



# Chancellor's Advisory Council Meeting Agenda – January 11, 2019

**Foothill College**  
**Council Chambers (Room 1018)**  
**3:00-4:30 p.m.**

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	I – Allow council members able to identify each other by name and constituent group represented.	Judy Miner
2. Approval of December 7, 2018, meeting summary ( <i>attachment 2</i> )	A – Provide accurate record of previous meeting.	Judy Miner
3. Program Highlight: Sequoia Union High School District TIDE Academy partnership with Foothill College	I/D – Broaden cross-district understanding of college enrollment initiative. Provide information for council members to disseminate to constituents.	Kristy Lisle
4. Proposed revision to council Charge, Purpose, and Ground Rules based on discussions at 10/5/18 and 12/7/18 meetings ( <i>attachment 4</i> )	D/A - Approve, revise, or reject change to council charge and purpose.	Judy Miner
5. Proposed 2019 Legislative Principles ( <i>attachment 5</i> )	D/A – Provide recommendations and approve proposed annual legislative principles prior to consideration by Board of Trustees.	Judy Miner
6. Proposed new and revised board policies and administrative procedures (first reading) ( <i>attachment 6</i> ) <ul style="list-style-type: none"> <li>BP 2315 Closed Session (Revised)</li> <li>BP 2330 Quorum and Voting (Revised)</li> <li>BP 3300 (formerly BP 1120) Public Records (Revised)</li> <li>AP 3300 Public Records (New)</li> <li>BP 6750 (formerly BP 3218 and 3218.5) Parking (Revised)</li> <li>AP 6750 Parking (New)</li> </ul>	D – Provide input and seek feedback from constituencies for discussion at next meeting.	Judy Miner
7. Governor's Proposed 2019-20 Budget	I - Provide information for council members to disseminate to constituents.	Judy Miner
8. Enrollment management	I/D – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner
9. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> <li>District Budget Advisory Committee <a href="http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html">http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html</a></li> <li>Human Resources Advisory Committee/District/District Diversity and Equity Advisory Committee <a href="http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html">http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html</a></li> <li>Educational Technology Advisory Committee <a href="http://ets.fhda.edu/governance-committees/etac/index.html">http://ets.fhda.edu/governance-committees/etac/index.html</a></li> <li>Business Process Alignment Task Force <a href="https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&amp;feedId=14505859">https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&amp;feedId=14505859</a></li> </ul>	I – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All
10. Other information and updates	I – Share information for council members to disseminate to constituents.	All

*I – Information, D – Discussion, A - Action*



FOOTHILL-DE ANZA  
Community College District

**Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL**

**Meeting Summary**

**December 7, 2018**

Present: Judy Miner, Becky Bartindale, Anthony Cervantes, Karen Chow, Isaac Escoto, Christina Espinosa-Pieb, Jay Field (by video conference), Monica Garcia, Craig Gawlick, Kristy Lisle, Lorna Maynard, Kevin McElroy, Joe Moreau, Carolyn Nguyen, Chelsey Nguyen, Thuy Nguyen, Dorene Novotny, Tim Shively, Chris White, Yali Zhu

**1. Welcome and introductions**

Chancellor Miner welcomed council members and asked for self-introductions. She praised Kevin for the many accomplishments of his tenure with the district. Kevin expressed gratitude for the opportunity to work for the district during the last years of his career.

**2. Approval of October 5, 2018, Meeting Summary**

The October 5, 2018, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

**3. Online Education Initiative Course Exchange Demo**

Joe and Jay gave an overview of the new online education initiative course exchange, which will allow students to register for courses at other colleges through their home school's registration system. They explained that 11 percent of students statewide take courses at more than one college, and it has been cumbersome in the past for students to find open courses, apply and register, get financial aid, and have transcripts updated at their home institutions. Jay advised that the course exchange is in the process of rolling out to seven pilot colleges that use different student database systems.

Isaac asked if counselors have been involved in developing the course exchange, how training will be handled, and best avenues for communication. Jay responded that testing will begin next week and training will be held at all of the pilot colleges.

**4. Proposed revision to council Charge, Purpose and Ground Rules**

Council members reviewed proposed changes to the council Charge, Purpose, and Ground Rules to incorporate the cross-district information sharing that is an important part of the council's responsibility.

Dorene suggested the following revisions to the proposed overview and purpose language:

#### OVERVIEW

The Chancellor's Advisory Council (CAC) is the primary district-wide, participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting the educational programs and services of the Foothill-De Anza Community College District. Members of the CAC advise and make recommendations to the chancellor regarding district goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and goals of the district. CAC members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to constituency groups regarding programs, district committees, challenges, and initiatives.

