

From: Coni Chavez

Sent: Friday, September 30, 2016 5:26 PM

To: _YCCD Everyone at YCCD <YCCDEveryoneatYCCD@yosemite.edu>

Subject: YCCD Board Policy Review - Process Updates

Greetings,

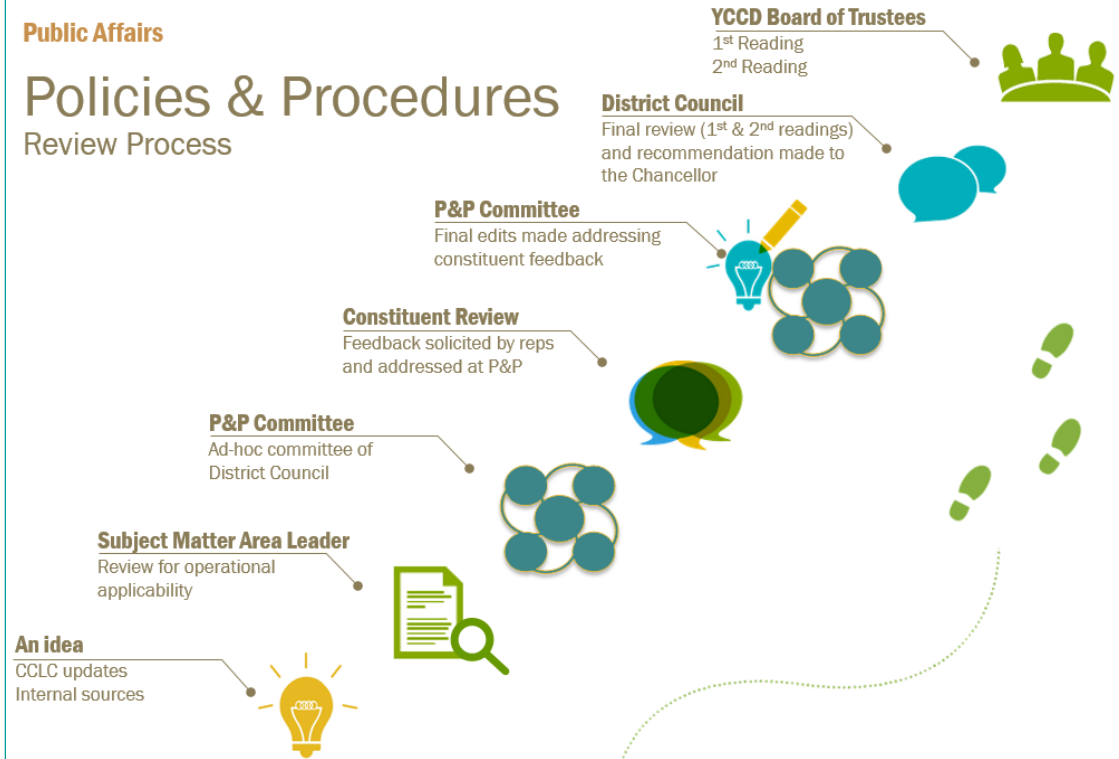
The Board Policy and Administrative Procedure review process has undergone enhancements that make it even more open and inclusive! Here's how:

- **Opportunities for feedback exist at each step** during the review process (pictured below), either directly or through your committee representative(s) (also noted below).
- There are **at least six readings** of each board policy and administrative procedure that go through the review process: two at YCCD Policies & Procedures Committee meetings; two at District Council meetings; and, two at YCCD Board of Trustees meetings. Further, there is also a **“Constituent Review” period** of time where feedback is solicited by committee representatives to be brought back to the YCCD P&P Committee for consideration.
- **All documents are open access** to anyone with YCCD login credentials by visiting the [YCCD P&P Committee SharePoint Site](#), regardless of the draft state in which they are in—this means, that even though these very preliminary drafts may still be under revision and have a way to go to being proposed, they can still be seen by all.
- The **review process is clearly spelled out in a narrative and visual format** available on the [board policy and administrative procedure webpage](#). The webpage includes the [YCCD Board Policies and Administrative Procedures](#) process information document, direct hyperlink resources to all approved policies and procedures, as well as all YCCD Policies & Procedures Committee resources (accreditation, education code, Title 5, SharePoint, CCLC, etc.).
- A **Continuous Review Cycle exists and is openly available online** that includes an annual review cycle and a comprehensive six-year review cycle...so, we know when we will look at each document as part of the regular review through the year 2021 (pictured below).

