



**FOOTHILL-DE ANZA  
Community College District**

**Agenda Item Details**

Meeting	Jul 08, 2024 - Regular Meeting of the Board of Trustees
Category	BOARD BUSINESS
Subject	18. Board Policy 2305 Annual Organizational Meeting - Revised (First Reading) (INFORMATION)
Type	Information

**Background and Analysis:**

During spring 2024, the Chancellor's Advisory Council began a review of the board policies requiring legal updates. This board policy is a part of the work that is being done in consultation with Dr. Jane Wright with the Community College League of California (CCLC). The council conducted discussions and approved the attached draft on June 14, 2024, by consensus.

**NOTE:**

This policy is legally required and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current FHDACCD BP 2305 Annual Organizational Meeting adopted on 2/3/97; amended and renumbered on 8/5/13 (formerly BP 9115) as well as BP 2306 Representative to Vote for County Committee (County Committee on School District Organization) adopted on 3/2/64 and amended on 2/3/97 and amended and renumbered on 5/5/14 (formerly BP 9121). The language in blue ink is included for consideration. The language in yellow highlighting is included to draw the reviewers' attention, and this language will be removed upon final approval. The language in gray highlighting was uniquely added by the Foothill-De Anza Community College District and requires careful review by leaders to ensure the language remains accurate and up-to-date. The legal citation language reflected after the page break (below) should be removed following review and revision.

The revised policy will be presented for governing board approval at the August 5, 2024, meeting.

Submitted by:	Lee D. Lambert, Chancellor
Additional contact names:	
Is backup provided?	Yes

[DRAFT-BP 2305 Annual Organizational Meeting.pdf \(250 KB\)](#)

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**Board Policy**  
Chapter 2 – Board of Trustees

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**BP 2305 Annual Organizational Meeting**

**Reference:**

Education Code Section 72000 subdivision (c)(2)(A)  
~~Education Code Sections 5000 and 5017~~

The Board of Trustees shall hold an Annual Organizational Meeting. The annual organizational meeting of the Board will be held within ~~fifteen~~ 15 days of the date that elected governing board members take office, generally at the regular meeting held the first two weeks of December.

Organizational meetings in years in which no regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of such 15-day period, and the Board shall notify the County Superintendent of Schools of the day and time selected. The Secretary of the Board shall, within 15 days prior to the day of the annual meeting, notify in writings all members and members-elect of the date and time selected for the meeting.

~~At the annual meeting, the Governing Board shall organize by electing a President and a Vice President, from its members, and a Secretary.~~

The purpose of the annual organizational meeting is to elect a President of the Board, Vice President of the Board, and a Secretary and conduct any other business as required by law or determined by the Board.

**NOTE** *The following information is from current FHDACCD BP 2306 Representative to Vote for County Committee (County Committee on School District Organization).*

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

At the annual organizational meeting, the newly elected President of the Board will appoint a member to serve as a representative of the Board to vote for members of the County Committee on School District Organization.



**FOOTHILL-DE ANZA**  
Community College District

[Also see BP 2210 Officers, BP 2220 Committees of the Board, and BP 2310 Regular Meetings of the Board.](#)

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**NOTE:** This policy is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current FHDACCD **BP 2305 Annual Organizational Meeting** adopted on 2/3/97; amended and renumbered on 8/5/13 (formerly BP 9115) as well as **BP 2306 Representative to Vote for County Committee (County Committee on School District Organization)** adopted on 3/2/64 and amended on 2/3/97 and amended and renumbered on 5/5/14 (formerly BP 9121). The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval. The language in **gray highlighting** was uniquely added by the FHDACCD and requires careful review by leaders to ensure the language remains accurate and up-to-date. **The legal citation language reflected after the page break (below) should be removed following review and revision.**

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**Adopted:** 2/3/97 (former BP 9115) and 3/2/64 (former BP 9121)

