

Policy & Procedure Services

Offered in partnership with the law firm of:

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www.lcwlegal.com(**<http://www.lcwlegal.com/>**)

[Subscribers Click Here to Log In](http://www.boarddocs.com/ca/cclca/policy/Board.nsf)(**<http://www.boarddocs.com/ca/cclca/policy/Board.nsf>**)

For the Federally-Compliant Policy Program, click here.

Policy & Procedure Service

Service Benefits

The Policy & Procedure Service is provided to subscribing districts by the Community College League of California, in partnership with Liebert Cassidy Whitmore, a California law corporation. Seventy-one districts subscribe to the Service, which includes :

Board Policy and Administrative Procedure Templates

There are 393 board policy and administrative procedure templates that are vetted by the legal firm of Liebert Cassidy Whitmore. The language in the templates is indicated as legally required, legally advised, or suggested as good practice for boards and districts. The 393 policy and procedure templates are available to subscribing districts electronically on the Subscribers Website.

Updates

Biannually (in Fall and Spring), subscribing districts receive legal updates to assist them in ensuring their board policies and administrative procedures reflect recent revisions in federal/state statutes and regulations as well as accreditation standards to ensure the board policies and administrative procedures remain current. The legal updates are posted on the Subscribers Website.

Implementation Handbook

The Implementation Handbook is based on surveys and discussions on how subscribing districts are implementing the service. This document also provides advice and strategies for using the policy and procedure templates.

ListServ

Employees from subscribing districts may **[request](#)** to be placed on a listserv to receive and share information from the League and other subscribers.

Subscribers Workshops

The League sponsors two statewide subscribers workshops a year, one in November (prior to the Annual Convention) and one in April/May (prior to the Annual Trustees Conference), that provide an opportunity to explore implementation strategies, review legal updates, and discuss questions regarding the policies and procedures.

Additional Information and Assistance

Contact Dr. Jane B. Wright, Director of Policy and Procedure Services, at jwright@ccleague.org for additional information regarding the Policy & Procedure Subscriber Service, the 393 templates, and implementation strategy best practices.

For an additional cost, the Dr. Wright from the League will assist districts with updating/revising their policy and procedure documents, using the Service's templates.