Public Affairs

Policies & Procedures

Review Process



LR= Legally Required LA= Legally Advised OP= Good Practice		Leadership Review (subject matter areas)	P&P Committee & Constituent Review	Board Consideration
Board Policy	Administrative Procedures			
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 2015 COMPLETED <small>* Except AP 2735, as it was determined during the Leadership Review phase to be unnecessary.</small>	Fall 2015 COMPLETED <small>** Except AP 2700, which was held in District Council per requested additional discussion.</small>	Spring 2016 COMPLETED
Chapter 2: Board of Trustees 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	Chapter 2: Board of Trustees 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			
Chapter 3: General Institution 45 BPs current (22-LR, 5-LA, 1-GP) 4 potential additions are legally required 0 potential additions are legal advised 1 potential additions are good practice	Chapter 3: General Institution 31 APs current (14-LR, 6-LA, 3-GP) 7 potential additions are legally required 1 potential additions are legal advised 2 potential additions are good practice	Summer 2016	Fall 2016	Spring 2017
Chapter 4: Academic Affairs 28 BPs current (13-LR, 1-LA, 0-GP) 11 potential additions are legally required 6 potential additions are legal advised 1 potential additions are good practice	Chapter 4: Academic Affairs 7 APs current (3-LR, 0-LA, 0-GP) 16 potential additions are legally required 11 potential additions are legal advised 0 potential additions are good practice	Summer 2017	Fall 2017	Spring 2018
Chapter 5: Student Services 30 BPs current (21-LR, 2-LA, 0-GP) 7 potential additions are legally required 1 potential additions are legal advised 0 potential additions are good practice	Chapter 5: Student Services 22 APs current (16-LR, 4-LA, 2-GP) 9 potential additions are legally required 3 potential additions are legal advised 0 potential additions are good practice	Summer 2018	Fall 2018	Spring 2019
Chapter 6: Business & Fiscal Affairs 38 BPs current (13-LR, 2-LA, 3-GP) 9 potential additions are legally required 4 potential additions are legal advised 4 potential additions are good practice	Chapter 6: Business & Fiscal Affairs 18 APs current (4-LR, 1-LA, 3-GP) 12 potential additions are legally required 7 potential additions are legal advised 7 potential additions are good practice	Summer 2019	Fall 2019	Spring 2020
Chapter 7: Human Resources 49 BPs current (5-LR, 9-LA, 1-GP) 7 potential additions are legally required 4 potential additions are legal advised 2 potential additions are good practice	Chapter 7: Human Resources 24 APs current (5-LR, 9-LA, 0-GP) 7 potential additions are legally required 6 potential additions are legal advised 2 potential additions are good practice	Summer 2020	Fall 2020	Spring 2021
Volume: 233 Board Policies (BPs) of which 120 have corresponding Administrative Procedures (APs) 154 Potential Additions (61 BPs & 93 APs) 387 Total documents reviewed over the six-year continuous review cycle				

rev. 7/19/16, [CCLC](#)

Lastly, each of your YCCD P&P Committee representatives have gone through an orientation to familiarize them with the review process in its entirety and the myriad of resources available. Please feel free to reach out to me or your committee representative(s) with any questions.

Constituency Group Representation Current Reps (9/1/2016)

MJC Academic Senate (MJC Academic Senate President or designee) Allan McKissick (mckissicka@yosemite.edu)
Columbia College Academic Senate (CC Academic Senate President or designee) Wendy Griffiths-Bender (griffithsbenderw@yosemite.edu)
Yosemite Faculty Association (YFA President or designee) Tim Elizondo (elizondot@yosemite.edu)
California School Employees Association (CSEA) (CSEA President or designee) Harry Davis (davisha@yosemite.edu)
MJC administrator (MJC President or designee) Albert Alt (alta@yosemite.edu)
Columbia College administrator (CC President or designee) Jeff Whalen (whalenj@yosemite.edu)
Central Services administrator (LTAC President or designee) John Black (blackj@yosemite.edu)
YCCD Student (YCCD Student Trustee or designee) Siegfried Guentensperger (YCCDStudentTrustee@yosemite.edu)
Chancellor's Office (YCCD Chancellor designee) Coni Chavez (chavezc@yosemite.edu)

Thank you,
Coni

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