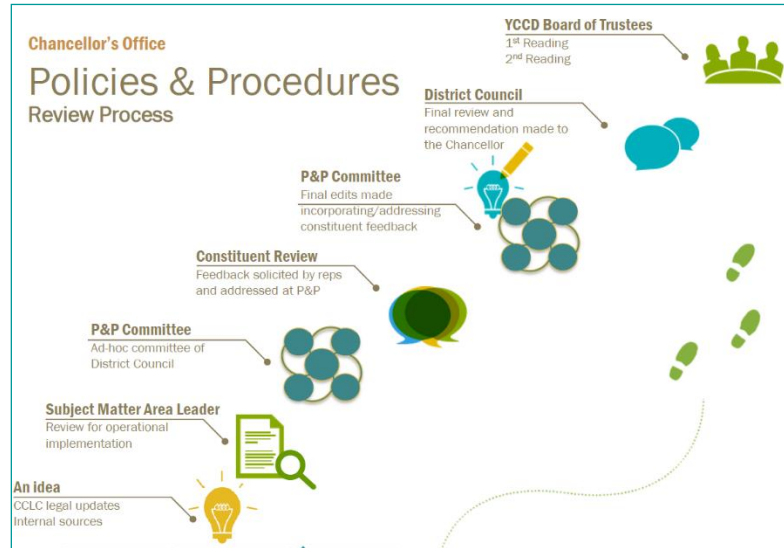# Yosemite CCD Board Policies and Administrative Procedures

The Review Process

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

Steps (1-7) to Review*

1. The process begins with **an idea** to revise an existing board policy/procedure or recommend a new board policy/procedure. Recommendations for revision or new documents are most often initiated by the Community College League of California (CCLC) legal updates and by way of the six-year comprehensive review cycle; but, also come from other external or internal requests that can be considered during the annual review period.

Chancellor's Office
Policies & Procedures
Review Process

YCCD Board of Trustees
1st Reading
2nd Reading

District Council
Final review and recommendation made to the Chancellor

P&P Committee
Final edits made incorporating/addressing constituent feedback

Constituent Review
Feedback solicited by reps and addressed at P&P

P&P Committee
Ad-hoc committee of District Council

Subject Matter Area Leader
Review for operational implementation

An idea
CCLC legal updates
Internal sources

2. **Subject matter area leaders** are consulted for operational applicability and feasibility (are we doing what we say we're doing and is what we're doing in alignment with all applicable laws, regulations, mandates, etc.).

3. The **Policies and Procedures Committee** reviews recommendations and creates drafts.

4. Feedback is solicited from **Constituent Groups** via their respective representatives. The Policies and Procedures Committee develops a draft and posts it on the District's Shared Files site as "Constituent Group Review." The Committee provides the constituency groups adequate time to review (typically at least 3 weeks), but does not dictate how that review occurs.

5. Constituent feedback is collected by their respective representatives and brought back to the Policies and Procedures Committee. **Final edits by the Committee** are made addressing, and when appropriate incorporating, constituent feedback.

6. Final committee drafts are forwarded to **District Council** for 1st and 2nd readings. The Chancellor hears input from District Council members, incorporates feedback as appropriate, and prepares a final draft for the Board. Drafts prepared for DC can be found on the P&P Committee Shared Files site in the folder titled "Prepared for District Council."

7. Culminating Board Policy final drafts are presented to the **Board** for at least two readings prior to adoption. The Board acknowledges the participatory process through which Board policies are developed, reviewed, and revised. The Board is the final decision-maker in approving adoption of Board policies. Administrative procedures and any revisions since the last time they were provided are presented as information items, at the same time that the corresponding Board Policy is agendized and may be revised by the Chancellor based on Board input prior to authorization. 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. Otherwise, the Chancellor has final disposition over administrative procedures.

> *IMPORTANT NOTES regarding the review process:
> - Policies and procedures needing modification or further direction may travel backward in the process by going back to constituency groups or others for final edit prior to going to the Board.
>
> - At each step along the process, either directly or through committee representation, opportunities are present for constituent input.
>
> - 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.

