



## Chancellor's Advisory Council Meeting Agenda – January 16, 2015

Foothill College  
Toyon Room (Room 2020)  
2:30 p.m.

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Welcome	I	Linda
II. Approval of 10/24/14 Meeting Summary ( <i>Attachment 1</i> )	A	Linda
III. 2015 Legislative Principles ( <i>Attachment 2</i> )	D/A	Linda
IV. Chancellor Search ( <i>Attachment 3</i> ) <ul style="list-style-type: none"> <li>• Timeline</li> <li>• Search committee composition</li> <li>• Search committee charge</li> </ul>	D/A	Linda/Dorene
V. Budget Update	I	Kevin
VI. New and revised policies and procedures ( <i>Attachment 4</i> ) <ul style="list-style-type: none"> <li>• BP 3200 (formerly BP 2510) Accreditation (revised)</li> <li>• BP 3250 (formerly BP 3050) Institutional Planning (revised)</li> <li>• AP 3280 Grants (new)</li> <li>• BP 5030 (formerly BP 3123, 3123.5, 5010) Fees (revised)</li> </ul>	D/A	Linda
VII. Other information and updates	I	All



**CHANCELLOR'S ADVISORY COUNCIL**  
**Meeting Summary**  
**October 24, 2014**

Present

*Linda Thor, Leo Contreras, J.R. Dorcak, Isaac Escoto, Kurt Hueg, Carolyn Holcroft, Kevin McElroy, Judy Miner, Joe Moreau, Brian Murphy, Mallory Newell, Josh Rosales, Dennis Shannakian, Karen Smith, Brian Stanley,*

**I. Welcome**

Chancellor Thor welcomed council members to the first meeting of the 2014-2015 academic year.

**II. Approval of May 16, June 6, and June 25, 2014, Meeting Summaries**

The May 16, June 6, and June 25, 2014, meeting summaries were approved without changes.

**III. Review of the Chancellor's Advisory Council Charge**

Linda reviewed the Chancellor's Advisory Council charge, purpose, and ground rules.

**III. Budget Update**

Kevin shared information regarding the state's 2014-2015 budget for community colleges, changes reflected in the district's first quarter report, net changes in fund balance and carryover, and enrollment. He advised that the district's 2013-2014 Apportionment Attendance Report was recertified to add 87 full time equivalent students (FTES), resulting in an increase to apportionment of approximately \$400,000, and that nonresident enrollment is on target to exceed projections by \$1.5 million. Kevin cautioned that the district continues to anticipate a structural deficit of \$2 million for 2014-2015, which will be offset by the district's stability fund.

In response to questions from Blanche, Judy and Brian discussed plans for spending down the "B" budget carryover and Kevin explained that significant increases in employer contributions to employee pensions could absorb reserves. Brian commented in reply to a question from J.R. that a coalition of unions is lobbying for changes to the pension contribution increases and that renewal of Proposition 30 Education Protection Act funding will likely be their next battle. Blanche reminded council members that employee salaries funded by Measure C will create additional stress on the district budget as bond funds will be exhausted at about the same time Proposition 30 is set to expire.

**IV. Baccalaureate Pilot**

Linda provided an update regarding the recently approved community college baccalaureate degree pilot program. She explained that it was very difficult to choose between the colleges' programs, but after much deliberation, she authorized Foothill College's Dental Hygiene program to proceed with developing a proposal. Linda noted that there is a November 12, 2014, deadline

for districts to submit a notice of intent to the state Chancellor's Office; program proposals are due December 19, 2014; and the California Community Colleges Board of Governors is expected to announce pilot colleges on January 21, 2015.

#### V. New and Revised Policies and Procedures

- BP 3100 (formerly BP 2220) Organizational Structure – Revised
- AP 3100 Organizational Structure – New

Board policy and administrative procedure 3100 were approved by consensus.