**Amended Revised:** 2/3/97 (former BP 9121), 8/5/13 (former BP 9115), 5/5/14 (former BP 9121),



## Legal Citation for BP 2305

### Education Code Section 72000 subdivision (c)(2)(A)

#### **EDUCATION CODE - EDC**

#### **TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]**

*( Title 3 enacted by Stats. 1976, Ch. 1010. )*

#### **DIVISION 7. COMMUNITY COLLEGES [70900 - 88810]**

*( Division 7 enacted by Stats. 1976, Ch. 1010. )*

#### **PART 45. DISTRICTS AND GOVERNING BOARDS [72000 - 72701]**

*( Part 45 enacted by Stats. 1976, Ch. 1010. )*

#### **CHAPTER 1. General Provisions [72000 - 72036.5]**

*( Chapter 1 enacted by Stats. 1976, Ch. 1010. )*

#### ARTICLE 1. Naming [72000- 72000.]

*( Article 1 enacted by Stats. 1976, Ch. 1010. )*

#### **72000**

(a) The district and its governing board may sue and be sued, and shall act in accordance with Section 70902.

(b) The district name shall be adopted and changed as follows:

(1) The first governing board of any new community college district shall, at the first meeting of the board or as soon as practicable thereafter, name the district. The district shall be designated as the “\_\_\_\_ Community College District.”

(2) The governing board of a community college district may, by resolution, change the name of the district or of any of the community colleges maintained by the district. However, the name shall continue to contain the words “Community College District” or “Community College,” as appropriate.

(3) Whenever a petition is presented to the governing board of a community college district, signed by at least 15 qualified electors of any community college district, asking that the name of the district, be changed, the governing board shall, at its next regular meeting, designate a day upon which it will conduct a hearing and act upon the petition, which hearing shall not be less than 10 days nor more than 40 days after that regular meeting. The clerk of the governing board shall give notice to all interested parties by sending a notice of the time for the hearing of the petition. Notices shall be mailed at least 10 days before the day set for the hearing. At the hearing the board shall by resolution either grant or deny the petition, and if the petition is granted, the clerk shall notify the Board of Governors of the California Community Colleges of the change of the name of the district or of any community college maintained by the district.

(4) The name “\_\_\_\_ Community College District” and the names of community colleges maintained by the district are the property of the district. No person shall, without permission of the board, use these names, or any abbreviation of them, or any name of which these words are a part in any of the following ways:



**FOOTHILL-DE ANZA**  
Community College District

- (A) To designate any business, social, political, religious, or other organization, including, but not limited to, any corporation, firm, partnership, association, group, activity or enterprise.
- (B) To imply, indicate or otherwise suggest that any organization, or any product or service of the organization is connected or affiliated with, or is endorsed, favored or supported by, or is opposed by one or more California community colleges, the Board of Governors of the California Community Colleges, or the office of the Chancellor of the California Community Colleges.
- (C) To display, advertise, or announce these names publicly at or in connection with any meeting, assembly, or demonstration, or any propaganda, advertising or promotional activity of any kind which has for its purpose or any part of its purpose the support, endorsement, advancement, opposition or defeat of any strike, lockout, or boycott or of any political, religious, sociological, or economic movement, activity or program.
- (D) The provisions of this section shall not preclude the use of the name “\_\_\_\_\_ Community College” or “\_\_\_\_\_ Community College District” by any person or organization otherwise subject to this section using the name immediately prior to the effective date of this section, so long as the name is not used in additional, different ways.
- (E) Nothing in this section shall interfere with or restrict the right of any person to make a true and accurate statement in the course of stating his or her experience or qualifications for any academic, governmental, business, or professional credit or enrollment, or in connection with any academic, governmental, professional or other employment whatsoever.
- (5) Any reference to junior colleges or junior college districts in any law shall be deemed to refer to community colleges and community college districts, respectively.

