

YCCD – Board Policy and Administrative Procedures

ACTIVE LIST

September 7, 2011

The policies and procedures below with an “x” marked under “Constit. Review” were sent to each Constituency Group on September 7, 2011 for review and comment. We ask that any feedback be sent to the P&P Committee by October 7, so we can review and incorporate comments at our next P&P meeting scheduled for October 14.

Policies and Procedures currently under review:

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Policy/Procedure/Title	P & P Cmte	Constit. Review	P & P Cmte	DC Mtg	Board Mtg(1 st)	Board Mtg(2 nd)
2810 Claims Against the District	x	x				
3322 Associated Student Fund	x	x				
3800 Authorization to Drive District Vehicle	x	x				
3840 Safety in District Vehicles	x	x				
4002 Nepotism	x	x				
5040 Student Records and Privacy	x	x				
5500 Standards of Conduct	x	—				
7405 Board Responsibilities	x	x				
7410 Policy and Administrative Procedures	x	x				
NEW Child Abuse Reporting (CCLC 3518)	x	—				
NEW 5800 - Prevention of Identity Theft in Student Financial Transactions (CCLC 5800)	x	x				
NEW 7431 - CEO Selection (CCLC 2431)	x	x				
NEW Human Research Protections	x	x				

Future Projects - Reformatting/Re numbering:

- Process to transition into renumbering YCCD policies and procedures: We will add CCLC numbers in parenthesis to each current YCCD policy and procedure as an additional reference item. “When the timing is right”, we will transition to the CCLC numbers replacing the YCCD numbers.
- All YCCD policies and procedures will be reformatted for ease of updating and for ease of located particular items within the documents. We need to determine what the “new look” will be and we will incorporate the use of “page numbers” and “line numbers.”
- All “procedures” will be renamed as “administrative procedures” in all policy and procedure documents.

Future projects - Policy and Procedures website:

- We will continue to request that the search function of the YCCD policies and procedures website be solely for policies and procedures, versus the entire YCCD website. When we enter keywords for a policy and procedures search, we get too many responses back that do not relate to policies and procedures.
- Each pdf policy and procedure listed on the YCCD Policies and Procedures webpage, will have active links when any of the code references are clicked.