

**Updating/Revising Board Policies
and Administrative Procedures
at the
Chabot-Las Positas CCD
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Board Policies & Administrative Procedures

■ Overview of the League's Policy and Procedure Service

- Based on principles inherent in **effective Board governance**, policy development, and local decision-making
 - Designed to reinforce Board effectiveness and strengthen the appropriate delegation to and accountability of the chief executive officer
 - Differentiates between board policy and administrative procedures
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- Policy and procedure manuals should be accessible, useful, and up-to-date

Board Policies & Administrative Procedures

■ Board Policies

- **Voice** of the Board of Trustees;
- **Define the general goals and acceptable practices** for the operations of the District (address “**what**” the issue is);
- **Implement federal & state laws/regulations** & accreditation standards;
- Best expressed in **broad statements**;
- **Legally binds** the District;
- Policy statements should be **clearly written, succinct, and current**.

In addition,

- The Board, through policy, **delegates authority to and through the Chief Executive** to administer the District and
- The CEO and District employees are responsible to reasonably interpret board policy as well as other relevant laws and regulations that govern the District

Board Policies & Administrative Procedures

- **Administrative Procedures**
 - **Implement board policy**, laws, and regulations;
 - Address “**how**” the general goals of the District are achieved;
 - **Define the operations** of the District;
 - **Include details of policy implementation**, responsibility, accountability, and standards of practice;
 - **Developed and implemented by the Chancellor**, administrators, faculty leaders, classified staff leaders, student leaders;
 - **Not intended to require Board action** (information items)

- **Department/Office Guidelines or Processes**
 - **Area specific processes** that all constituencies need to know;
 - Include additional details to promote effective operations at the department/office level;
 - Could be **posted on the department’s/office’s website** (intranet or internet) **and/or maintained in a manual** kept in the dept./office

Board Policies & Administrative Procedures

■ League's Policy and Procedure Subscriber Service Templates

- 381 policy and procedures templates that are legally required, legally advised, or suggested as good practice available to subscribing districts
- Drafted/vetted by the legal firm of Liebert Cassidy Whitmore, the League's partner in the Service
- Developed/reviewed by League staff members who are experts on Board roles/responsibilities and differentiating policy from administrative procedures

■ Compliance Definitions

- **Accreditation** – Policies/procedures with direct Accreditation Standard references
- **Legally Required** – The District must enact policies/procedures based on state or federal law or regulation
- **Legally Advised** – Policies/procedures that are essential to protect the District from potential liability
- **Suggested** – Suggested by CCLC and its legal counsel as standards of good practice

Compliance Requirement	CCLC Templates
Accreditation	37
Legally Required	216
Legally Advised	67
Suggested as Good Practice	61
Total	<u>381</u>

Board Policies & Administrative Procedures

- Of the 381 policy and procedures templates recommended by the League's Policy & Procedure Service, there are **320** that are related to accreditation, legally required, or legally advised. CCLC's Policy & Procedure Service began in 2000 and has issued 21 legal updates since then. The legal updates are issued biannually.
(Update #21 was disseminated to member districts in Sept. 2012)
- Legal and structural gaps in CLPCCD's current policies/procedures will be addressed
- The Policy & Procedure templates will serve as the basis with current District language being incorporated as applicable and appropriate.
- All former and/or outdated policy language will be brought to the Board for official repeal.

Board Policies & Administrative Procedures

■ Process Parameters

■ Align CLPCCD's Numbering System with the Policy & Procedure Service Numbering

- Simplifies adoption, revision, tracking
- Facilitates determination of CLPCCD's compliance status
- **62** of the **67** subscribing districts have adopted CCLC's numbering system, making it a "common language" among districts

■ Update a Chapter at a Time

- Assures immediate legal compliance with the state statutes, Title 5 Regulations, and federal laws/regulations
- Equips the Accreditation Self Study Writing Teams with 17 policies and 20 procedures they can immediately reference in the Self Study Report for the District
- Allows Board members, District/college leaders, students, and the public to easily access current documents (via the website) that have legal references clearly cited on each
- Helps maintain a culture of improvement allowing employees and the community to see noticeable progress

Board Policies & Administrative Procedures

- **Establish, publicize, and follow a timeline**
- **Assign roles and responsibilities** (define who is involved in the various parts of the review such as appropriate lead contacts, Chancellor's Council, etc.)
- In converting to the CCLC's Policy & Procedure Service Templates for Board Policies and Administrative Procedures, local practice will be inserted to reflect the culture of the organization and its current practices. Therefore, elements of a majority of CLPCCD's current documents can and should be reflected in the newly revised documents. Transition **from** the current **chapter numbering to** the following **seven chapters**:
 - **Chapter 1** – The District (contains 2 BPs and 0 APs)
 - **Chapter 2** – The Board of Trustees (contains 38 BPs and 18 APs)
 - **Chapter 3** – General Information (contains 30 BPs and 34 APs)
 - **Chapter 4** – Academic Affairs (contains 22 BPs and 38 APs)
 - **Chapter 5** – Student Services (contains 26 BPs and 35 APs)
 - **Chapter 6** – Business and Fiscal Affairs (contains 22 BPs and 37 APs)
 - **Chapter 7** – Human Resources (contains 25 BPs and 54 APs)

TOTAL = 165 Board Policies & 216 Admin. Procedures (plus any “unique” docs)
- **Implement a regular on-going review and tracking process** (connected with the Policy and Procedure Service's biannual legal updates each Fall and Spring)