POLICIES AND PROCEDURES OF THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Desk Reference

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POLICIES AND PROCEDURES
OF THE
CONTRA COSTA COMMUNITY COLLEGE DISTRICT

How a New or Revised Policy/Procedure is Approved

I. MANUALS

All formally adopted Districtwide policies, procedures and personnel manuals are found in the following seven manuals:

Policies: Governing Board Policies and Administrative Procedures

Procedures: Business Procedures
Curriculum and Instruction Procedures*
Human Resources Procedures
Payroll Procedures
Student Services Procedures*

*Maintained in the same procedures manual

Personnel: Collective Bargaining Agreements (United Faculty, Local 1)
Management, Supervisory and Confidential Employees Personnel Manual

In addition to these seven manuals, there is the Cooperative Agreement and Implementation Guidelines which is a compilation of agreements and guidelines housed on the District Policies and Procedures Internet site. (There is no hard-copy manual.) Cooperative Agreements are approved only at the Cabinet level and among the specific constituents related to an individual agreement. Implementation Guidelines are developed at the appropriate District Office department level and approved at the Cabinet level only. The last adoption/revision date for an agreement/guideline for this manual is September 14, 2004.

II. RESPONSIBILITIES

A. Administrative

It is the responsibility of the Chancellor, through appropriate administrators, to ensure the policies and procedures contained in the formally approved Governing Board and departmental manuals serve as one body to guide the business of the District.

The responsible administrative staff - Chancellor, Chief Officers, Directors - is as follows:

Manuals		Person Responsible*
Policies		
Governing Board Policies and Administrative Procedures	Series 1000: Procedures of the Governing Board	Chancellor**
	Series 2000: Employment & Employees	Chief Human Resources Officer/Chief Negotiator
	Series 3000: Student Services Series 4000: Curriculum & Instruction	Chief Education and Technology Officer
	Series 5000: Business Services	Chief Financial Officer: • Finance: Director of District Finance Services • Purchasing: Director of Purchasing
	Series 6000:Physical Facilities	Chief Financial Officer: • Facilities: Chief Facilities Planner
	Rules & Regulations	Chancellor**
Procedures		
Human Resources Procedures Manual		Chief Human Resources Officer/Chief Negotiator
Business Procedures Manual		Chief Financial Officer: • Finance: Director of District Finance Services • Purchasing: Director of Purchasing • Facilities: Chief Facilities Planner
Payroll Procedures Manual		Chief Financial Officer: • Director of District Finance Services ➢ Payroll: Director of Payroll
Student Services Procedures Manual		Chief Education and Technology Officer
Curriculum & Instruction Procedures Manual		
Personnel Manuals		
Management, Supervisory and Confidential Employees Personnel Manual		Chief Human Resources Officer/Chief Negotiator
Collective Bargaining Agreements: UF & Local 1		

* Chief Education and Technology Officer is responsible for various IT-related policies/procedures throughout the District manuals.
**Occasionally, where topic-appropriate, a Chief Officer or Director will carry the proposed revisions through the approval process.

B. Assistants to Chancellor and Chief Officers

Administrative Project Coordinator, Chancellor's Office
The Administrative Project Coordinator for the Chancellor's Office oversees all District policies and procedures. These responsibilities (not inclusive) include the following:
- coordinating and ensuring the internal policy/procedure review process and the CCLC policy/procedure review process;
- guiding assistants in their responsibilities at the department level;
- coordinating the "related" policies and procedures;
- coordinating Transmittals between the departments; and
- overseeing the accuracy of the Internet site.

<u>Administrative Project Coordinator and Assistants to Chief Officers (Departmental Assistants)</u>
The departmental assistant is the official "keeper" of all departmental finalized Word procedures files and is responsible for their assigned policies and procedures during the review process. Once a Board Policy or Administrative Procedure is finalized, it is sent to the Administrative Projects Coordinator, who is the "keeper" of all Board Policies and Administrative Procedures. When a Board Policy or Administrative Procedure is being revised, the departmental assistant obtains the current policy/procedure from the Administrative Projects Coordinator to begin the revision process.

The responsibility of the departmental assistants includes, but is not limited to, the following:
- maintaining accuracy of designated policy/procedure portal
- word processing;
- assigning a number to proposed, new procedures – in order to prevent confusion, it is imperative that procedures numbers are not reused;
- monitoring of the approval process together with the accompanying calendaring (through Cabinet, DGC, employee groups, Board, 1st/2nd readings, etc.) for assigned manual(s);
- maintenance of historical files, provision of Education Code/Accreditation Standards information in order for their supervisor to have all documentation at the ready when the policy/procedure is being reviewed;
- distribution of new/revised policies/procedures (electronic and hard copy);
- maintenance and accuracy of the Internet web site (including functioning "relateds"), etc.
- identification, together with the appropriate manager, of any related policies/procedures.

Once Cabinet has reached consensus for a policy/procedure to begin the approval process, the assistant's responsibility includes, but is not limited to, the following:
- forwarding the appropriate computer file to DGC and the Chief Human Resources Officer/Chief Negotiator (for the employee groups), requesting that the item be agendized;
- tracking the readings and any changes from DGC – (DGC may offer input, offer no input, or indicate that the policy/procedure has final approval at the first reading, whereby the appropriate minutes would reflect this final approval.);
- placing this item on the next monthly DGC agenda for a second reading if final approval is not granted on the first reading – (It is possible that there may be three, four or more readings to reach final DGC consensus.);
- making the edits and forwarding the revised file to the Chief Human Resources Officer/Chief Negotiator if needed for a second reading – this would be the result of a suggested edit from an employee group that was related to the assistant/responsible Chief Officer/Director by the Chief Human Resources Officer/Chief Negotiator;
- finalizing the policy/procedure upon formal approval; and
- replacing the former Word procedure file with the newly adopted or revised Word procedure file.