- BP 3280 (formerly BP 3124) Grants – Revised
- AP 3280 Grants - New

Carolyn suggested that the grants administrative procedure reference shared governance processes and questioned the proposed elimination of guideline three, which was previously part of the grants board policy and required assurance that a successful program could be continued with district funds. Linda advised that the language was proposed for elimination because the district does not always intend to institutionalize grant programs, even if successful, once funds are discontinued. Kevin added that grants that require institutionalization would include a statement regarding such in the grant proposal and agreement.

Linda offered to revise the administrative procedure to address Carolyn's concerns and bring a new draft to the next meeting. The grants policy was approved by consensus.

- BP 3530 Weapons on Campus – New
- AP 3530 Weapons on Campus – New

Randy questioned whether the administrative procedure would prohibit students from bringing certain tools to campus that are required for their courses. J.R. explained that even if a student brings an implement to campus for a class, they could still face arrest. He advised that instructors should let the police department know if students will be using a weapon as part of the instructional program, such as when an acting class is rehearsing a fight scene, in order to avoid any complications. Judy suggested changing the last paragraph of the procedure to read: "Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 ½ inches upon the grounds, unless the person is authorized by a designated District official to possess such an implement in the course of his/her employment **or instructional program**, has been authorized by a designated District official to have the implement, or is a duly appointed peace officer, who is engaged in the performance of his/her duties is prohibited on any District property, non-owned property at which the district operates or provides services, and in any facility of the District."

The policy and procedure, as revised, were approved by consensus.

- AP 6510 (formerly AP 3214) Guidelines for Administering Environmentally Sustainable Practices - Revised

Linda advised that goals regarding recycling and training of maintenance staff were added based on feedback received from Leo after the procedure was originally sent to the council for review in June. Karen expressed concern regarding the dissolution of the district sustainability committee, and Kevin explained that Charles Allen had recommended the change prior to his retirement because the committee was ineffective and duplicated the

colleges' efforts. He noted that district personnel would continue to be involved in the two college committees.

The revised procedure was approved by consensus.

**VI. Board policy to be retired**

- BP 3160 Contract and Grant Indirect Costs - Retire

The Council supported retirement of the board policy.

**VII. Other Information and Updates**

Blanche reported that members of the Association of Classified Employees are in the process of electing new officers and ratifying changes to the professional growth award and constitution.

Chancellor Thor adjourned the meeting at 3:58 p.m.



## 2015 Legislative Principles

Annual legislative principles are adopted by the Board of Trustees to provide policy guidelines for the Chancellor when addressing matters pending before the California Legislature or the United States Congress. For 2015, the Foothill-De Anza Board of Trustees endorses the following advocacy positions:

### A. State Legislative Principles

1. Protect the fiscal integrity of the system and stabilize funding, ensuring that funds allocated through the budget process will be provided to the districts, with discrepancies made up by the general fund. Advocate for a revision to the newly developed growth formula contained in the 2014-15 Adopted Budget trailer bill that will provide more uniform opportunities for all districts to quality for growth funding.
2. Support lowering the vote threshold for the approval of school and community college district parcel tax measures from two-thirds (66%) to a super majority of 55%.
3. Support increase of base-funding to colleges for 2015-16 to address the lack of statutory cost of living adjustments between 2007-08 and 2012-13.
4. Maintain local authority and control in the administration of the colleges.
5. Support use of open textbooks, open educational resources and other appropriate approaches to reduce costs for students and community colleges.
6. Advocate for increasing the authority and flexibility of local districts, including flexibility in setting fees (e.g. health, technology).
7. Support efforts to increase transfer of qualified community college students to the University of California and the California State University.
8. Support a statewide capital construction bond measure that benefits community colleges.
9. Support the preservation and enhancement of state financial aid for community college students.

