

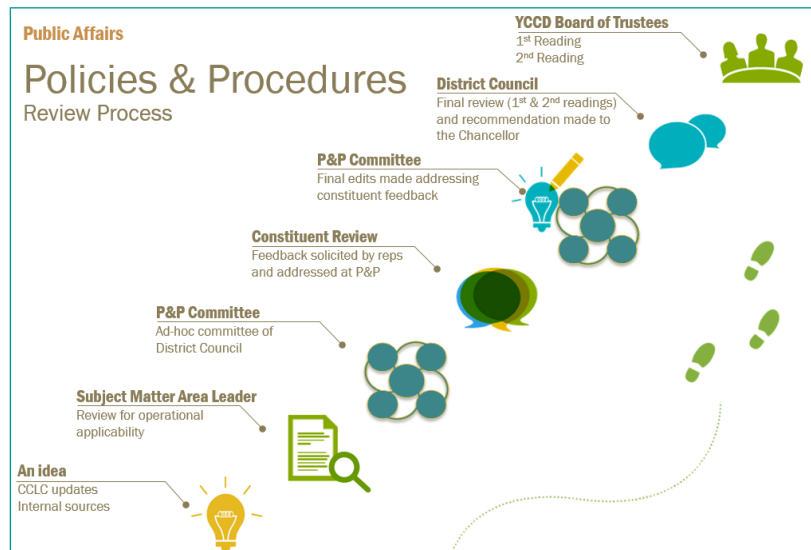
# Yosemite CCD Board Policies and Administrative Procedures

## 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.



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 SharePoint 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 1<sup>st</sup> and 2<sup>nd</sup> 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 SharePoint site in the folder titled "Prepared for District Council."
7. Culminating 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 are presented as information items to the Board and may be revised based on Board input prior to implementation.

**\*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 1<sup>st</sup> and 2<sup>nd</sup> 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 the following constituency groups:

**Constituency Group Representation**

MJC Academic Senate (MJC Academic Senate President or designee)  
Columbia College Academic Senate (CC Academic Senate President or designee)  
Yosemite Faculty Association (YFA President or designee)  
California School Employees Association (CSEA) (CSEA President or designee)  
MJC administrator (MJC President or designee)  
Columbia College administrator (CC President or designee)  
Central Services administrator (LTAC President or designee)  
YCCD Student (YCCD Student Trustee or designee)  
Chancellor's Office (YCCD Chancellor designee)

**Current Reps (11/14/2017)**

Curtis Martin  
Nathan Rien  
Erik Andal  
Harry Davis  
Jillian Daly  
Brandon Price  
John Black  
VACANT  
Coni Chavez

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.

	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July			
	↓ Fall CCLC Update Provided												↓ Spring CCLC Update Provided		
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

<b>Board Policy</b>		<b>Administrative Procedures</b>		Leadership Review (subject matter areas)	P&P Committee & Constituent Review	Board Consideration
<b>Chapter 1: The District</b> 2 BPs current (1-LR) 0 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	<b>Chapter 1: The District</b> 0 APs current 0 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	Summer 2015  COMPLETED * Except AP 2735, as it was determined during the Leadership Review phase to be unnecessary.	Fall 2015  COMPLETED ** Except AP 2360, which was held in District Council per requested additional discussion.	Spring 2016  COMPLETED		
<b>Chapter 2: Board of Trustees</b> 40** BPs current (8-LR, 5-LA, 9-GP) 0 potential additions are legally required 0 potential additions are legal advised 0 potential additions are good practice	<b>Chapter 2: Board of Trustees</b> 18 APs current (6-LR, 4-LA, 5-GP) 0 potential additions are legally required 0 potential additions are legal advised 1* potential additions are good practice	Summer 2016 COMPLETED	Fall 2016 COMPLETED * Except 3750 which was added to the spring 2018 queue for further discussion.	Spring 2017 COMPLETED * Except 3600 which tabled by the Board in Feb. awaiting completion and distribution of State manual on the topic.		
<b>Chapter 3: General Institution</b> 40* BPs current (26-LR, 5-LA, 1-GP) 0 potential additions are legally required 0 potential additions are legal advised 1 potential additions are good practice	<b>Chapter 3: General Institution</b> 35* APs current (21-LR, 6-LA, 3-GP) 0 potential additions are legally required 1 potential additions are legal advised 2 potential additions are good practice	Summer 2017	Fall 2017	Spring 2018		
<b>Chapter 4: Academic Affairs</b> 29 BPs current (14-LR, 1-LA, 0-GP) 10 potential additions are legally required 6 potential additions are legal advised 1 potential additions are good practice	<b>Chapter 4: Academic Affairs</b> 8 APs current (4-LR, 0-LA, 0-GP) 15 potential additions are legally required 11 potential additions are legal advised 0 potential additions are good practice	Summer 2018	Fall 2018	Spring 2019		
<b>Chapter 5: Student Services</b> 31 BPs current (22-LR, 2-LA, 1-GP) 7 potential additions are legally required 1 potential additions are legal advised 0 potential additions are good practice	<b>Chapter 5: Student Services</b> 23 APs current (16-LR, 4-LA, 1-GP) 9 potential additions are legally required 3 potential additions are legal advised 0 potential additions are good practice	Summer 2019	Fall 2019	Spring 2020		
<b>Chapter 6: Business &amp; Fiscal Affairs</b> 39 BPs current (13-LR, 2-LA, 4-GP) 10 potential additions are legally required 4 potential additions are legal advised 3 potential additions are good practice	<b>Chapter 6: Business &amp; Fiscal Affairs</b> 22 APs current (7-LR, 2-LA, 3-GP) 10 potential additions are legally required 6 potential additions are legal advised 7 potential additions are good practice	Summer 2020	Fall 2020	Spring 2021		
<b>Chapter 7: Human Resources</b> 52 BPs current (8-LR, 9-LA, 1-GP) 4 potential additions are legally required 4 potential additions are legal advised 2 potential additions are good practice	<b>Chapter 7: Human Resources</b> 26 APs current (6-LR, 10-LA, 0-GP) 5 potential additions are legally required 6 potential additions are legal advised 2 potential additions are good practice					

