

## CAC 10/25/24 Meeting – Guided Notes for Reviewing the AP/BPs

### Frequently Asked Questions:

**Q: How do I review and comprehend all the information that is color-coded and included in these new and/or revised Board Policy and Administrative Procedures documents? Each new or revised policy has so many pages!**

**A: It is very unlikely that you will need to read/review every single page of the due to the inclusion of LEGAL CITATION info.**

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 has 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)

**Q: What are best practices for reviewing these documents?**

**A: First, use the guided notes to help orient you to relevant info about the BP or AP.** As you review the individual drafts of the policy or procedure 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 each individual pdf for a new or revised policy has so many pages!).** 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 likely may not 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 each policy or procedure document so lengthy.**

**Q: Why are we reviewing so many policies and procedures in one meeting?**

**A:** There are over 400 Board Policies and Administrative Procedures in our district. Many are out-of-date and we are working towards updating all of them over the next year or so, while definitely prioritizing those that are **legally** required so as to ensure our district is in compliance with legal mandates. It is a valid concern if you see many policies and procedures on one agenda. But just know that we are trying to prioritize and find a balance in reviewing those with substantive vs less substantive changes.

**Q: What if there are too many questions or concerns about a particular BP or AP?**

**A: While we usually have only two readings for a BP or AP, we can have multiple reads if needed in order to give sufficient time for review and clarification** if that is what CAC members prefer. We can also ensure that there is sufficient time between readings for review/engagement as needed. Members can ask questions, seek clarification on items, and also pull items from the agenda if appropriate.

## **Revisions to Board Policies and Administrative Procedures** (SECOND READING at CAC on 10/25/24)

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.

Each revision to the policy or procedure can be found here: [2024.10.25 Chancellor's Advisory Council Meeting](#)

1. BP 2010 Board Membership - accreditation-related update
2. BP 2100 Board Elections – legally-required update
3. BP 2110 Vacancies on the Board – legally-required update
4. AP 2110 Vacancies on the Board
  - o legally-advised revisions to update language and explanation of vacancy notices
5. BP 2210 Officers of the Board – legally-required update
6. BP 2220 Committees of the Board – legally-required and legally-advised updates
7. BP 2310 Regular Meetings of the Board
  - o Legally-required update
  - o Info from BP 4165 Staff invited to Board Meetings is incorporated into this BP as a recommendation.
8. BP 2315 Closed Session – legally-required minor update
9. BP 2320 Special and Emergency Meetings – legally-required minor update
10. AP 2320 Specially and Emergency Meetings – legally-required minor update
11. BP 2330 Quorum and Voting – legally-required minor update

## **REVISED Board Policies and Administrative Procedures** (FIRST READING AT CAC on 10/25/24)

1. BP 2735 Board of Trustees Travel – minor, legally required revision
2. BP 7400 Employee Travel – minor revision to align with CCLC numbering and naming conventions.
3. AP 7400 Travel – revision primarily focusing on hotel accommodations.

#### **TITLE IX Policies and Procedures (NEW OR REVISED) (FIRST READING at CAC on 10/25/24)**

The following new or revised policies and procedures have significant changes to the existing language that are legally required due to new Title IX regulations. These new regulations came into effect September 1, 2024. The language has been legally vetted by the team from CCLC (Liebert Cassidy Whitmore) and is currently also being reviewed by our own Title IX consultant, Kim Pacelli from TNG consulting). These policies and procedures may require more than two readings. Our new VC HR will field any questions or concerns from CAC members in the meeting.

4. BP 3430 Prohibition of Harassment – legally required revision; new Title IX language for compliance purposes
5. AP 3430 Prohibition of Harassment – legally required revision; new Title IX language for compliance purposes
6. **NEW** BP 3433 Prohibition of Sex Discrimination under Title IX – legally required revision; new Title IX language for compliance purposes.
7. **NEW** AP 3433 Prohibition of Sex Discrimination under Title IX – legally required revision; new Title IX language for compliance purposes.
8. BP 3540 Sexual and Other Assaults on Campus – legally required revision; new Title IX language for compliance purposes.
9. AP 3435 Discrimination and Harassment Complaints and Investigations – legally required revision; new Title IX language for compliance purposes.