**(c)** Meetings of the governing board shall be held as follows:

(1) Within 20 days after the appointment of the community college board provided for by Section 72023, the board of governors shall call an initial organizational meeting of the board by giving at least 10 days’ notice by registered mail to each member, for the purposes of organizing the community college board.

At the initial organizational meeting the community college board shall organize by electing a president from its members and a secretary, and may transact any other business relating to the affairs of the community college district.

(2) (A) The governing board of each community college district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, the day and



time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The secretary of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

(B) If the board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, prior to the first day of such 15-day period and after the regular meeting of the board held immediately prior to the first day of the 15-day period, designate the day and time of the annual meeting. The day designated shall be within the 15-day period. He or she shall notify in writing all members and members-elect of the date and time.

(C) At the annual meeting, the governing board of the community college district shall organize by electing a president, from its members, and a secretary.

(3) As an alternative to the procedures set forth in paragraph (2), in a community college district the boundaries of which are coterminous with the boundaries of a city and county, the governing board members of which district are elected in accordance with a city and county charter, the annual organizational meeting of the governing board may be held between January 8 and January 31, inclusive, as provided in rules and regulations adopted by the board. At the annual organizational meeting the community college district governing board shall organize by electing a president and vice president from its members.

(4) Subject to this section, the governing board of any community college district shall hold regular monthly meetings and shall by rule and regulation fix the time and place for its regular meetings. The action shall be given proper notice to all members of the board of the regular meetings.

(d) The governing board shall conduct its meetings as follows:

(1) A notice identifying the location, date, and time of the meeting shall be posted in each community college maintained by the district at least 10 days prior to the meeting and shall remain so posted to and including the time of the meeting.

(2) The governing board shall conduct its meetings within the boundaries of the community college district, except as provided in subparagraphs (A) and (B).

(A) The governing board may meet outside of its district boundaries for the limited purpose of meeting with another local agency so long as the meeting meets both of the following criteria:

(i) The meeting occurs within the boundaries of one of the participating local agencies.

(ii) The meeting is open and accessible to the public, including the residents of the district whose board is meeting outside the boundaries of the district.

(B) The governing board may meet outside of its district boundaries if the board finds it necessary to meet in closed session with its attorney to discuss pending litigation and if the attorney's office is located outside of the boundaries of the district.



(3) Except as otherwise provided by law, the governing board shall act by majority vote of all of the membership constituting the governing board.

(4) Every official action taken by the governing board of every community college district shall be affirmed by a formal vote of the members of the board, and the governing board of every community college district shall keep minutes of its meetings, and shall maintain a journal of its proceedings in which shall be recorded every official act taken.

(5) Notwithstanding any other provision of law, if a community college district governing board consists of seven members and not more than two vacancies occur on the governing board, the vacant position or positions shall not be counted for purposes of determining how many members of the board constitute a majority. Whenever any of the provisions of this code require unanimous action of all or a specific number of the members elected or appointed to the governing board, the vacant position or positions shall be excluded from determination of the total membership constituting the governing board.

*(Amended by Stats. 1991, Ch. 1038, Sec. 2. Effective October 14, 1991.)*

## **Additional Legal References Added by the FHDACCD**

### **Education Code Sections 5000 and 5017**

#### **EDUCATION CODE - EDC**

##### **TITLE 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32527]**

*( Title 1 enacted by Stats. 1976, Ch. 1010. )*

##### **DIVISION 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32527]**

*( Division 1 enacted by Stats. 1976, Ch. 1010. )*

##### **PART 4. ELECTIONS [5000 - 5442]**

*( Part 4 enacted by Stats. 1976, Ch. 1010. )*

##### **CHAPTER 1. Election of School District Board Members [5000 - 5095]**

*( Chapter 1 enacted by Stats. 1976, Ch. 1010. )*

#### **ARTICLE 1. Elections [5000 - 5033]**

*( Article 1 enacted by Stats. 1976, Ch. 1010. )*

#### **5000.**

After the initial election of governing board members in any school district or community college district, a governing board member election shall be held biennially on the first Tuesday after the first Monday in November of each succeeding odd-numbered year to fill the offices of members whose terms expire on the first Friday in December next succeeding the election. Except as provided in this chapter, or in Chapter 2 (commencing with Section 5200) , the elections shall be held and conducted in accordance with Chapter 3 (commencing with Section 5300).