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10. Support efforts to strengthen college preparation and align K-12 and community college curriculum.
11. Support measures that enhance the ability of community colleges to quickly respond to the changing needs of local labor markets.
12. Support programs that enable community colleges to serve disadvantaged and/or underrepresented populations and students who are veterans.
13. Support the advancement of instructional technology to increase access and student success.
14. Support solutions to the escalating costs of health benefits.
15. Support efforts to encourage and sustain public-private partnerships.
16. Support efforts for energy efficiency and sustainability.
17. Support efforts for regional and statewide collaboration that result in lower costs, increased efficiency, and/or improved services to students.
18. Ensure that any new reporting requirements are adequately funded and genuinely serve the interests of students, the colleges and the system.
19. Support expansion of opportunities for high school students to enroll in community college courses through concurrent/dual enrollment partnerships and remove funding penalties and barriers.
20. Support establishment of an ongoing professional development fund for faculty, staff and administrators.
21. Support expanding the authority for community colleges to offer applied baccalaureate degrees in areas of high workforce demand.
22. Support the continuation of Proposition 30 funding.
23. Advocate for fair and reasonable solutions to the STRS creditable service issues.
24. Advocate for unfettered access to quality community college education for all Californians, including lifelong learners.
25. Support the Career Development and College Preparation (CDCP) Rate Equalization Implementation, eliminating one of the disincentives for community colleges to create and maintain noncredit programs that enable students to reach their educational goals more efficiently.

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26. Support audit fee equalization that will allow colleges to charge the same per unit for credit and audit thereby maintaining access and providing limited additional funding.

**B. Federal Legislative Principles**

1. Support accountability measures that accurately evaluate the success of community colleges on measures of access, affordability and outcomes. Oppose inflexible national ratings that base federal grants and loans on college “value.”
2. Support funding the Pell Grant program to include automatic inflationary increases and restoration of eligibility for the year-round Pell Grant and for “ability-to-benefit” students.
3. Advocate for robust Perkins Act funding that serves the needs of all types of career-technical education students and maintains flexibility for community colleges.
4. Support programs that enable community colleges to serve diverse and disadvantaged populations.
5. Support the federal DREAM Act, including make DREAM Act students eligible for federal student aid.
6. Support funding to help institutions serve the particular needs of students who are veterans.
7. Include community colleges in efforts to bolster America’s competitiveness in science, technology, engineering and math (STEM) fields.
8. Strengthen workforce development and extend the Trade Adjustment Assistance Act Community College and Career Training Grant Program (TAACCCT)
9. Reauthorize and improve the Higher Education Act and recognize the unique nature, mission and contributions of community colleges.
10. Support an enhanced version of the existing American Opportunity Tax Credit, making it easier for community college students to receive the maximum credit.

1/13/15

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**Deleted:** Advocate for recognition of institutional autonomy and state and local controls in the delivery of education by community colleges in the reauthorization of the Higher Education Act.

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# DRAFT SEARCH TIMELINE

# 1/15/15

<b>DUE</b>	<b>ACTION</b>
Dec 22, 2014	RFPs mailed to search firms
Jan 9	Proposals due from search firms
Jan 12	Select Search Coordinator
Jan 12	Board discusses draft timeline
Jan 16	CAC to review draft search timeline; committee composition; committee charge
Jan 19	Request to governance groups to name search committee reps
Jan 27	Board sub-committee interviews and selects search firm; Board assigns recruitment to search committee and search firm
Feb 2	Deadline to name search committee reps
Feb 3-4	Gather input for Chancellor profile from participatory governance groups, Chancellor's Cabinet, Foundation Board and Commissions, open forums
Feb 9	Board adopts timeline, committee charge; committee composition; Board reviews and adopts draft profile and announcement (subject to input from search committee)
Feb 10	Committee meets with Search Firm: 1) reviews charge; 2) receive training; 3) profile feedback; 4) draft announcement; 6) recruitment plan
Feb 17 – Apr 17	Recruitment
Apr 27 – May 1	Screening of applications
May 5	Search committee selects candidates to interview
May 18 – 19	Search committee interviews and select finalists
May 22	Board reviews finalists application material; finalists announced
June 9-11	Finalists visit District; public forums, Chancellor's Cabinet interviews, board interviews
June 12	Special closed session to selects candidates for site visits
Week of June 15	Board representatives conduct site visit(s)
June 22	Special closed session to report on site visit(s)
June 22 or July 13	Board appoints Chancellor