The responsible departmental assistants are as follows:

Assigned Policies & Procedures Manuals	Assistant Responsible
Governing Board Policies & Administrative Procedures (Section 1000) and Rules and Regulations*	Administrative Projects Coordinator, Chancellor's Office
Human Resources Procedures & Series 2000 Policies	Executive Assistant, Chief Human Resources Officer/Chief Negotiator
Management, Supervisory & Confidentials Personnel Manual	
United Faculty and Local 1 Contracts	
Business Procedures (includes Fiscal, Purchasing, Facilities) & Series 5000/6000 Policies	Executive Assistant, Chief Financial Officer
Payroll Procedures	

Assigned Policies & Procedures Manuals	Assistant Responsible
Student Services and Curriculum & Instruction Procedures & Series 3000/4000 Policies	Executive Assistant, Chief Education and Technology Officer
IT (Various policies/procedures)	Executive Assistant, Chief Education and Technology Officer

*Occasionally, where a Chief Officer or Director carries the proposed revisions through the approval process, the respective Executive Assistant is responsible for the file revisions during the approval process and finalizing of the Board Policy/Administrative Procedure once approved. The assistant then forwards the finalized file to the Administrative Projects Coordinator for distribution.

C. Chief Human Resources Officer/Chief Negotiator

It is the responsibility of the Chief Human Resources Officer/Chief Negotiator to track the readings for each employee group, note any suggested edits and relate that information to the appropriate Chancellor/Chief Officer/Director. United Faculty (UF), Local 1 and Management Council may offer input, offer no input, or indicate that the policy/procedure has final approval at the first reading, whereby the appropriate minutes would reflect this final approval. If final approval is not granted on the first reading, the Chief Human Resources Officer/Chief Negotiator will place this item on the next monthly employee group agendas for a second reading. If edits are suggested, the Chief Human Resources Officer/Chief Negotiator will note those edits and forward them to the appropriate Chief Officer/Director who in turn will forward these edits to DGC and/or Cabinet as appropriate.

III. DISTRICT POLICY AND PROCEDURE REVIEW PROCESS

A. <u>Internal Review</u>
The policies and procedures of the District are reviewed by the responsible Chancellor/Chief Officer/Director on a regular review cycle, where those related policies/procedures are reviewed simultaneously. Each department has selected a review cycle that fits the needs of its individual procedures manuals. The implementation of this review cycle will begin as noted on the calendar.

<u>Regularly Scheduled Review Cycle</u> (BP indicates Board Policy)

Policies & Procedures Manuals	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
				1st Review Cycle		2nd Review Cycle			
Governing Board Policies & Administrative Procedures	Policies/ Procedures needing attention for BP Section 1000 Rules and Regulations of the Governing Board	Policies/ Procedures needing attention for BP Section 1000	BP Section 1000	Rules and Regulations of the Governing Board		BP Section 1000	Rules and Regulations of the Governing Board		BP Section 1000
			1st Review Cycle			2nd Review Cycle			
Human Resources	Procedures needing attention	Human Resources Procedures Manual Section 1000 BP Section 2000	Human Resources Procedures Manual Section 2000	Human Resources Procedures Manual Section 3000	Human Resources Procedures Manual Section 4000	Human Resources Procedures Manual Section 1000 BP Section 2000	Human Resources Procedures Manual Section 2000	Human Resources Procedures Manual Section 3000	Human Resources Procedures Manual Section 4000
				1st Review Cycle			2nd Review Cycle		
Business (includes Fiscal, Purchasing, Facilities)	Procedures needing attention	Procedures needing attention	Procedures needing attention	Sections 1-6 BP Section 5000/6000	Sections 7-9	Sections 10-22	Sections 1-6 BP Section 5000/6000	Sections 7-9	Sections 10-22
				1st Review Cycle			2nd Review Cycle		
Payroll	Procedures needing attention	Procedures needing attention	Procedures needing attention	Sections 1-7	Sections 8-13	Sections 14-19	Sections 1-7	Sections 8-13	Sections 14-19
		1st Review Cycle		2nd Review Cycle		3rd Review Cycle		4th Review Cycle	
Student Services and Curriculum & Instruction	Procedures needing attention	Student Services Procedures Manual BP Section 3000	Curriculum & Instruction Procedures Manual BP Section 4000	Student Services Procedures Manual BP Section 3000	Curriculum & Instruction Procedures Manual BP Section 4000	Student Services Procedures Manual BP Section 3000	Curriculum & Instruction Procedures Manual BP Section 4000	Student Services Procedures Manual BP Section 3000	Curriculum & Instruction Procedures Manual BP Section 4000

B. CCLC Review

The Administrative Projects Coordinator prepares and places a copy of the CCLC packet , together with a cover letter stating a timeline for reporting back the proposed action, on the appropriate policy/procedures portal site, notifying the responsible Chancellor/Chief Officer/Director of such action. The CCLC review is conducted simultaneously with the calendared, internal review process for all District policies and procedures.

C. Insite Portal – Districtwide Policies and Procedures

All work to process and/or house the Districtwide policies and procedures is maintained on the Insite Portal under DW Policy and Procedure Working Groups: Governing Board Policies and Administrative Procedures; Business; Curriculum and Instruction; Human Resources; Payroll; and Student Services. The development of new or revision to existing policies/procedures is maintained in the "Working" folder in the appropriate "Transmittal" file. The document for the "relateds" is maintained in the "Related" file; CCLC reviews are in the CCLC file; all distribution information is in the "Distribution" file; the tracking form is in the "Tracking" file; and all finalized files are in the "Final" file.

D. Approval Process

The approval process for policies and procedures and minimum, approximate time frames for the approval process are provided in Appendices A and B.

E. Tracking the Approval Process

It is imperative that all new and revisions to existing policies/procedures meet the approval criteria noted above in D – Approval Process, Appendix A. Each assistant is responsible for tracking the approval process for each policy/procedure within his/her departmental purview. In order to do so, a sample tracking form (Appendix C) has been developed. The tracking form includes the number, title and last approval date for all procedures within the department and for all Governing Board Policies and Administrative Procedures within that department's area. Each responsible assistant will need to edit this sample form to meet their respective departmental needs, i.e., addition of columns for review by A&R directors, business directors, Classified Senate, etc. as appropriate.

IV. DISTRICT POLICIES AND PROCEDURES – GENERAL INFORMATION

A. Related Policies/Procedures and Operational Resources

It is the responsibility of the Chancellor/Chief Officer/Director and the departmental assistant to identify related Districtwide policies/procedures and/or operational resources. Policies and procedures are formally approved through Cabinet/Board as appropriate; Operational Resources are not necessarily approved through Cabinet/Board, but may be approved through a department or committee as an operational guide. Wherever a related policy/procedure and/or operational resource have been identified, it is recorded at the bottom right corner of the policy or procedure. Board policies are listed first. If there are related procedures, they are listed second in alphabetical order with a line skipped between policy and procedure. If there are also operational resources, they are listed third with a line skipped between policy and/or procedure.

