



YORK COUNTY COMMUNITY COLLEGE

W E L L S • M A I N E

POLICY CODE	POLICY TITLE	Date adopted	Date of last amendment	"Owning" department or division	Date of last audit
100 ORGANIZATION AND GOVERNANCE					
Y103	Policy Making Procedures	5/24/1995	4/16/2015	College Council	3/28/2018
Y104	Mission, Vision & Core Values Statement	5/6/2008	11/3/2011	College Council	3/28/2018
Y107.1	Establishment of the Maine Community College System	5/24/1995	11/3/2011		
Y107.2	Maine Community College System Organizational Structure				
Y111	Governance Structure	12/4/1995	4/5/2016	College Council	
Y112	College Organizational Structure	5/7/2014	Annually	President's Office	3/1/2018
Y113	Administrative Protocol	6/24/1998	4/9/2015	President's Office	updated, 3/1/2018
Y114	Office of the President Organizational Chart	5/7/2014	Annually	President's Office	Mar-18
Y116	Academic Affairs Organizational Chart	5/24/1995	Annually	Academic Affairs	
Y117	Student Affairs Organizational Chart	5/24/1995	Annually	Student Affairs	
Y118	Finance Division Organizational Chart	5/24/1995	Annually	Business Office	
200 GENERAL ADMINISTRATION					
Y201.1	Affirmative Action Officers	6/28/2006	Annually	President's Office	3/1/2018
Y203.1	Software Purchase and Installation			IT	pending
Y203.2	TSS System Failure Notification Procedure	2/24/1999	11/3/2011	IT	pending

					4/26/18: system is updating MCCC Policy 206 in 2018/2019; watch for new language
Y207.1	Intellectual Property	7/6/1999	11/3/2011	Academic Affairs	
Y207.2	Confidentiality	5/24/1995	11/3/2011		
300 ACADEMIC AFFAIRS					
No local, campus-wide policies; see Catalog and Student Handbook					
400 PERSONNEL AND EMPLOYEE RELATIONS					
Y406	Changes in Personal Information	5/24/1994	10/10/2012	Business Office	4/3/2018
Y410.1	Policy on Making Charitable Gifts	7/1/1999	11/3/2011	Business Office	pending
Y410.2	Outside Solicitation	12/21/1995	11/3/2011	President's Office	3//18
Y412.1	Benefitted Employees Teaching as Adjunct Instructo	1/1/2002	11/3/2011	Business Office	3/1/2018
Y412.2	Direct Deposit	8/1/1994	11/3/2011	Business Office	4/3/2018
Y414.1	YCCC Hiring Procedures	9/12/2014		Business Office	revised, 4/3/2018
Y415.1	Employee Assistance Program	8/1/1994	11/3/2011	Business Office	4/3/2018
500 STUDENT AFFAIRS					
No local, campus-wide policies; see Catalog and Student Handbook					
600 PUBLIC RELATIONS					
Y602	YCCC – Corporate Identity Guidelines	11/6/1995	11/3/2011	President's Office	
Y602.1	College Mascot	3/10/2010	11/3/2011	President's Office	
700 FINANCIAL AFFAIRS					
Y705.1	Signature Authority	1/3/1996	11/3/2011	Business Office	4/3/2018
Y705.2	Internal Purchase Requisitions	4/26/1996	8/15/2012	Business Office	pending
Y705.3	Receipt of All Packages and Parcels	1/3/1996	10/25/2012	Business Office	pending
Y705.4	Travel Procedures	5/24/1995	11/3/2011	Business Office	pending
Y707.1	Tuition Waiver for YCCC Classes	6/24/1998	11/3/2011	Business Office	4/25/2018
Y707.2	Tuition Reimbursement Policy	9/9/1997	11/3/2011	Business Office	4/25/2018

Y711	Acceptance of Gifts	6/26/1995	11/3/2011	Business Office	pending
Y712.1	Parking Policy and Campus Hours	7/1/1999	11/3/2011	Business Office	4/25/2018
Y712.2	Display Policy	8/6/1998	11/3/2011	College Council	updated, 4/3/2018
Y713.1	Personal Use of State Property	5/24/1995	11/3/2011	Business Office	4/3/2018
Y713.1.A	Mobile Device Policy	4/5/2016		Business Office	4/3/2018
Y713.2	Room Rental Policy	7/29/1996	11/3/2011	Business Office	pending
Y713.3	Mail Procedures	5/24/1995	11/3/2011	Business Office	pending
Y713.4	Classroom Usage Policy	11/6/1995	11/3/2011	Academic Affairs	pending
Y713.5	Science Lab and Training Room Use	2/2/2010	11/3/2011	Academic Affairs	updated, 4/25/18
Y713.6	Computer Usage and Training Room Use	7/1/1999	11/3/2011		
Y713.7	Visitors/Children on Campus	5/24/1995	11/3/2011		pending Policy Committee revisions, 4/3/18
Y713.8	Pets on Campus			College Council	4/3/2018
Y713.9	Library Privileges	2/15/2012		Library	3/30/2018
800 HEALTH & SAFETY					
Y800.1/Y800.2	College Vehicle Use – Procedure	10/1/2014	3/3/2015	Business Office	4/3/2018
Y805.1	Emergency Communications Policies and Procedures	4/10/2009	2/2/2016	Emergency Response Team	updated, 3/30/2018
Y805.2	Communication Crisis Procedure	1/16/1997	2/2/2016	President's Office	updated, 3/1/18
Y805.3	Injury or Illness/ Incident Reporting	8/1/1996	2/2/2016	Health & Safety	4/25/2018
Y805.4	Cancellation/Delay of College Activities	5/24/1995	2/2/2016	President's Office	3/1/2018
Y805.5	School Closing Due to Inclement Weather/Administr	1/27/1997	11/3/2011	President's Office	3/1/2018
Y805.6	Weather Conditions and Work Assignment	1/17/1996	11/3/2011	President's Office	
Y806	Tobacco-Free Policy	5/24/1995	5/5/2015	College Council	4/3/2018