Policies and Procedures Become Official When…

Policy adoption requires 1st and 2nd readings 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 is done so as an open session Board Agenda Discussion Item. **The effective date of a given policy is the date of the Board meeting when the policy is adopted**. The Board acknowledges the participatory process through which Board policies are developed, reviewed, and revised. The Board is the final decision-maker in approving adoption of Board policies.

Procedure implementation requires Chancellor approval. Procedures follow the same review process as policy, including that of constituent review and feedback, but they do not require Board action. Instead, they are presented to the 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 at which they are presented OR the date that the Information Item is on the Board agenda).**

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

Policies and Procedures Committee

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

Constituency Group Representation	Current Reps (8/21/2024)
MJC Academic Senate (MJC Academic Senate President or designee)	Gisele Flores
Columbia College Academic Senate (CC Academic Senate President or designee)	Marcus Whisenant
Yosemite Faculty Association (YFA President or designee)	Allan McKissick
California School Employees Association (CSEA) (CSEA President or designee)	Patrick Krebbs
MJC Classified Senate (MJC Classified Senate President or designee)	Aaron Colby
Columbia College Classified Senate (CC Classified Senate President or designee)	Elissa Creighton
MJC administrator (MJC President or designee)	Curtis Martin
Columbia College administrator (CC President or designee)	Melissa Raby
Central Services administrator (LTAC President or designee)	Jacquelyn Forte
YCCD Student (YCCD Student Trustee or designee)	Gustavo Castrejon
Chancellor's Office (YCCD Chancellor designee)	Kimberly Gibbs/Graciela Molina

The committee meets approximately once per month, usually during the academic calendar year and may meet as needed during the summer break.

Continuous Review Cycle – Annual and Comprehensive Six-Year Chapter Reviews

Purpose and References

The YCCD Board Policy and Administrative Procedure Continuous Review Cycle provides for:

- an annual review of legal update revisions provided by the CCLC in fall and spring necessitated by changes to Federal/State statutes and/or regulations, as well as accreditation standards, as well as an opportunity to address any other pressing revisions; and,
- a comprehensive six-year review cycle for all BPs and APs by chapter.

The annual and comprehensive reviews are conducted concurrently and scheduled so as to create a realistic and efficient workflow for reviewing groups. The need for timely and continuous review of BPs and APs is driven by the YCCD's commitment to fulfilling the District's/colleges' missions in service to students, maintaining legal and regulatory compliance, providing clarity regarding District policies, and coinciding with accreditation standards.

Related Accreditation Standards I.B.7, I.C.5, and IV.C.7

- **I.B.7:** The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.
- **I.C.5:** The institution regularly reviews its institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.
- **IV.C.7:** The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

Review Cycle – Annual and Comprehensive Chapter Reviews

Goal 1: Annual review of policies/procedures incorporating biannual legal update revisions issued in fall and spring by the CCLC.

Goal 2: Six-year comprehensive review cycle of all policies/procedures. Providing the six-year comprehensive chapter review schedule, as pictured below, allows all interested parties an opportunity to plan in advance to participate in the review process.

Fall CCLC Update Provided (↓ between Oct. and Nov.) Spring CCLC Update Provided (↓ between March and April)

	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
Annual	Step 3. Fall→board			Step 1. Fall→leaders				Step 2. Fall→constituents				
	Step 1. Spring→leaders					Step 2. Spring→constituents				Step 3. Spring→board		
Comp	…Comp→leaders	Step 2. Comp→constituents				Step 3. Comp→board				Step 1. Comp→leaders		

The continuous review cycle allows for…
- An annual review for legal updates and pressing revisions
- A six-year comprehensive chapter review of all documents
- Balances workload among groups
- Consideration of the compressed calendar

