YCCD

Yosemite Community College District Policies and Administrative Procedures   **No. 2410**

Policy

2410   Board Policies and Administrative Procedures

The Board governs primarily through policy.

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction. Policies that apply to Board members, such as a policy on Board self-evaluation, may only involve the governing Board. Policies that address "academic and professional" matters must include the Academic Senate. Policies that have a significant impact on staff or students must involve representatives from those groups.

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.

The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission per the continuous six-year review cycle outlined in the YCCD Board Policies and Administrative Procedures. Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. In urgent circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced. Minutes for that Board meeting shall clearly state the rationale for that occurrence. Non-substantive changes, such as updated Code references and external agency name changes, shall not require Board adoption; however, such changes will be presented to the Board as information items.

Administrative procedures are to be issued by the Chancellor 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 Chancellor. Revisions to administrative procedures will be presented to the Board as information items on Board agendas.

The Chancellor shall provide each member of the Board with administrative procedures and any revisions since the last time they were provided, at the same time that the corresponding Board Policy is agendized. The Administrative Procedures and Board Policies will be separate documents with Administrative Procedures being presented as information items and Board Policies as action items. 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.

All Board policies and administrative procedures are regularly updated and available to District employees and the general public, and are located at the District's website at
http://www.yosemite.edu/trustees/boardpolicy.

Cross References (see also):
YCCD Policy 2200 – Board Duties and Responsibilities

References:
Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5; YCCD Board Policies and Administrative Procedures

Adopted: August 6, 2002
Revision Adopted: ~~February 8, 2012, April 10, 2013, March 9, 2016,~~ May 8, 2024
Last Reviewed: ~~March 9, 2016,~~ May 8, 2024

Administrative Procedure

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2   **2410   Board Policies and Administrative Procedures**

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4   Through direction of the Chancellor, YCCD has developed the following continuous six-year review cycle
5   for all Board Policies and Administrative Procedures. Administrative Procedures shall be maintained in a
6   separate document from Board Policies:

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8   Policies that go to the Board for adoption/revision are first vetted through a review process.
9   Steps (1-7) to Review*

10   1. The process begins with an idea to revise an existing board policy/procedure or recommend a
11   new board policy/procedure. Recommendations for revision or new documents are most often
12   initiated by the Community College League of California (CCLC) legal updates and by way of the
13   six-year comprehensive review cycle; but, also come from other external or internal requests that
14   can be considered during the annual review period.
15   2. Subject matter area leaders are consulted for operational applicability and feasibility (are we
16   doing what we say we're doing and is what we're doing in alignment with all applicable laws,
17   regulations, mandates, etc.).
18   3. The Policies and Procedures Committee reviews recommendations and creates drafts.
19   4. Feedback is solicited from Constituent Groups via their respective representatives. The Policies
20   and Procedures Committee develops a draft and posts it on the District's Shared Files site as
21   "Constituent Group Review." The Committee provides the constituency groups adequate time to
22   review (typically at least 3 weeks), but does not dictate how that review occurs.
23   5. Constituent feedback is collected by their respective representatives and brought back to the
24   Policies and Procedures Committee. Final edits by the Committee are made addressing, and when
25   appropriate incorporating, constituent feedback.
26   6. Final committee drafts are forwarded to District Council for 1st and 2nd readings. The Chancellor
27   hears input from District Council members, incorporates feedback as appropriate, and prepares a
28   final draft for the Board. Drafts prepared for DC can be found on the P&P Committee Shared Files
29   site in the folder titled "Prepared for District Council."
30   7. Culminating Board Policy final drafts are presented to the Board for at least two readings prior to
31   adoption. The Board acknowledges the participatory process through which Board policies are
32   developed, reviewed, and revised. The Board is the final decision-maker in approving adoption of
33   Board policies. Administrative procedures and any revisions since the last time they were
34   provided are presented as information items, at the same time that the corresponding Board
35   Policy is agendized and may be revised by the Chancellor based on Board input prior to
36   authorization. The Board reserves the right to direct revisions of the administrative procedures
37   should they, in the Board's judgment, be inconsistent with the Board's own policies. Otherwise,
38   the Chancellor has final disposition over administrative procedures.

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40   *IMPORTANT NOTES regarding the review process:
41   • Policies and procedures needing modification or further direction may travel backward in the process
42   by going back to constituency groups or others for final edit prior to going to the Board.
43   • At each step along the process, either directly or through committee representation, opportunities are
44   present for constituent input.
45   • Also, part of the process is a contingency wherein the Chancellor may bypass the review process
46   described above based on an emergency need. Regardless of which path the recommendation takes, it
47   will be the Chancellor's responsibility to determine the next action for Policy/Procedure.

Official Approval and Posting of Board Policies and Procedures:

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:
MJC Academic Senate (MJC Academic Senate President or designee)
CC Academic Senate (CC Academic Senate President or designee)
Yosemite Faculty Association (YFA President or designee)
MJC Classified Senate (MJC Classified Senate President or designee)
CC Classified Senate (CC Classified Senate 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)

YCCD Policies and Procedures 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.

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.

References:
Education Code Section 70902; ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4; YCCD Board Policies and Administrative Procedures

Procedure Last Revised: ~~April 11, 2007~~, ~~February 8, 2012~~, ~~April 10, 2013, March 9, 2016,~~ May 8, 2024
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