When posted to the Internet, the IT Senior Web Administrator creates a link to that related policy/procedure and/or operational resource. In this way, the full circle of knowledge regarding a topic is recorded. A separate file (Appendix D) of each department's related policies/procedures and operational resources is maintained by the departmental assistant and coordinated with the Administrative Projects Coordinator, Chancellor's Office.

B. Historical Annotation

The historical annotation provides a history of the formal adoption and revision dates for each Districtwide policy and procedure and is recorded at the bottom left side of each policy/procedure. (See IV. A, Related Policies and Procedures for sample.)

C. Historical Files

Effective July 1, 2010, historical files are to be maintained for every formally approved policy and/or procedure of the District. The files may be maintained electronically* or as hard copy files, or both. The intent of these files is to provide evidence of formal approval and supporting legal information, in addition to providing information on the types of changes that were made and when those changes were made. Following is a list of the common documentation that should be included in these files:

Governing Board Policies:
- The Board mat with attached policy (showing strikeouts/highlights) representing the Board's final approval. If there was a change from the Board 1st read to the 2nd and/or final read, include the Board mat with attached policy (showing strikeouts/highlights) from the Board 1st read.
- The Cabinet Summary with attached policy (showing strikeouts/highlights) representing the Cabinet's final approval.
- If academic and professional, FSCC (consultation) minutes indicating final approval.
- Legal opinions, if any.
- Any other documentation that may be of importance.

Departmental Procedures:
- The Cabinet Summary with attached procedure (showing strikeouts/highlights) representing the Cabinet's final approval.
- If academic and professional, FSCC (consultation) minutes indicating final approval and the Board mat with attached procedure representing the Board's final approval. If there was a change from the Board 1st read to the 2nd and/or final read, include the Board mat with attached policy (showing strikeouts/highlights) from the Board 1st read.
- Legal opinions, if any.
- Any other documentation that may be of importance.

*If historical files are kept electronically, it is best to keep one file for each revision. In this fashion, it will be more efficient to keep all the appropriate documentation pertaining to a revision in one document. If it is determined that legal documentation is confidential (for the eyes of supervising managers only), it is suggested that a note be placed in the main file regarding the existence of a legal opinion and then store the legal opinion in a separate document with restricted access.

D. Formatting

Appendix E provides the general rules for formatting Board Policies and Administrative Procedures. The individual procedures manuals loosely use these same guidelines, i.e., some manuals do not use full justification, some use a different outline format, etc.; however, headers/footers, font, terminology, revisions, etc. are the same throughout the policy/procedures manuals.

V. POLICY/PROCEDURE PLACEMENT ON THE INTERNET and DISTRIBUTION

A. Internet
Prior to releasing the Transmittal (Appendix F), each assistant provides pdf files of the new or revised policies and procedures to IT (Senior Web Administrator) to be uploaded to the Internet site. It is the responsibility of the appropriate assistant to ensure all new/revised policies and procedures are posted to the web site and linked appropriately. Because of the nature of "related" policies and procedures, there needs to be a simultaneous upload of "related" policies/procedures to the Internet so that all related links are in working order.

➢ E-mail Message to IT, Senior Web Administrator:
> Please post the attached *policies/procedures* to the Internet web site and advise when this is completed. Once completed, an e-mail distribution will be forwarded to everyone in the District. Also attached is a copy of Transmittal *#12*. Thanks so much for all your help.
>
> Note: Attach individual pdf files of each policy, procedure, Table of Contents, and/or Index on the Transmittal and the Transmittal itself.

B. Distribution
Once approved and placed on the web site, new and revised policies/procedures are prepared and distributed by responsible assistant via an electronic Transmittal Notice and by hard copy to those select positions as follows:

Position	Manual
Chancellor College President (3) Chief Financial Officer Chief Education and Technology Officer Chief Human Resources Officer/Chief Negotiator Director of District Finance Services Director of Payroll Administrative Project Coordinator	• All Policy/Procedure Manuals (Set of Seven)

1. Electronic transmittal notice:
   ➢ Prior to electronic distribution, ensure that new/revised policies/procedures have been posted to Internet site
   ➢ Forward e-mail to 00-Everyone@CCCCD with Subject Line as "Transmittal Notice *#12 – Curriculum & Instruction Procedures*"
   ➢ E-mail Message:
   Please find attached Transmittal *#12* for the *Curriculum & Instruction Procedures Manual.* This transmittal will alert you to changes in procedure and/or policy. Following is the link to the web site (*be sure to use the link to the appropriate manual table of contents*):
   Sample link:
   http://www.4cd.edu/gb/policies_procedures/curriculum/TableOfContents.pdf
   ➢ Attach pdf file of Transmittal

2. Hard copy distribution:
   Hard copies of policies/procedures may be printed through DVC printer or in-house.

   DVC Printer:
   ➢ Sample cover letter to printer – Appendix G
   ➢ Sample work order – Appendix F
   ➢ Sample labels – Appendix I

In-House:
- ➤ Each policy, procedure, Table of Contents, and/or Index is to be:
    - printed two-sided;
    - begin on a new page;
    - 3-hole punched; and
    - printed on heavier bond paper.
- ➤ Transmittal is to be printed on brown paper
- ➤ Staple Transmittal cover sheet on top with policies/procedures next in the same order as shown on the Transmittal cover sheet
- ➤ Sample labels – Appendix I

APPENDICES

Appendix A

Board Policies and All Procedures
Approval Process

POLICIES OF THE GOVERNING BOARD

The Governing Board may adopt such policies as are authorized by law or determined by the Governing Board to be necessary for the efficient operation of the District. Governing Board policies are statements of intent by the Board on a specific issue within its subject matter jurisdiction.

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.

Copies of all policies and administrative procedures shall be readily available to the public and District employees through the District web site.

Policies of the Governing Board may be adopted, revised, or amended at any regular meeting of the Governing Board by a majority vote of the members of the Governing Board. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Should a statute or Administrative Code section of the State of California be added, repealed or amended, or should a court decision or the Attorney General of the State of California or Board ratification of the specific provisions of a collective bargaining agreement make changes in any of the policies of the Governing Board, or in the Administrative Procedures of this District, the policies and procedures shall be amended to comply.