**SCHEDULE FOR GATHERING INPUT INTO CHANCELLOR PROFILE,  
CHALLENGES/OPPORTUNITIES**

Tuesday, Feb. 2

Foundation Board/Commissions (Foothill campus) 10:00-11:00

Chancellor's Cabinet 11:30-12:30

De Anza College Council 1:30-2:30

Open Forum at De Anza 3-4:00

Wednesday, Feb. 3

Chancellor's Advisory Council 10:00-11:00 (Foothill campus)

Open Forum at Foothill 12:00-1:00

Foothill Planning and Resource Council 1:30-2:30

**DRAFT**  
**Chancellor Search**  
**Search Committee Composition**  
**2015**

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The Search Committee for the Chancellor position must have representation from each broad employee group - administrator, classified, and faculty employees - as well as students, the community, and the Board. The following is the recommended composition of the committee.

- 1 Board member
- 3 Administrators - appointed by the Presidents and the Chancellor's Cabinet, in consultation with the AMA
- 3 Faculty - appointed by the Academic Senates, in consultation with the Faculty Association
- 3 Classified - appointed by the Classified Senates, in consultation with the Classified Unions
- 2 Students - appointed by the Student Governing bodies
- 2 Community members – appointed by the Board of Trustees
- 1 EO Representative - appointed by Human Resources

The deadline to name search committee representatives is February 2, 2015.

Appointing bodies are asked to consider diversity when making appointments. Representatives must be able to meet the search timeline, including all committee meetings and interviews.

**DRAFT**

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**CHARGE TO THE CHANCELLOR SEARCH COMMITTEE  
2015**

The Board of Trustees of the Foothill-De Anza Community College District charges the Chancellor Search Committee to:

1. Conduct an open and inclusive national search that supports the District goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates.
2. Act in the best interest of the District in selecting candidates who best meet the needs of our diverse student population.
3. Assist in the development of the Position Announcement including the desired qualifications for Chancellor.
4. Develop job related interview questions designed to distinguish candidates who will best meet the needs of students, the colleges and the district.
5. Accept that this process is confidential and subject to laws and regulations on privacy and access and agree to abide by the Guiding Principles for Search and Selection Committee Members (attached).
6. Follow the timeline established by the Search committee to bring recommendations to the Board of Trustees in a timely manner.
7. Make regular reports to the Board and to the Foothill-De Anza community on the progress of the search.
8. Respect the roles and contributions of all members of the committee and work toward consensus in selecting qualified candidates who will best serve the District.

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## **GUIDING PRINCIPLES SEARCH AND SELECTION COMMITTEE MEMBERS**

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Each committee member agrees to act in the best interest of the College and the District in selecting a candidate who best meets the needs of the diverse students we serve.

Each committee member understands that search and selection is a confidential process subject to laws and regulations on privacy and access (Title 5, California Code of Regulations, Section 53023(a); California Government Code, Section 6254).

Specifically, each member agrees not to discuss or in any way release information to any non-authorized person regarding:

1. Written materials turned in by the applicant or evaluations made by the committee members about applicants;
2. Oral discussions by or about applicants or committee members during or following the interview process, and
3. Any other information that relates to the search and selection process including the names of applicants.

Each committee member agrees if approached by any non-authorized person to discuss any of the above, the member is to refer the individual to Human Resources.

Each committee member understands that failure to maintain confidentiality will not only jeopardize the search and selection process but could result in violation of Federal or State regulations and incur liability on behalf of the district. It is also understood that even the perception that confidentiality has been breached may jeopardize the hiring process. Therefore, each committee member agrees to call to the attention of the Vice Chancellor of Human Resources and Equal Opportunity any action which might be interpreted as a breach of confidentiality.

Each committee member agrees to comply with Equal Opportunity policies and procedures assuring compliance with the hiring process as outlined in the District's hiring policy and procedures.

Each committee member agrees to operate in an objective and unbiased manner throughout the process and understands that any compromise in objectivity or demonstration of unlawful bias may threaten the process.

Each committee member understands that the process may be stopped at any time based on perceived discrimination against one or more candidates, or if deviation from District procedures has occurred.

