

Chancellor's Advisory Council
May 24, 2024
Guided Notes for Reviewing the Administrative Procedures/Board Policies

Item #6: NEW Board Policies and Administrative Procedures (FIRST READING at CAC)

- **DRAFT AP 3910 – Use of Unmanned Aircraft Systems (First Reading)**
 - Created to address a legal need to mitigate some risks with use of these aircraft systems.
 - Some curricular impacts.
 - First reading at APM on 5/15/24 and it was determined to convene a “workgroup” to gather additional feedback into the draft that will include representatives from communication offices, technology areas, and curricular programs that might be impacted.
 - Feedback has already been received and continues to be gathered to revise this draft. Feedback should be sent to: KhannaAnu@fhda.edu
- **Draft AP 2325 Teleconference Meetings (First Reading)**
 - Legally required AP based on a legal update from the Community College League of California (CCLC).
- **Draft BP 2105 Election of Student Members (First Reading)**
 - Legally required BP that was created in order to align with AP 2105 (also being revised).
 - At this first reading, consider who else would need to review in order to provide input.
 - Recommend that a next step is to provide draft to DASG and ASFC leaders in order for them to review for feedback in the fall.
- **Revised AP 2105 Election of Student Members (First Reading)**
 - Legally required revisions have been made to this draft.
 - Recommend that a next step is to provide draft to DASG and ASFC leaders in order for them to review for feedback in the fall.

Item #9: Revisions to Board Policies and Administrative Procedures (FIRST READING at CAC)

For the following BP and APs, the revisions or updates are straightforward and were made because of changes in legislation, Ed Code, Title V or other legal rulings that impact the language in our policies. Additionally, there are new accreditation standards whose references must also be updated in our policies for us to meet ACCJC requirements.

Our expert consultant, Jane Wright, Director of Policy and Procedures from the Community College League of California (CCLC) has also reviewed these board policies and administrative procedures in order to recommend any content changes. As you review the drafts, you will see the changes in red ink, blue ink, and/or yellow highlights. Each draft also has a footnote at the bottom with this information to make it easier to review these documents.

- **BP 2010 Board Membership** – accreditation related update.
- **BP 2100 Board Elections** – legally required update.
- **BP 2110 Vacancies on the Board** – legally required update.
- **AP 2110 Vacancies on the Board**
 - Legally advised revisions to update language and explanation of vacancy notices.
- **BP 2210 Officers of the Board** – legally required update.
- **BP 2220 Committees of the Board** – legally required and legally advised updates.
- **BP 2305 Annual Organizational Meeting**
 - Legally required update
 - Revision includes language from AP 2305 as recommended more appropriate to include in the BP (which enables the retirement of the AP due to redundancy)
- **BP 2310 Regular Meetings of the Board**
 - Legally required update
 - Info from BP 4165 Staff invited to Board Meetings is incorporated into this BP as a recommendation.
- **BP 2315 Closed Session** – legally-required minor update.
- **BP 2320 Special and Emergency Meetings** – legally required minor update.
- **AP 2320 Specially and Emergency Meetings** – legally required minor update.
- **BP 2330 Quorum and Voting** – legally required minor update.

NOTE: The following two Board Policies have more substantive revisions/updates than the board policies above.

- **BP 2015 Student Members** – legally required updates and language simplification.
- **BP 2200 Board Philosophy, Mission, and Roles and Responsibilities**
 - Legally required updates.
 - Language in this board policy is unique to Foothill-De Anza CCD. Members should review to see if this language is up-to-date and reflective of current practice.