The Governing Board shall be notified within sixty days of these changes and their effect on the District.

Education Code 70902

PROCESS TO INTRODUCE NEW OR
REVISE EXISTING GOVERNING BOARD POLICIES

1. Policies of the Governing Board may be adopted or revised at any regular meeting of the Governing Board by a majority vote of the members of the Governing Board.

2. Persons may recommend to the Chancellor new Governing Board policies or revisions to existing Governing Board policies by contacting the Chancellor, Vice Chancellors, College Presidents or other persons with similar knowledge of the proposed subject matter.

3. New Governing Board policies or revisions to existing Governing Board policies may be recommended to the Chancellor by any educational or classified employee, any organization representing employees of the District, District committees, or management personnel.

4. (a) Proposed new or revised Governing Board policies not addressing academic and professional matters will be presented to the District Governance Council, United Faculty, Local One, and Management Council Executive Board for review and comment. The review and comment period shall be twenty (20) workdays for the first reading and twenty (20) workdays for the second reading to submit input to the Chancellor. The Chancellor may extend this time limit upon a showing of good cause by the group requesting the extension. Such requests shall not be unreasonably refused.

    (b) Proposed new or revised Governing Board policies addressing academic and professional matters will be reviewed and considered for adoption pursuant to the process set forth in Administrative Procedure 1009.02.

5. After the Chancellor receives input from the District Governance Council both employee unions, and Management Council Executive Board regarding policies referred to in section 4(a), the Chancellor will finalize the policy and forward the policy to Cabinet for approval. The Cabinet shall have twenty (20) workdays to approve or reject the proposed new or revised policy.

6. Upon Cabinet approval, the proposed new or revised policy shall be presented to the Governing Board first as an information item (first reading) and then not less than one regular Board meeting later as a nonconsent item (second reading).

7. Upon Governing Board approval, the policy shall be printed and distributed as required, with a title, approval date and policy number.

ADMINISTRATIVE, BUSINESS, CURRICULUM AND INSTRUCTION, HUMAN RESOURCES, PAYROLL, AND STUDENT SERVICES PROCEDURES

1.   An administrative, business, curriculum and instruction, human resources, payroll, or student services procedure may be recommended to the Chancellor by any member of the staff, any organization representing employees of the District, District committees, or management personnel.

Procedures which address academic and professional matters shall be considered and acted upon in accordance with Administrative Procedure 1009.02.

2.   Administrative, business, curriculum and instruction, human resources, payroll, or student services procedures establish the manner of proceeding to carry out Governing Board policies, the laws of the State of California applicable to the operation of the District, or collective agreements with employee bargaining units. Procedures further serve as working tools and direction for the management of the District in areas not covered by Governing Board policy, statute or collective agreements. Procedures set forth a systematic series of actions directed to a particular end, or they interpret laws, policies or collective agreements for District management.

3.   Recommendations to introduce new or modify/rescind existing administrative, business, curriculum and instruction, human resources, payroll, and student services procedures within an area of shared governance shall be forwarded for review and/or recommendation of the District Governance Council (which includes representatives of the Academic Senate, Classified Senate, management and students), United Faculty, Public Employees Union, Local One, and Management Council Executive Board and approval of the Cabinet and Chancellor.

   a.   Each of the groups referred to in this section shall have for the review and/or recommendation period twenty (20) workdays for the first reading and twenty (20) workdays for the second reading to submit their input to the Chancellor. The Chancellor may extend this time limit upon a showing of good cause by the group requesting the extension. Such requests shall not be unreasonably refused.

4.   After the Chancellor takes into consideration comments from the groups identified in Section 3, the Chancellor will finalize the procedure and forward the procedure to Cabinet for approval.

   a.   Upon Cabinet approval, the procedure shall be printed and distributed as required, with a title, approval date and procedure number.

PROCESS TO REACH AGREEMENT BETWEEN THE GOVERNING BOARD
AND THE FACULTY SENATES COORDINATING COUNCIL ON DISTRICTWIDE
POLICIES AND PROCEDURES GOVERNING ACADEMIC AND PROFESSIONAL MATTERS[1]

The Faculty Senates of Contra Costa College, Diablo Valley College and Los Medanos College reach agreement with the Governing Board on policies and procedures concerning Districtwide academic and professional matters through the Faculty Senates Coordinating Council (FSCC). The Chancellor is the designee of the Governing Board. The Chancellor may ask staff such as the consultation group, which consists of the Academic Senate Presidents, the college Presidents and the Chancellor, to take part in the discussion of policies and procedures relating to academic and professional matters, and FSCC may ask other faculty or staff to take part in the discussion. If the policy has a direct impact on students, they will be invited to take part in the discussion as well. The final agreement, however, will be reached between the FSCC and the Chancellor prior to the forwarding of new or revised policies and procedures to the Governing Board.

This administrative procedure does not change the processes through which individual college Senates reach agreement with the Governing Board on matters of concern to an individual college.

1.   The Governing Board or its designee shall consult collegially with the Academic Senate (FSCC) when adopting (new or revising existing) policies/procedures on academic and professional matters. Drafts of new or revised policies/procedures regarding academic and professional matters may be developed by FSCC or other District employees or employee groups or students or the public. When changes in a policy/procedure are recommended, the timeline to act on the recommendation is as follows:

       a.   The president of the FSCC and the Chancellor will provide a written response regarding the proposed policy/procedure to each other and, as appropriate, to the person or entity making the recommendation within 30-60 working days.

       b.   The Chancellor and FSCC president will respond to one another's statements under (1a) above within 30-60 working days from the date each receives the other's statement.

2.   If agreement between the FSCC and the Chancellor is reached, the Chancellor or FSCC will send the recommendation to the District Governance Council (DGC) as an informational item. The Chancellor, consistent with Board Policy 1002, will place it on the Governing Board agenda first as an informational item (first reading) and then, not less than one regular Board meeting later, as a nonconsent action item (second reading).

       a.   The approved policy or procedure will be printed and distributed per the processes appropriate to the nature of the recommendation.