**DRAFT - REVISED (Required by Accreditation Standards)**

**Accreditation**

**3200 2510**

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Accreditation of De Anza College and Foothill College by the Western Association of Schools and Colleges **(WASC)/Accrediting Commission for Community and Junior Colleges (ACCJC)** is viewed by the Board as being of the greatest importance. Therefore, the Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation. The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required. The reception of the accreditation team should, where possible, include all Board members and all personnel authorized by the Board.

Preparation for each successive visit must be based upon reports emanating from previous accreditation visits. Therefore, immediately following each visit a study will be made of the report in order to determine what can be done to correct reported deficiencies prior to the next application. **The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.**

**See Administrative Procedure 3200 Accreditation**

Accreditation Eligibility Requirement **21, Standard IV.B.1.i** ~~20~~

Approved 5/1/61  
Reviewed/Approved by CAC 12/10/10  
Amended 2/7/11

**DRAFT – REVISED (Legally Required)**

**Institutional Planning**

**3250 3050**

The Chancellor shall ensure that the District ~~has~~ **develops** and implements a broad-based, comprehensive, **systematic and** integrated system of planning that involves participatory governance representatives and appropriate segments of the college community, is supported by institutional research, and informs the District’s resource allocation processes.

The planning system shall incorporate plans required by law or regulation, as well as plans for each major function of the District, **including but not limited to:**

- **Long-range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the governing board**
- **Facilities Plan**
- **Technology Plan**
- **Equal Employment Opportunity Plan**
- **Student Equity Plan**
- **Student Success and Support Program Plan**
- **Transfer Center Plan**
- **EOPS Plan.**

**The Chancellor shall ensure that the District maintains a commitment to the effectiveness of its ongoing planning process by systematically reviewing, evaluating and modifying, as appropriate, all parts of the planning system.**

**The Chancellor shall ensure that institutional plans contain goals, objectives, and measureable outcomes, are integrated into the annual budget process, and that the results of institutional planning are broadly communicated.**

The Chancellor shall submit those plans for which Board approval is required to the Board and shall inform the Board periodically as to the status of the District’s planning efforts.

**See Administrative Procedure 3250 Institutional Planning**

**Accreditation Standard I.B**  
**Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190,**  
**55250, 55510, and 56270 et seq.**  
**Ed. Code Section 53200**

Approved 7/12/04

**DRAFT – NEW (Suggested as good practice)**

**Grants**

**AP 3280**

**Grant applications shall adhere to the following guidelines:**

*(Note: The following guidelines were moved from former board policy (BP) 3124 Application for Supplementary Funds, now BP 3280 Grants)*

1. Projects must be consistent with the objectives and priorities of the educational **master plan program**. The value of the project, not the availability of state, federal or private funds, shall be the prime criterion in applying for funds.
2. The ~~Board of Trustees or the~~ Chancellor or Chancellor's designee must approve all projects for which outside funds are sought.
3. ~~Recognizing that projects may be experimental in nature, the Board establishes the following parameters: a. —~~ **If the District/College intends to institutionalize a program deemed successful at the conclusion of the grant, there must be** ~~The administration must present reasonable assurance that it a successful program can be continued with District/College funds. if outside funds are discontinued.~~
  - a b. The **District/College administration** will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.
4. When matching ~~District~~ funds are required, the **District/College administration** will evaluate the effect of the proposed commitment on other **District/College** needs. ~~Other programs should not suffer in order to attract projects with matching funds.~~
5. Any such funds acquired shall accrue ~~to the District~~ for **District/College** purposes and not to any individual.
6. *(Note: The following paragraph was moved from BP 3160 Contract and Indirect Costs)*

The **District/College administration**, ~~therefore~~, will assure that all grants include provision for the maximum allowable indirect rate. Whenever a grant fails to provide for appropriate indirect costs, the **District/College** will participate in the grant only when the educational value of the proposed project justifies the waiver of these legitimate charges.

