

CAC 6/14/24 Meeting – Guided Notes for Reviewing the AP/BPs

Part of the email sent to CAC members on 5/21/24 to explain the process for reviewing the BP/Aps in the CAC agenda packet:

It is very unlikely that you will need to read/review every single page of this agenda packet due to the inclusion of LEGAL CITATION info.

Below, I explain this further.

We have many board policies and administrative procedures that have not been updated in years, despite changes in legislation, Ed Code, Title V or other legal rulings that impact the language in our documents. Additionally, there are new accreditation standards whose references must also be updated in our documents for us to meet ACCJC requirements. The district recently hired an expert consultant, Dr. Jane Wright, Director of Policy and Procedures from the Community College League of California, to review all of our board policies and administrative procedures and recommend draft language for us to consider incorporating as updates (especially where legally-required or legally-advised)

As you review the drafts, you will see 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 understand the nature of these changes. **Included with each new or revised policy or procedure is the LEGAL CITATION information (the main reason why the agenda packet is so big!).** This is all the legal language that is referenced in the policy in case anyone wants to see it or wants to know where the information contained in the documents comes from. (It is similar to including the references at the end of a research paper.) We were advised by the consultant to leave this info as part of the document (for information and citation purposes), *even though most folks will likely not need to read it.* **We hired the expert to review all legal references and make sure that anything legally-required or legally-advised was included in the draft language. Therefore, it is this LEGAL CITATION info that is making the agenda packet so lengthy.**

However, you may still think that there are too many board policy and administrative procedures on this agenda to review for a meeting, which is a very valid concern. But we have to start somewhere with agendizing these items (while knowing there is room for improvement and adjustments to be made).

- Please remember, **this is a first reading and for many items there were not hugely substantive revisions needed to update them.** *We can have multiple reads if needed in order to give sufficient time for review if that is what CAC members prefer.* We can also ensure that there is sufficient time between readings for review/engagement as needed.
- If you **enable the bookmarks in the agenda packet**, this will allow you to go to each policy or procedure and start at the beginning of the document in one click. This will enable you to not have to do an endless scroll through every page of the legal citation (unless you want to).
- **There are guided notes attached** to the original email that call attention to how you might read/review the content of some of the policies and procedures.

NEW AP & BPs

Note: These new AP/BPs were reviewed at the 5/24/24 meeting and we discussed what constituent groups or leaders in the district need to be involved in providing input at this next stage. Most of these will come back for a second read at some point in Fall 2024.

- **DRAFT AP 3910 – Use of Unmanned Aircraft Systems**
- **Draft AP 2325 Teleconference Meetings (First Reading)**
- **Draft BP 2105 Election of Student Members (First Reading)**
- **Revised AP 2105 Election of Student Members (First Reading)**

Existing Board Policies and Administrative Procedures to be Retired:

- **BP 5065 Counseling**
- **BP 6210 Philosophy for Counseling Program**

BP 5065 and BP 6210 are now outdated and some of the content is redundant given we are developing a new BP 5110 Counseling in alignment with Community College League CCLC numbering that will include the relevant information from these BPs. BP 5110 Counseling will likely come to CAC for a first read in June 2024.

- **BP 2306 Representative to Vote for County Committee (County Committee on School District Organization)**

BP 2306 is being retired because language from this is being merged into BP 2305 (which will be reviewed in a later agenda item)

Proposed to Retire:

- **BP 1140 Community Service; last updated in 1993**
- **BP 1150 Community Services Short Courses and Fee-Based Programs; last updated in 1993**
- **BP 1800 Auxiliary Organizations – we last updated in 1996 – should we retire?**

NOTE: CCLC has a template for Community Services (BP 4400) in Chapter 4 that will replace these two district policies 1140 and 1150 that are being proposed to retire. The new template for BP 4400 has more up-to-date legal language. We will review BP 4400 in the fall.

For the district's Auxiliary Organizations policy, CCLC has a new template with more up-to-date language—BP 3600. We will also review that BP in the fall and hopefully adopt it to replace BP 1800 if we retire it.

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, 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 FHDA. Members should review to see if this language is up-to-date and reflective of current practice.