3.   If agreement is not reached after appropriate attempts to resolve the issue between the FSCC and the Chancellor, both recommendations will be forwarded to the Governing Board. The FSCC may present its views and recommendations in writing directly to the Governing Board, or orally at a regularly scheduled Board meeting.

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1.   "Academic and professional matters" means policy development and implementation matters as noted in Footnotes #2 and #3.

4.   If the FSCC and the Governing Board cannot reach an agreement regarding the recommended new or revised policy/procedure, existing policies and procedures shall remain in effect unless the Governing Board finds that either of the circumstances set forth below exists:

   a.   In cases where the Governing Board has agreed to rely primarily on the advice and the judgment of the Academic Senate (Items 1-3 of Title 5, Section 53200(c))[2], there must exist either exceptional circumstances or compelling reasons for <u>not</u> following the FSCC recommendation. If the recommendation is not followed on this basis, the Governing Board or its designee, upon request from the Academic Senate (FSCC), will promptly communicate its reasons in writing to the Academic Senate.

   b.   Where the Board has agreed to reach mutual agreement with the Academic Senate on the academic or professional matters (Items 4-11 of Title 5, Section 53200(c))[3], the existing policies/procedures shall remain in effect unless continuing with such policy/procedure exposes the District to legal liability or causes substantial fiscal hardship. In such instances, the Governing Board will act only after it has made a good faith effort to reach agreement and only for compelling legal, fiscal, or organizational reasons. If the recommendation is not followed on this basis, the Governing Board or its designee, upon request from the Academic Senate, will promptly communicate its reasons in writing to the Academic Senate.

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[2].   Items 1 through 3 are:
   1)   curriculum, including establishing prerequisites and placing courses within disciplines;
   2)   degree and certificate requirements; and
   3)   grading policies.

[3].   Items 4 through 11 are:
   4)   educational program development;
   5)   standards or policies regarding student preparation and success;
   6)   district and college governance structures, as related to faculty roles;
   7)   faculty roles and involvement in accreditation processes, including self-study and annual reports;
   8)   policies for faculty professional development activities;
   9)   processes for program review;
   10) processes for institutional planning and budget development; and
   11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Appendix B

Minimum Time Frames
to Adopt New or Revise Existing
Board Policies and Procedures

MINIMUM TIME FRAMES TO ADOPT NEW OR REVISE EXISTING BOARD POLICY AND PROCEDURES

Board Policy[1]
Minimum 6 Months

Cabinet	Consensus to begin the approval process
DGC, UF, Local 1, Management Council	1st Read* **
DGC, UF, Local 1, Management Council	2nd Read* **
Cabinet	Consensus to send to Board for 1st Read
Board (General Agenda Item)	1st Read
Board (Non-consent Item)	2nd Read (Final Approval)

Procedure[2]:
Minimum 4 Months

Cabinet	Consensus to begin the approval process
DGC, UF, Local 1, Management Council	1st Read* **
DGC, UF, Local1, Management Council	2nd Read* **
Cabinet	Final Approval

Board Policy (Academic and Professional)[3]***:
Minimum 7 Months

Cabinet	Consensus to begin the approval process
FSCC	1st Read
FSCC	2nd Read
DGC, UF, Local 1, Management Council	Informational
Cabinet	Consensus to send to Board for 1st Read
Board (General Agenda Item)	1st Read
Board (Non-consent Item)	2nd Read (Final Approval)

Procedure (Academic and Professional)[3]***:
Minimum 7 Months

Cabinet	Consensus to begin the approval process
FSCC	1st Read
FSCC	2nd Read
DGC, UF, Local 1, Management Council	Informational
Cabinet	Consensus to send to Board for 1st Read
Board (General Agenda Item)	1st Read
Board (Non-consent Item)	2nd Read (Final Approval)

*   DGC: The assistant carrying the proposed revisions forward is responsible for adding this item to the DGC agenda.

**   UF, Local 1, and Management Council: Upon Cabinet approval for a policy or procedure (not academic and professional) to begin the approval process, the responsible assistant will forward to the Chief Human Resources Officer/Chief Negotiator (CHRO/CN) the computer file together with a request to put the policy/procedure on the next CRC, Local 1, and Management Council agendas for a 1st reading, and then again on the following CRC, Local 1, and Management Council agendas for a 2nd reading, if necessary.

UF, Local 1 and Management Council may offer input, offer no input, or indicate that the policy/procedure has final approval at the first reading, whereby the appropriate minutes would reflect this final approval. If final approval is not granted on the first reading, the CHRO/CN will place this item on the next monthly agenda for a second reading and notify appropriate assistant of any actions/results. If edits are suggested, the CHRO/CN will note those edits and forward them to the appropriate Chief Negotiator/Director.

The CHRO/CN will track the readings and the input for UF, Local 1 and Management Council to ensure compliance with Administrative Procedure 1009.03.

***   FSCC/Cabinet maybe reversed

Note: It is expected that Chief Officers would review any proposed revisions to policies/procedures with the appropriate staff prior to being presented at Cabinet.

---

[1]   Board Policy 1001, Policies of the Governing Board, and Administrative Procedure 1001.01, Process to Introduce New or Revise Existing Governing Board Policies

[2]   Administrative Procedure 1900.03, Administrative, Business, Curriculum and Instruction, Human Resources, Payroll, and Student Services Procedures

[3]   Administrative Procedure 1009.02, Process to Reach Agreement between the Governing Board and the Faculty Senates Coordinating Council on Districtwide Policies and Procedures Governing Academic and Professional Matters

Appendix C

Tracking Form
Sample

(ALL POLICIES/PROCEDURES SHOULD BE LISTED: THIS IS A SAMPLE ONLY)