#### PURPOSE

To provide a forum for advice ~~advise~~ and consultation ~~between~~ with the Chancellor and constituency groups on district-wide governance, institutional planning and budgeting, policies and procedures to promote the educational mission and goals of the Foothill-De Anza Community College District and to solicit input from and disseminate information to constituency groups

She also recommended adding a bullet under the participation section as follows:

#### PARTICIPATION

- Each member will encourage full and open participation by all CAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Each member will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Each member will practice "active" listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.
- Each member will solicit input from and disseminate information to their respective constituency group.

The council agreed to consider approval of the proposed revisions at the next meeting.

#### 5. Proposed new administrative procedure 4020 Program and Curriculum Development

The council approved new administrative procedure 4020 Program and Curriculum Development, which was previously approved by the Academic and Professional Matters Committee.

6. **Feedback from constituency groups regarding California Community Colleges Board of Governors recommendation to pursue 100% smoke free campuses**

Council members shared feedback regarding the Board of Governors recommendation to move toward eliminating smoking entirely on community college campuses. Karen reported that after a robust discussion, the De Anza College Academic Senate Executive Committee recommended moving forward. The general consensus from other constituencies, however, was that the issue is not a high priority and should be tabled until at least next year. The following areas were identified for future discussion:

- Data needed for decision making (e.g. student survey, citation data, analysis of possible disparate impact on low-income students and veterans/other students who may be more prone to smoking or use smoking as a coping mechanism)
- Health ramifications of smoking and second hand smoke
- Responsibility to prepare students for transfer to smoke-free CSUs and UCs
- Advantages/disadvantages of containing smoking to specific areas or dispersing smokers to cars, etc.
- Accommodations for employees

7. **Debrief of emergency closure of campuses for poor air quality**

Council members shared some of the issues that arose for students and employees during the recent emergency closure of the campuses.

Chris commented that although De Anza College was closed, activities at rented facilities were allowed to proceed, compelling the facility rental coordinator to work during the closure.

Judy reported she had received a complaint about the closure from a parent who has a child at De Anza's Child Development Center.

Craig mentioned there were students who petitioned to have the campuses closed all week and those who petitioned to reopen the campuses to allow access to services.

Noting that the closure of Chabot College occurred presented complications for their flea market vendors, Yali Zhu, De Anza College's flea market coordinator, suggested that a contingency plan for such events be developed in advance of future closures.

Joe and Christina recommended that the district predefine reasons for and levels of closure in an administrative procedure.

8. **Enrollment management**

Discussion of this item was postponed to the next meeting.

9. **District governance committee/constituent group reports**

Discussion of this item was postponed to the next meeting.

District Budget Advisory Committee [http://www.fhda.edu/\\_about-us/\\_participatorygovernance/C-budget-advisory-committee.html](http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html)

Human Resources Advisory Committee/District/District Diversity and Equity Advisory Committee <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>

Educational Technology Advisory Committee <http://ets.fhda.edu/governance-committees/etac/index.html>

Business Process Alignment Task Force [https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in\\_group&feedId=14505859](https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&feedId=14505859).

9. **Other Information and Updates**

Discussion of this item was postponed to the next meeting.

The meeting adjourned at 4:00 p.m.

# CHANCELLOR'S ADVISORY COUNCIL

## CHARGE, PURPOSE AND GROUND RULES

### OVERVIEW

The Chancellor's Advisory Council (CAC) is the primary district-wide, participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting the educational programs and services of the Foothill-De Anza Community College District. Members of the CAC advise and make recommendations to the chancellor regarding district goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and goals of the district. **CAC members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to constituency groups.**

### PHILOSOPHY & MISSION

We believe in the principles of openness, honesty, fairness, objectivity, and collegiality in policy development, planning, and budgeting. We adhere to the consensus model in conducting the business of the CAC. We expect that major district policies and procedures stemming from our mission, exclusive of those that are collectively bargained, be first submitted in draft form to the appropriate district governance groups most affected and then reviewed by the campus and/or district constituencies prior to action by the CAC. It is especially important that the 11 points agreed to in the participatory governance charter between the Academic Senates and the Trustees be acknowledged to avoid duplication of efforts and confusion. We adhere to the principles of clear, open, and honest communication and consultation, and we believe that every member of the CAC has the right to express his or her views on all issues under deliberation. We also are cognizant and respectful of the purpose and goals of the district's governance constituencies, and believe we can play a major role in coordinating and disseminating district-wide information to those we represent, and to the community we serve.

The mission of the Foothill-De Anza Community College District is used to guide the work of the CAC as follows:

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

### PURPOSE

To **provide a forum for advice and consultation between** with the Chancellor **and constituency groups** on district-wide governance, institutional planning and budgeting, policies and procedures to promote the educational mission and goals of the Foothill-De Anza Community College District.