Six-Year Cycle of Comprehensive Chapter Reviews

LR = Legally Required   LA = Legally Advised GP = Good Practice

Board Policy	Administrative Procedures	Leadership Review (subject matter areas)	P&P Committee & Constituent Review	Board Consideration
Chapter 1: The District 2 BPs current (1-LR) 0 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	**Chapter 1: The District** 0 APs current 0 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Summer 2022 Held for Further Review: 2100, 2712	Fall 2022/Spring 2023 2315, 2325	Spring 2023/Fall 2023 2-8075
Chapter 2: Board of Trustees 41 BPs current (9-LR, 5-LA, 9-GP) 1 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	**Chapter 2: Board of Trustees** 19 APs current (7-LR, 4-LA, 5-GP) 1 potential additions are legally required 0 potential additions are legal advised 1 potential additions are good practice			
Chapter 3: General Institution 44 BPs current (28-LR, 5-LA, 2-GP) 1 potential additions are legally required 0 potential additions are legal advised 1 potential addition are good practice	**Chapter 3: General Institution** 37 APs current (23-LR, 6-LA, 3-GP) 1 potential additions are legally required 1 potential addition are legal advised 3 potential additions are good practice	Summer 2023	Fall 2023/Spring 2024 3050, 3100, 3200, 3225, 3250, 3280, 3300, 3310, 3415, 3420, 3440, 3503, 3516, 3518, 3550, 3560, 3600, 3710, 3715, 3750, 3810, 3820, 3-8001, 3-8024, 3-8025, 3-8035, 3-8072, 3410, 3430, 3433, 3434, 3435, 3540, 3900, 3-8020	Spring 2024/Fall 2025 3500, 3501,3505, 3510, 3515, 3520, 3530
Chapter 4: Academic Affairs 36 BPs current (24-LR, 4-LA, 0-GP) 1 potential addition are legally required 3 potential additions are legal advised 1 potential addition are good practice	**Chapter 4: Academic Affairs** 30 APs current (19-LR, 5-LA, 0-GP) 1 potential addition are legally required 6 potential additions are legal advised 0 potential additions are good practice	Summer 2024 4010, 4020, 4021, 4022, 4025, 4026, 4030, 4040, 4050, 4060, 4070, 4100, 4101, 4102, 4103, 4104, 4105, 4106, 4110, 4220, 4222, 4225, 4226, 4227, 4228, 4229, 4230, 4231, 4232, 4235, 4236, 4240, 4250, 4255, 4260, 4400, 4500, 4610, 4-8061, 4-8065, 4-8074	Fall 2024/Spring 2025	Spring 2025/Fall 2026
Chapter 5: Student Services 39 BPs current (29-LR, 3-LA, 1-GP) 1 potential additions are legally required 0 potential addition are legal advised 0 potential additions are good practice	**Chapter 5: Student Services** 34 APs current (25-LR, 5-LA, 3-GP) 1 potential additions are legally required 2 potential additions are legal advised 0 potential additions are good practice	Summer 2025	Fall 2025/Spring 2026	Spring 2026/Fall 2027
Chapter 6: Business & Fiscal Affairs 44 BPs current (21-LR, 7-LA, 7-GP) 2 potential additions are legally required 1 potential addition are legal advised 0 potential additions are good practice	**Chapter 6: Business & Fiscal Affairs** 31 APs current (13-LR, 5-LA, 9-GP) 4 potential additions are legally required 4 potential additions are legal advised 1 potential addition are good practice	Summer 2026	Fall 2026/Spring 2027	Spring 2027/Fall 2028
Chapter 7: Human Resources 58 BPs current (11-LR, 11-LA, 1-GP) 1 potential additions are legally required 3 potential additions are legal advised 3 potential additions are good practice	**Chapter 7: Human Resources** 31 APs current (8-LR, 11-LA, 0-GP) 3 potential additions are legally required 6 potential additions are legal advised 3 potential additions are good practice	Summer 2027	Fall 2027/Spring 2028	Spring 2028/Fall 2029

Volume: 264 Board Policies (BPs) of which 182 have corresponding Administrative Procedures (APs)
 57 Potential Additions (19 BPs & 38 APs)
321 Total documents reviewed over the six-year continuous review cycle   rev. 1/17/24, kg

Resources – Where can policies be found?