Number	Title	Last Approved	Presented to Cabinet	Cabinet Consensus to Begin Approval Process	DGC 1st Read	Local 1 1st Read	UF 1st Read	Mgmt Council 1st Read	DGC 2nd Read	Local 1 2nd Read	UF 2nd Read	Mgmt Council 2nd Read	Acad & Prof Approval (Highlighted)	Cabinet Final Approval	Board 1st Read	Board 2nd Read (Final Approval)
Series 1000: Procedures of the Governing Board																
B01009	Institutional Governance	07/21/99											N/A			
BP1009.01	Process to Reach Agreement Between the Governing Board & the Faculty Senates Coordinating Council on Districtwide Policies and Procedures Governing Academic and Professional Matters **(Academic & Professional)**	11/20/02														
Series 2000: Employment and Employees																
BP2055	Whistleblower Protection	01/27/10											N/A			
BP2056	Code of Ethics	10/21/09											N/A			
BP2057	Hiring of Contract Administrators	New	4/13/10 Deferred	4/27/10	06/22/10	05/26/10	05/6/10	06/15/10	07/20/10	05/26/10	05/6/10	06/15/10	N/A			
Series 3000: Student Services																
BP3002	Student Attendance at Conferences and Participation in Cocurricular Activities and Events	07/21/99											N/A			
BP3003	Student Organizations	07/21/99											N/A			
BP3004	College Bookstores	No recorded date of adoption											N/A			
Series 4000: Curriculum & Instruction (Academic & Professional)																
BP4001	Standard of Scholarship	04/28/10														
BP4002	Student Trips	07/21/99														
BP4003	Copyright Policy for Printed and Media Materials & Computer Software	07/21/99	3/19/10	3/19/10	4/20/10	05/26/10			5/18/10	05/26/10						
BP4004	Course Prerequisites, Corequisites and Advisories on Recommended Preparation	06/26/02														
Series 5000: Business Services																
BP5027	Investment Policy	04/28/99											N/A			
BP5028	Filing Claims and Actions against the District	05/26/04											N/A			
BP5029	Donor Recognition	06/18/97											N/A			
BP5030	Acceptable Technology Use Policy	01/30/02	3/19/10	3/19/10	4/20/10	05/26/10			5/18/10	05/26/10			N/A			
BP5031	Budget Management	06/30/04											N/A			
BP5032	Student Credit Card Solicitation	05/25/05											N/A			
BP5033	Budget Development **(Academic & Professional)**	07/30/08														
Series 6000: Physical Facilities																
BP6001	Use of College Facilities	05/26/04											N/A			
BP6002	Construction Change Orders	10/22/08											N/A			
BP6003	Capital Construction	05/26/04											N/A			
BP6004	Environmental Stewardship and Sustainability	New	3/23/10; 4/13/10; 5/11/10;		07/20/10								N/A		5/27/09: Info Only	
Rules & Regulations of the Governing Board																
	Rules & Regulations of the Governing Board	02/27/08	5/25/10- Pulled; 6/22/10- Deferred to 7/27/10										N/A			

Appendix D

Related Policies/Procedures
Sample

GOVERNING BOARD
RELATED PROCEDURES

REVISED – June 17, 2010

SAMPLE

Board/Administrative	Related Procedures
1001	AP 1001.01, AP 1009.01
1001.01	BP 1001, AP 1009.01, Intranet Communication Matrix from procedure to matrix only-not noted on procedure
1002	AP 1002.01
1002.01	BP 1002
1005	AP 1005.01
1005.01	BP 1005, Business 20.02
1007	BP 1011, AP 1007.01, Business 10.50
1007.01	BP 1007, Business 10.50, 10.51
1009	AP 1009.01,
1009.01	~~BP 1001~~, BP 1009, AP 1001.01, AP 1900.03, Intranet Communication Matrix from procedure to matrix only-not noted on procedure
1010	BP2056
1011	BP 1007
1016	HR 2030.13, 3080.05
1900.03	AP 1009.01, Intranet Communication Matrix from procedure to matrix only-not noted on procedure
2001	HR 1010.01, HR 1040.07, MSC 2.0
2002	BP 2018 (From HR), HR 1040.07; MSC 2.2
2003	Payroll 3.01
2004	HR 1110.01, MSC 4.9.1
2008	MSC 12.14
2015	Business 3.42, HR 1030.01
2017	HR 2040.08, 2090.05

Appendix E

Board Policy & Administrative Procedures Formatting

GOVERNING BOARD POLICIES & ADMINISTRATIVE PROCEDURES

FORMATTING

1.   **General Formatting**
    a.   **Templates:**
        (1)   The template for Board Policies/Administrative Procedures is found under S:\Policy\Bd-Pol

    b.   **Fonts:**
        (1)   Arial 10:   All titles, text, headers/footers and references
        (2)   Arial 6:   Historical Annotation and Related Board Policies/Procedures
        (3)   Arial 8:   Footnotes

    c.   **Full Justification**

    d.   **Margins:**
        (1)   Right, Left, Top, Bottom = 1"

    e.   **Line Spacing:**
        (1)   Use line spacing of 1

    f.   **Tab:**
        (1)   Tab every .05

    g.   **Block Paragraphs** (Do not tab)

    h.   **Text Organization:**
        (1)   Straight paragraph form **OR**
        (2)   Use outline format:

```
        I.   ...
            A.   ...
                1.   ...
                    a.   ...
                        (1)  ...
                            (a)  ... OR

        1.   ....
            a.   ....
                (1) ....
                    (a) ....
                        1) ....

                            a)  .... OR
```

        (3)   Capitalize and bold section titles, keeping them at the left margin

    i.   **Use 3 Line Spaces *Between*:**
        (1)   Procedure number and title

(2)   Title and text
(3)   Text and reference data
(4)   Reference data and adoption/revision dates
(5)   If no reference data, between text and historical annotation and related policies/procedures

j.   Bold:
(1)   Contra Costa Community College District on the 1st page
(2)   Policy/procedure number at top right margin on first page
(3)   Title
(4)   Header A for 2nd and succeeding pages

k.   Use Character Symbol for "Section," if Desired:
(1)   Insert, Character, Topographic symbol §

l.   Rules of Capitalization for BoardPolicies/Administrative Procedures:
(1)   Governing Board
(2)   Capitalize all proper names, i.e., persons, colleges, organizations, documents
(3)   District/Districtwide, when referring to Contra Costa Community College District
(4)   Titles -- President of the Governing Board, Chancellor, President (in reference to college Presidents), Vice Chancellor, Director, Manager, etc.
(5)   Do **not** capitalize: college, colleges, when referring to Contra Costa Community College District or when not using the proper name, i.e., Contra Costa College, the college is ...., the colleges are ...

m.   Terminology:
(1)   The term Governing Board is to be used, not Board
(2)   Do not use acronyms, unless, at the first use, the name is spelled out
(3)   Always use the term Contra Costa Community College District spelled in full
(4)   For dates of adoption/revision, use: Adopted, Revised, Second Revision, Third Revision, etc.