## **REPRESENTATION**

- Each member will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Each member will represent his/her constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Each member will communicate a clear understanding of the issues and any CAC recommendations to his/her constituency.

**• Each member will solicit input from and disseminate information to their respective constituency group.**

## **MEETINGS**

- Each member will honor the agenda and be prepared to participate in the entire meeting.
- Each member will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.

## **PARTICIPATION**

- Each member will encourage full and open participation by all CAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Each member will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Each member will practice "active" listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

## **INTERACTION**

- Each member will base his/her interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the CAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Each member will honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Approved by consensus of the Chancellor's Advisory Council: 11/7/03

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/15/10

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/19/12

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/16/15

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/14/16



## 2019 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 2019, 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.
2. Support lowering the vote threshold for the approval of school and community college district parcel tax measures from two-thirds (67%) to a super majority of 55%.
3. Support revisions to the Student Success Funding Formula to adjust the point system to better reflect low-income students in regions of the state with a high cost of living.
4. Increase local district 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 local district authority and flexibility, including flexibility in setting fees (e.g. health, technology).
7. Support efforts to increase community college student transfer to the University of California and the California State University.
8. Support statewide funding of career technical education (CTE) benefiting community colleges.
9. Support the preservation and enhancement of state financial aid for community college students.

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<object>Support base funding increases for colleges to address the lack of statutory cost of living adjustments between 2007-08 and 2012-13.¶

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10. Support collaborative efforts of K-12 and higher education faculty to refine curriculum which better aligns with agreed upon student learning outcomes.
11. Support measures to enhance the ability of community colleges to quickly respond to the changing needs of local labor markets.
12. Support programs to enable community colleges to provide specialized services to disadvantaged populations, students with disabilities, students with mental health issues, and veterans.
13. Support the advancement of instructional technology, counseling, and support services, including individual student tutoring and other supplemental learning assistance, which increase access and student success.
14. Support solutions to resolve the escalating costs of health benefits.
15. Support solutions to resolve affordable housing scarcity and escalating costs for students and employees.
16. Support efforts to encourage and sustain public, private, and nonprofit organization partnerships.
17. Support efforts to enhance energy efficiency and sustainability.
18. Support regional and statewide collaboration efforts that result in lower costs, increased efficiency, and/or improved services to students.
19. Ensure that any new reporting requirements are adequately funded and genuinely serve the interests of students, the colleges and the system.
20. Support efforts to expand opportunities for high school students to enroll in community college courses through dual enrollment partnerships and remove funding penalties and barriers.
21. Support establishment and/or enhancement of ongoing professional development funds for faculty, staff and administrators.
22. Support expanding community colleges' authority to offer applied baccalaureate degrees in areas of high workforce demand.
23. Advocate for funding to cover increased employee pension costs.
24. Advocate for unfettered access to quality community college education for all Californians, including lifelong learners.
25. Support audit fee equalization to provide access at an equitable cost to students.
26. Support legislation requiring the disaggregation of student achievement data by Asian Pacific Islander subgroups.

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27. Support ongoing funding for the College Promise programs.

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28. Support ongoing efforts to address student food insecurity at community college campuses.

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29. Support efforts that promote and facilitate student civic engagement.

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**B. Federal Legislative Principles**

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1. Support accountability measures that accurately evaluate the success of community colleges on measures of access, affordability and outcomes.
2. Support automatic inflationary increases and restoration of eligibility for the year-round Pell Grant and "ability-to-benefit" students.
3. Advocate for robust Perkins Act funding to serve the needs of all career-technical education students and which maintains flexibility for community colleges.
4. Support programs that serve diverse and disadvantaged populations.
5. Support the continuation of the deferred action for childhood arrivals (DACA) program and a pathway to citizenship.
6. Support funding to serve the particular needs of Veteran students.
7. Advocate for community college involvement in efforts to bolster America's competitiveness in science, technology, engineering and math (STEM) fields.
8. Reauthorize and improve the Higher Education Act and recognize the unique nature, mission and contributions of community colleges.
9. Maintain the country's commitment to civil rights and immigrant rights.
10. Support elimination of the federal financial aid cap for students who begin their education at a community college.
11. Advocate for revisions to recent tax law changes that will remedy the heavier financial burdens some of those changes will place on the neediest students.