*(Amended by Stats. 1996, Ch. 1143, Sec. 1. Effective September 30, 1996.)*



**EDUCATION CODE - EDC**

**TITLE 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32527]**

*( Title 1 enacted by Stats. 1976, Ch. 1010. )*

**DIVISION 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32527]**

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**PART 4. ELECTIONS [5000 - 5442]**

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**CHAPTER 1. Election of School District Board Members [5000 - 5095]**

*( Chapter 1 enacted by Stats. 1976, Ch. 1010. )*

**ARTICLE 1. Elections [5000 - 5033]**

*( Article 1 enacted by Stats. 1976, Ch. 1010. )*

**5017.**

Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his or her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of the successor shall begin upon the expiration of the term of his or her predecessor.

*(Amended by Stats. 2018, Ch. 146, Sec. 3. (AB 2449) Effective January 1, 2019.)*



**FOOTHILL-DE ANZA  
Community College District**

**Agenda Item Details**

Meeting	Jul 08, 2024 - Regular Meeting of the Board of Trustees
Category	BOARD BUSINESS
Subject	19. Board Policy 2306 Representative to Vote for County Committee (County Committee on School District Organization) - Retire (First Reading) (INFORMATION)
Type	Information

**Background and Analysis:**

The district's Representative to Vote for County Committee (County Committee on School District Organization) board policy (BP 2306) is proposed for retirement. This policy is now outdated and some of the content is considered redundant given the development of the revised Annual Organizational Meeting board policy (BP 2305).

Retiring this board policy will bring us into alignment with Community College League CCLC numbering that will include the relevant information in revised board policy 2305.

The retired policy will be presented for governing board approval at the August 5, 2024, meeting.

Submitted by:	Lee D. Lambert, Chancellor
Additional contact names:	
Is backup provided?	Yes

[RETIRE-BP 2306\\_Representative to Vote for County Committee \(County Committee on School District Organization\).pdf \(222 KB\)](#)



**FOOTHILL-DE ANZA  
Community College District**

Book	<del>Board Policy</del>
Section	<del>Chapter 2 – Board of Trustees (including former Article 2 – Administration and Article 9 – Bylaws)</del>
Title	<del>Representative to Vote for County Committee (County Committee on School District Organization)</del>
Code	<del>BP 2306</del>
Status	<del>Active</del>
Adopted	<del>March 2, 1964</del>
Last Revised	<del>February 3, 1997</del>
Last Reviewed	<del>May 5, 2014</del>

~~At the annual organizational meeting the newly elected President of the Board will appoint a member to serve as a representative of the Board to vote for members of the County Committee on School District Organization.~~

~~Approved 3/2/64~~

~~Revised 2/3/97~~

~~Renumbered 5/5/14 (formerly BP 9121)~~



**FOOTHILL-DE ANZA  
Community College District**

**Agenda Item Details**

Meeting	Jul 08, 2024 - Regular Meeting of the Board of Trustees
Category	BOARD BUSINESS
Subject	20. Board Policy 5110 Counseling - New (First Reading) (INFORMATION)
Type	Information

**Background and Analysis:**

This board policy revision is a part of the work that is being done to reimagine Foothill-De Anza Community College District. Anu Khanna, the Senior Advisor to the Chancellor, and Kathryn Maurer, the District Academic Senate President, gathered input across Academic and Professional Matters Committee (APM), the Academic Senates and Classified Senates and the Chancellor's Advisory Council to bring this revision forward for Board Policy 2410 Board Policies and Administrative Procedures. The council conducted discussions and approved the attached draft on June 14, 2024, by consensus.