The YCCD Chancellor's Office maintains and regularly updates YCCD Board policies and procedures. All documents are posted on the District website at https://www.yosemite.edu/trustees/boardpolicy.

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

Section 1 – The District	Section 4 – Academic Affairs	Section 7 – Human Resources
Section 2 – Board of Trustees	Section 5 – Student Services	
Section 3 – General Institution	Section 6 – Business and Fiscal Affairs	

Additional Resources

The **Community College League of California** (CCLC) Policy & Procedure Service provides subscribers with templates that are drafted by and have undergone CCLC legal counsel review. These drafts include source citations to accreditation standards, legal references, etc. One may contact their P&P Committee constituent representative to request a CCLC template document or contact YCCD Chancellor's Office at ext. 6519.

The Policies and Procedures Committee **Shared Files Site** contains drafts at varying stages in the review process. Drafts available during the policy review process can be accessed at https://yosemiteccd.sharepoint.com/:f:/t/POLICYCOMMITTEE/ElsvPpS2wGRFlZHdF0DbFYwBeUfnI5TQwGg DtcgQreyXcQ by entering an individual's District credentials. One may contact their P&P Committee constituent representative or YCCD Chancellor's Office for additional assistance.

Selected Multi-College District Policies and Procedures Websites

Chabot-Las Positas	http://districtazure.clpccd.org/policies/index.php
Coast	https://www.cccd.edu/boardoftrustees/boardpolicies/index.html
Contra Costa	https://www.4cd.edu/gb/policies-procedures/board/index.html
Foothill-DeAnza	http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U5PUR6583E5
Kern	https://www.kccd.edu/board-trustees/board-policy/board-policies-procedures
Los Rios	http://www.losrios.edu/legal/GCpolreg.htm
North Orange	https://www.nocccd.edu/policies-and-procedures
Peralta	http://web.peralta.edu/trustees/bps-aps/
Rancho Santiago	http://www.rsccd.edu/Trustees/Pages/Board-Policies.aspx
San Bernardino	https://sbccd.edu/about-sbccd/board-of-trustees/policies-and-procedures/index.php
San Diego	http://www.sdccd.edu/public/district/policies/
San Jose/Evergreen	https://go.boarddocs.com/ca/sjeccd/Board.nsf/goto?open&id=A8B2VQ022B2F
State Center	https://go.boarddocs.com/ca/scccd/Board.nsf/goto?open&id=ASPN2B5DCB14
Ventura	https://go.boarddocs.com/ca/vcccd/Board.nsf/Public?open=&id=policies
West Valley-Mission	https://go.boarddocs.com/ca/wvm/Board.nsf/vpublic?open
Yuba	http://www.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VV3AK05F075

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 7. 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 August 2015:
Additional policies and procedures had been added and/or modified and adopted by the Board on a continuous basis. The review and revision of policies and procedures continued as an ongoing process primarily responding to CCLC annual updates and internal suggestions during this period. In 2012, all YCCD policies and procedures were renumbered to reflect the CCLC numbering system.

August 2015 to May 2024:
In August 2015, the Board held a study session on the topic of policies and procedures. At that session, the continuous review cycle was presented. The newly developed cycle provided for an annual review timeline that looks at CCLC legal updates and other pressing revisions requested, as well as a six-year comprehensive chapter review timeline. Additions to the process also included an opportunity for subject matter area leaders to review recommended changes at the front end for operational feasibility. Following implementation, additional process improvements were made, such as a adding a second reading at District Council, a "last reviewed" date to each document noting review irrespective of revision(s), and providing open access to the P&P Committee Shared Files site. Implementation of the review cycle commenced in August 2015; and, since that time, parties have generally maintained the timeline and review schedule of approximately 15 new documents per month, while still allowing for adequate dialogue.

<u>May 2024 to present</u>:
At the May 8, 2024, Regular Board Meeting, the Board adopted revisions to Board Policy 2410 to formally separate the Board Policies and Administrative Procedures into two distinct documents. In addition to separating the documents, the District also moved the policies and procedures over to the District's BoardDocs site. Hyperlinks to the BoardDocs site were added to the District's Policies & Procedures website.