**Volume:** 233 Board Policies (BPs) of which 132 have corresponding Administrative Procedures (APs)  
131 Potential Additions (53 BPs & 78 APs)  
364 Total documents reviewed over the six-year continuous review cycle

rev. 8/9/17, cmc

## 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 <http://www.yosemite.edu/Trustees/boardpolicy.htm>.

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

- |                                    |  |                                |
|------------------------------------|--|--------------------------------|
| Section 1000 – The District        | Section 4000 – Academic Affairs            | Section 7000 – Human Resources |
| Section 2000 – Board of Trustees   | Section 5000 – Student Services            |                                |
| Section 3000 – General Institution | Section 6000 – 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 Public Affairs at ext. 6959.

The Policies and Procedures Committee **SharePoint Site** contains drafts at varying stages in the review process. Drafts available during the constituent review phase can be accessed at <https://sp-portal.yosemite.edu/committee/policycommittee/Constituency%20Group%20Review/Forms/AllItems.aspx>. One may contact their P&P Committee constituent representative to request a particular document not currently in the constituent review phase or contact YCCD Public Affairs at ext. 6959.

## Selected Multi-College District Policies and Procedures Websites

Chabot-Las Positas	<a href="http://www.clpccd.org/board/activebps-aps.php">http://www.clpccd.org/board/activebps-aps.php</a>
Coast	<a href="http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx">http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx</a>
Contra Costa	<a href="http://www.4ccd.edu/gb/pol_proc.aspx">http://www.4ccd.edu/gb/pol_proc.aspx</a>
Foothill-DeAnza	<a href="http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&amp;id=9U5PUR6583E5">http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&amp;id=9U5PUR6583E5</a>
Kern	<a href="https://www.kccd.edu/board-trustees/board-policy/board-policy-contracts">https://www.kccd.edu/board-trustees/board-policy/board-policy-contracts</a>
Los Rios	<a href="http://www.losrios.edu/legal/GCpolreg.htm">http://www.losrios.edu/legal/GCpolreg.htm</a>
North Orange	<a href="https://www.nocccd.edu/policies-and-procedures">https://www.nocccd.edu/policies-and-procedures</a>
Peralta	<a href="http://web.peralta.edu/trustees/bps-aps/">http://web.peralta.edu/trustees/bps-aps/</a>
Rancho Santiago	<a href="http://www.rscgd.edu/Trustees/Pages/Board-Policies.aspx">http://www.rscgd.edu/Trustees/Pages/Board-Policies.aspx</a>
San Bernardino	<a href="http://www.sbccd.org/Board_of_Trustees/Policies_-a-,_Procedures">http://www.sbccd.org/Board_of_Trustees/Policies_-a-,_Procedures</a>
San Diego	<a href="http://www.sdccd.edu/public/district/policies/">http://www.sdccd.edu/public/district/policies/</a>
San Jose/Evergreen	<a href="http://www.sjeccd.edu/discover-sjeccd/board-of-trustees/board-policies">http://www.sjeccd.edu/discover-sjeccd/board-of-trustees/board-policies</a>
State Center	<a href="http://www.scccd.edu/index.aspx?page=374">http://www.scccd.edu/index.aspx?page=374</a>
Ventura	<a href="http://www.boarddocs.com/ca/vcccd/Board.nsf/Public?open&amp;id=policies">http://www.boarddocs.com/ca/vcccd/Board.nsf/Public?open&amp;id=policies</a>
West Valley/Mission	<a href="http://www.wvm.edu/documents.aspx?fid=26324&amp;doc=26745&amp;year=0&amp;excludeyear=1">http://www.wvm.edu/documents.aspx?fid=26324&amp;doc=26745&amp;year=0&amp;excludeyear=1</a>
Yuba	<a href="http://www.boarddocs.com/ca/yccd/Board.nsf/goto?open&amp;id=8VV3AK05F075">http://www.boarddocs.com/ca/yccd/Board.nsf/goto?open&amp;id=8VV3AK05F075</a>

## 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 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 Present:

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 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 SharePoint 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.