The new policy will be presented for governing board approval at the August 5, 2024, meeting.

Submitted by:	Lee D. Lambert, Chancellor
Additional contact names:	
Is backup provided?	Yes

[NEW-Board\\_Policy\\_BP\\_5110\\_Counseling-Formerly\\_BP\\_5065\\_Counseling.pdf \(221 KB\)](#)



Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Counseling
Code	BP 5110 (formerly BP 5065)
Status	New
Legal	<a href="#">Education Code Section 72620</a> <a href="#">Title 5 Section 51018</a> <a href="#">ACCJC Accreditation Standard 2.7</a>
Origin	Legally required - CCLC BP 5110
Office	Chancellor's Office
Next Review	July 1, 2027

Counseling services are an essential part of the educational mission of the Foothill-De Anza Community College District.

The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

[\*See Administrative Procedure 5110 Counseling\*](#)



**FOOTHILL-DE ANZA  
Community College District**

**Agenda Item Details**

Meeting	Jul 08, 2024 - Regular Meeting of the Board of Trustees
Category	BOARD BUSINESS
Subject	21. Board Policy 5065 Counseling - Retire and Board Policy 6210 Philosophy of Counseling Program - Retire (First Reading) (INFORMATION)
Type	Information

**Background and Analysis:**

The district's Counseling board policy (BP 5065) and Philosophy for Counseling Program board policy (BP 6210) are proposed for retirement. These two policies are now outdated and some of the content is considered redundant given the development of the new Counseling board policy (BP 5110).

Retiring these two board policies will bring us into alignment with Community College League CCLC numbering that will include the relevant information from these board policies.

The retired policies will be presented for governing board approval at the August 5, 2024, meeting.

Submitted by:	Lee D. Lambert, Chancellor
Additional contact names:	
Is backup provided?	Yes

[RETIRE-BP 5065\\_Counseling.pdf \(232 KB\)](#)

[RETIRE-BP 6210\\_Philosophy\\_of\\_Counseling\\_Program.pdf \(215 KB\)](#)



FOOTHILL-DE ANZA  
Community College District

Book	<del>Board Policy</del>
Section	<del>Chapter 5 - Student Services (including former Article 5 - Students)</del>
Title	Counseling
Code	BP 5065
Status	Active
Legal	<a href="#">California Code of Regulations, Title 5, Section 51018</a> <a href="#">Education Code Section 72620</a>
Adopted	January 4, 1999

Foothill and De Anza College will provide an organized and functioning counseling program which shall include, but not be limited to the following:

- ~~1. Academic counseling in which the student is assisted in assessing, planning, and implementing his/her immediate and long-range goals.~~
- ~~2. Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interest, and is advised concerning the current and future employment trends.~~
- ~~3. Personal crisis counseling in which the student is assisted with personal, family or other social concerns, when that assistance is related to the student's education.~~
- ~~4. Coordination with other services to students, which include, but are not limited to, those provided for students with special needs, (e.g. disabled, disadvantaged, re-entry, and military students), skills testing programs, financial assistance programs, health services programs, and job placement services.~~

Counseling services shall be available to all students and prospective students. Counselors trained in specialized mental and health areas may be a part of the regular staff so that necessary referrals may be made to them by other members of the counseling and/or faculty.

Approved 1/4/99



**FOOTHILL-DE ANZA  
Community College District**

Book	<del>Board Policy</del>
Section	<del>Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)</del>
Title	<del>Philosophy for Counseling Program</del>
Code	<del>BP 6210</del>
Status	<del>Active</del>
Adopted	<del>December 4, 1961</del>
Last Revised	<del>June 3, 1963</del>

~~Because of the varied backgrounds of the students attending De Anza and Foothill Colleges and because of the multi-phased instructional program of the Colleges, it is essential that each College maintain a guidance and counseling program adequate to assist these students. Counselors with adequate training will be obtained for this activity.~~

~~Approved 12/4/61  
Amended 6/3/63~~