**See Board Policy 3280 Grants**

**Education Code Section 70902**

**Approved** \_\_\_\_\_

**DRAFT – REVISED (LEGALLY REQUIRED)**

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**Fees** **5030**

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**Student Fees** **5010**

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~~The Governing Board adopts a schedule of state mandated and/or permitted fees with legally required exclusions therefrom, set forth in AP 5010, and shall make any modification to such fees.~~

~~See Board Policies 3123 and 3123.5~~

~~See Administrative Procedures AP-5010~~

Approved 1/4/99

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**Tuition and Fees** **3123**

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~~The Chancellor or designee shall ensure that all fees mandated by law, fees established by the Board of Trustees and tuition are charged and collected from students as authorized. These fees may include but are not limited to student enrollment fees, program change fees, late application fees, health fees, non-credit course fees, student representative fees, etc. [Note: The following sentence will be moved to BP 5020 Non-Resident Tuition] The Board shall establish the nonresident tuition fee not later than February 1 of each year for the succeeding fiscal year.~~

~~All monies collected shall be deposited in the general fund or other fund as required by statute. Monies from fees collected by the student body shall be deposited into student accounts that are regulated and audited by the District.~~

~~Education Code Sections 76140-76143, 76300, 76355, 76380, 76385, 76395~~

~~Title 5 Sections 58500-58503, 58508~~

~~Approved 1/23/63~~

~~Amended 8/16/99~~

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**Exemption or Deferment of Fees** **3123.5**

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~~The Chancellor or designee shall waive certain tuition and fees as authorized by state laws or regulations and/or as may be authorized by the Board of Trustees. The Chancellor or designee may defer the payment of fees by students who have applied for financial assistance.~~

~~Education Code Sections 76300, 76380~~

~~Title 5 Section 58620~~

~~Approved 1/23/63~~

~~Amended 8/16/99~~

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**Refund of Fees** **5030**

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~~Fees may be fully or partially refunded upon application for a refund as allowed by the California Administrative Code Title 5 §58508.~~

~~See Administrative Procedures AP-5030~~

Approved 1/4/99

**DRAFT – REVISED (LEGALLY REQUIRED)**

**The Board authorizes the fees set forth below:**

**Enrollment Fee (Education Code Section 76300)**

**Each student shall be charged a fee for enrolling in credit courses as required by law.**

**Auditing Fee (Education Code Section 76370)**

**Persons auditing a course shall be charged a fee of ten dollars (\$10) per unit per quarter. Students enrolled in classes to receive credit for 15 or more quarter credit units shall not be charged an auditing fee to audit five or fewer units per quarter.**

**Health Fee (Education Code Section 76355)**

**The District shall charge each student a fee of sixteen dollars (\$16) for health supervision and services.**

**Parking Fee (Education Code Section 76360)**

**Students shall be required to pay a fee for parking services. The Chancellor shall present for board approval fees for parking for students.**

**Instructional Materials (Education Code Section 76365; Title 5, Sections 59400 et seq.)**

**Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.**

**Physical Education Facilities (Education Code Section 76395)**

**Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.**

**Student Representation Fee (Foothill College only) (Education Code Section 76060.5)**

**Foothill College students will be charged a one dollar (\$1) fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.**

**Student Transportation Costs (Education Code Section 76361)**

**Students shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. The fee shall be five dollars (\$5) for full time students enrolled in 12 or**

**DRAFT – REVISED (LEGALLY REQUIRED)**

**more units, four dollars (\$4) for part-time students enrolled in 6 to 11.9 units, and three dollars (\$3) for students enrolled in fewer than 6 units.**

**Transcript Fees (Education Code Section 76223)**

**The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of a student’s records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.**

**International Students Application Processing Fee (Education Code Section 76142)**

**The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. The processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the United States government or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.**

**The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also ensure that those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.**

**Students who wish to apply for a Board of Governors Fee Waiver pursuant to Education Code Section 76300 shall be required to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.**

**See Administrative Procedures 5030 Fees and 5031 Instructional Materials Fees**

**Education Code Sections 76060.5, 76142, 76223, and 76300 et seq.  
Title 5, Sections 59400 et seq.**

**Approved \_\_\_\_\_**