n.   Numbering System for BoardPolicies/Administrative Procedures:
(1)   Board Policies are numbered as a four-digit number corresponding to the Sections of the Governing Board Policies/Administrative Procedures Manual, i.e., Board Policy 1009
(2)   Administrative Procedures are numerically identified by a six-digit number. The first four digits correspond to the Board policy for which the procedure was written. The two digits to the right of the decimal point identify individual procedures when there is more than one policy, i.e., 1009.01. If the procedure does not relate to a Board policy, the second digit is numbered nine, with consecutive numbering to the right of the decimal point for each subject.
(3)   Obtain new Board Policies/Administrative Procedures numbers from the Administrative Projects Coordinator, Chancellor's Office.

o.   Board Policies/Administrative Procedures in Process of Being Revised:
(1)   For text to be eliminated: Strikeout (First select proposed text to be eliminated, then press Home, Font, Strikethrough, OK) **OR** strikeout and highlight text to be struck
(2)   For text to be added: Bold (First select proposed text to be added, then press Home, Font, Bold, OK) **OR** highlight text to be added

        (3)   Policies are to be submitted to the appropriate approval process (DGC, UF, Local 1, Management Council, FSCC), then to the Chancellor's Cabinet and finally to the Governing Board with the strikeout and bold text noted

        (4)   Administrative Procedures are to be submitted to the appropriate approval process (DGC, UF, Local 1, Management Council, FSCC) and then to the Chancellor's Cabinet with the strikeout and bold text noted

        (5)   When the policy/procedure has been approved, delete any strikeout/bold markers and type in revision date under historical annotation

        (6)   Release revised policy/procedure to distribution list

        (7)   Save as BP*1009* for Board policies and AP*1009.01* for Administrative Procedures.

p.   **File Management:**

        (1)   Board Policies and Administrative Procedures are saved on the computer of the Administrative Projects Coordinator, Chancellor's Office.

        (2)   The file for Board Policies and Administrative Procedures is (h:\lc\wp\bpmanual\board\pol-proc).

        (3)   Hard-copy historical files are maintained in the Chancellor's Office for all Board Policies and Administrative Procedures. Reference material, if any, upon which a policy/procedure is based is retained in this file. In addition, a copy of each policy/procedure is placed in this file upon the initial policy release and for all subsequent revisions.

2.   **Creating Headers/Footers**

    a.   **Formatting 1st Page Header:**

        (1)   Use for 1st page only

        (2)   At top of document:

             (a) Press Insert, Header, Blank

             (b) Select Header & Footer toolbar, Options, Designs, Different First Page

             (c) Type in "Contra Costa Community College District" using Font Arial 10; Bold

             (d) Flush Right and type: (*Policy/Procedure Name*) (*Number of Policy/Procedure*), Enter

             (e) Insert Horizontal Graphic line

             (f) Press Enter three times

             (g) Click the cursor outside the Header area to close

    b.   **Formatting 2nd Page Header:**

        (1)   Use for 2nd and succeeding pages

        (2)   At top of 2nd page:

             (a) Click cursor inside Header area

             (b) Click off "Linked to Previous, in Navigation area, on tool bar at top of page

             (c) Using Font Arial 10; Bold, flush right and type (*Policy/Procedure Name*) (*Number of Policy/Procedure*), Enter

             (d) Insert Horizontal Graphic line

             (e) Flush right and type "-"

             (f) Then on tool bar, select Header/Footer, Page Number, Current Position, Plain Number. Reset page number if necessary.

             (g) Type "-" after number

             (h) Press Enter two times

             (i) Click the cursor outside the Header area to close

b. **Formatting Footer A - (over):**
    (1)   Use for odd numbered pages only (1,3,5,7, etc.)
    (2)   At top of document:
        (a) Select Insert, Header & Footer, Footer, Blank
        (b) Select Font Arial 10
        (c) Flush Right
        (d) Type: (over)
        (e) Under Options, select Different Odd and Even Pages
        (f) Click the cursor outside the Footer area to close

c. **Formatting Footer B – Historical/Related Policy/Procedure Annotation:**
    (1)   Use for last page only
    (2)   On the last page footer, where the Historical Annotation and the Related references are to be placed:
        (a) Put the cursor in the footer and at the tool bar deselect "Link to Previous"
        (b) Delete any text in the footer
        (c) Using Font Arial 6, type: "Historical Annotation:" at the left margin
        (d) If there are also related policies and procedures, at the right margin type in "Related Board Policies or Related Procedures:"
        (e) Hit enter
        (f) Type in the adoption or revision date, using slashes between numbers (10/29/97)
        (g) For Board Policies, use Board approval date; for Administrative Procedures, use Cabinet approval date.
        (h) If, as a result of Board action, a Board/Administrative policy changes, use the Board/Cabinet approval date.
        (i) For Procedures, use Cabinet approval date.
        (j) For dates of adoption/revision, use: Adopted, Revised, Second Revision, Third Revision, etc.
        (k) Do not change adoption/revision dates as a result of changes due to grammatical/capitalization/punctuation corrections. When the policy/procedures are distributed, note on the transmittal the letters "N/A" and the notation indicating the grammatical/capitalization/punctuation reason for change.
        (l) When completed with the second line of the Historical Annotation, at the right margin, type in the related policies and/or procedure

3. **Creating Footnotes**
In the body of text which references the footnote, select:
a.   References, Footnotes, Insert Footnote, Tab .5
b.   Type in footnote text, using Font Arial 8, Justification Full

4. **Creating References**
a.   Font Arial 10
b.   Three spaces below text, Flush Right
c.   Type text for reference

SAMPLE FORMAT

Contra Costa Community College District   **Administrative Procedure 1009.01**

(Note bold, small case)

(Spacing: 3 lines between)

(Title Bar: Bold, Caps and Centered)
INSTITUTIONAL GOVERNANCE

(Spacing: 3 lines between)

(Body of Text)

(Tab)   1. (2 spaces) Type Footnote Text

(over)

SAMPLE FORMAT - 2ND PAGE

(Body of Text--Continued)

(End Body of Text)
(Spacing: 3 lines between)

(References)
California Code of Regulations, Section 59300 et. seq.;
Title IX, 34 C.F.R. § 106.8 § 504 of the Rehabilitation Act of 1973;
Americans With Disabilities Act of 1990

(Footer)
(Dates of adoption/revision)
Historical Annotation:
Revised 4/6/83
Second Revision 1/1/85
Third Revision 8/15/89 (Amended per Board Policy 1011)
Fourth Revision 6/27.90
Fifth Revision 2/23/94
Sixth Revision 5/28/97

SAMPLE FORMAT

Contra Costa Community College District　　　　　　　　　　　　　**Board Policy 1002**

AGENDA OF GOVERNING BOARD MEETINGS

Governing Board reports shall be delivered to the members of the Governing Board four working days preceding the day of the meeting.

Matters directly related to community college district business may be placed on the agenda in accordance with printed time lines by applying to the Office of the Chancellor.

Three working days before each regular meeting of the Governing Board the official agenda shall be posted in a conspicuous place at the District Office and in the administration offices of each college.

Education Code 72120-72132

Historical Annotation:
Revised 6/27/90
Second Revision 12/5/94
Third Revision 7/21/99

Related Procedures:
Administrative Procedure 1002.01

Appendix F

Transmittal Notice
Sample

CHANGES OR ADDITIONS TO GOVERNING BOARD POLICIES
AND ADMINISTRATIVE PROCEDURES MANUAL
Transmittal Sheet #13

INSERT ATTACHED GOVERNING BOARD POLICIES/ADMINISTRATIVE PROCEDURES WHICH ARE NEW.

Number	Title	Dated
BP1016	Evaluation of Contract Administrators	06/25/08
BP1017	Accreditation	08/27/08
BP3024	Recording Grade Changes and Securing Grade Changes	07/30/08
BP5033	Budget Development	07/30/08

REPLACE ATTACHED GOVERNING BOARD POLICIES/ADMINISTRATIVE PROCEDURES WHICH HAVE BEEN REVISED.

AP1005.01	Public Information	07/08/08
BP3012	Rules and Regulations on Student Behavior	02/27/08
BP4005	~~Student Appeals for~~ Grade Changes	04/30/08
BP4008	Establishment, Modification and Discontinuance of Courses and Programs	08/27/08

REPLACE ATTACHED GOVERNING BOARD RULES AND REGULATIONS WHICH HAVE BEEN REVISED.

Rules and Regulations, Student Representation, No. 9-15   02/27/08

REPLACE ATTACHED GOVERNING BOARD POLICY WHICH HAS BEEN REVISED TO REFLECT RELATED POLICIES/PROCEDURES.

BP2019	Freedom of Expression	N/A
BP5031	Budget Management	N/A

REPLACE ATTACHED TABLE OF CONTENTS AND INDEX WHICH HAVE BEEN REVISED.

Table of Contents		N/A
Index		N/A

October 7, 2013

Appendix G

Hard Copy Distribution
Sample Cover Letter to Printer

SAMPLE COVER LETTER TO PRINTER

TO: Print Shop, DVC

FROM: *Insert Name of Assistant*

SUBJECT: *Insert Name of Manual*

The revisions to the *Insert Name of Manual* are ready to be printed. The mailing labels are attached. Please complete as follows:

1.   Each *policy/procedure*, table of contents or index is to be printed two-sided.
2.   Each *policy/procedure*, table of contents or index will begin on a new page.
3.   3 hole-punch
4.   Use heavier bond, special Policies/Procedures paper
5.   13 copies total, distributed as follows:
   a.   Use labels to forward packets   10 packets
   b.   Send extra packets to *Insert Assistant's Name*   3 packets

        TOTAL   13 packets

Thanks so much for all your help.

Attachments: Transmittal Cover Letter with Policies/Procedures
                              Labels

Appendix H

Hard Copy Distribution
Sample Work Order

DISTRICT OFFICE WORK ORDER   INVOICE # _ 6953

INSERT ASSISTANT'S NAME												

Last Name   *First Name*

Are your originals one-sided ☐ or two sided ☐

PLEASE ALLOW 48 HOURS FOR COPYING AND 3-5 DAYS FOR PRINTING

Department____ **CHANCELLOR'S OFFICE**

Phone ext.: ____ **1212**   Today's date: __**06/23/10**__

Job Description: __**BOARD POLICY MANUAL**__   Job Due Date: __**AS SOON AS POSSIBLE**__

Number of copies: ____**10**____   Number of originals: ____**1**____

Please Note: All jobs will be printed on two sides. on white. non-punched paper. unless noted otherwise below.

SEE MEMO ATTACHED

☐ one-sided   ☐ shrink/wrap   ☐ numbering starting # _____
☐ two sided   ☐ fold   ☐ paper color:_____
☐ 3-holed   ☐ pad   ☐ cut to size:_____
☐ collate/staple   ☐ card stock   ☐ cut to yield_____finished pieces
☐ collate only   ☐ bindery   ☐ NCR_____Parts
☐ do not collate   ☐BICO ☐Surebind ☐Fastback   ☐ other_____

FOR PRINT SHOP USE ONLY

DISTRIBUTION:	DATE RECEIVED	SPECIAL ORDER DATE	NUMBER OF PAGES	RETURN ORIGINALS TO Desktop ☐ Graphics ☐
White copy: Delivery label/Invoice		VENDOR	PRINTED BY COPIER | PRESS	CHECKED OUT BY
Yellow copy: Print Shop				
Pink copy: Originator		E.T.A.	DATE PRINTED	DATE CHECKED OUT

SPECIAL JOB INSTRUCTIONS:

_____

PLEASE SEE ATTACHED MEMO

_____

_____

_____

GL Number____ **INSERT APPROPRIATE GL NUMBER**

INVOICE TOTAL $_____

7008

Appendix I

Hard Copy Distribution
Address Labels

Distribution Labels:

3 Extras

Helen Benjamin, D.O.
Chancellor

Gene Huff, D.O.
VC, Human Resources/Chief Negotiator

Mojdeh Mehdizadeh, D.O.
VC, Education & Technology

John al-Amin, D.O.
VC, Administrative Services

Dan Henry, CCC
Interim President

Peter Garcia, DVC
President

Richard Livingston, LMC
Interim President

Jonah Nicholas, D.O.
Director, District Finance Services

Michael Todd, D.O.
Director of Payroll

Linda Cerruti, D.O.
Administrative Projects Coordinator
Chancellor's Office