Approved by the Board of Trustees

Deleted: February 5, 2018

## Board Policy and Administrative Procedure Review

### Background

The district has long held a contract with the Community College League of California (CCLC) for its Policy and Procedure Service. CCLC's service provides template language, vetted by legal counsel, for policies and procedures that are required by state and/or federal statute or regulation, or that are legally advised to protect the district. A few additional templates are suggested as good practice/optional. The templates are updated twice per year to reflect changes in laws and regulations. Policies and procedures that have been adopted by the district are available online at the following link:

<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U5PUR6583E5>

The district began a systematic review of policies and procedures several years ago. Chapters 1, 2, and half of Chapter 3 have been reviewed to date. In addition to systematic review, policies and procedures in other chapters have been adopted or revised based on CCLC recommendations included in the twice yearly updates or at the suggestion of administrators or faculty. The district's intent is to implement a cyclical review process, starting again with review of Chapter 1 upon completion of the Chapter 7 review, while continuing to consider recommended updates as received by CCLC. As policies and procedures are revised, they are renumbered to align with CCLC's Policy and Procedure Service numbering system, which should help facilitate updates and research in the future.

### Chancellor's Advisory Council Role

The Chancellor's Advisory Council plays a key role in the policy development process, providing input from all the district's constituent groups to the Chancellor, who is charged with recommending policy changes to the Board of Trustees as well as developing and implementing administrative procedures. Administrative procedures are considered final after approval by the Chancellor's Advisory Council, while board policies require adoption by the Board of Trustees. [Board policy 2410 Policy and Administrative Procedure](#) and [administrative procedure 2410 Policy and Administrative Procedure](#) delineate the district's process for adopting and changing policies and procedures.

### Review of Draft Policies and Procedures

Language that is proposed for elimination in draft policies and procedures is indicated by ~~striketrough~~, and new language is reflected by **bold, underlined type**. Unmodified type represents language that has previously been approved and is not being changed. Notes in the drafts are deleted after adoption.

The following definitions and explanations, which appear in the CCLC's Policy & Procedure Subscription Service Implementation Handbook, are helpful to keep in mind when reviewing the district's policies and procedures:

***Board Policy*** is the voice of the board of trustees and defines the general goals and acceptable practices for the operations of the district. It implements federal and state statutes and regulations. The board, through policy, delegates authority to and through the chief executive to administer the district. The CEO and district employees are responsible to reasonably interpret board policy as well as other relevant statutes and regulations that govern the district. Policy is best expressed in broad statements. It legally binds the district. Therefore, policy statements should be clear, succinct, and current.

***Administrative procedures*** implement board policy, statutes, and regulations. They address how the general goals of the district are achieved and define the operations of the district. They include details of policy implementation, responsibility, accountability and

standards of practice. They are developed and implemented by the CEO, administration, faculty, and staff members; they are not intended to require board action.

***Legally Required (LR):*** Legal counsel has determined that the policy/procedure is required based on state or federal statute or regulation. The templates contain the essential elements to assure compliance with state or federal law. Except as specifically noted at the beginning or in the body of a template, the text may be locally enlarged or modified, as long as no required elements are omitted. It is *strongly recommended* that any substantive modifications to the template language be carefully reviewed by local district legal counsel. The service includes policies and procedures with specific accreditation standard section references in the category of “legally required” due to the importance of complying with the related accreditation standard or accreditation eligibility requirement.

***Legally Advised (LA):*** These policies and procedures are not specifically required by state or federal statute or regulation; however, legal counsel has identified them as essential to protect the district from potential liability. The templates or samples contain the key elements. Text may be locally enlarged or modified, so long as no required elements are omitted. Substantive modifications to the language should be reviewed by local district legal counsel.

***Suggested as Good Practice/Optional (SUG):*** The service includes a few sample policies and procedures that are suggested as good practice or optional and are not required by statutes, regulations, or court cases. These documents may be commonly found in district manuals, promote effective operations, and/or have been requested by a number of subscribers. There is often a high degree of variation from district to district.



Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Closed Session
Code	BP 2315
Status	Up For Revision
Legal	Education Code 72122 Government Code Section 54956.8 Government Code Section 54956.9 Government Code Section 54957 Government Code Section 54957.1 Government Code Section 54957.6 Government Code Section 11125.4
Adopted	February 7, 2011
Last Revised	December 9, 2013
Origin	formerly BP 9127 - CCLC recommended update to legal references and language.
Office	Chancellor's Office

The Governing Board shall hold closed sessions of the Board only as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, **unless the accused public employee requests that the complaints or charges be heard in open session. The employee shall be given at least 24 hours written notice of the closed session.**
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote **or abstention** of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

(CCLC Note: Although the following language is not legally required, it is suggested as good practice. It is designed to assure that when chargers or complaints are brought by any person against an employee, before the board hears them in accordance with Government Code Section 54957, the administration of the district has an opportunity to address, and possibly solve, the problem.)

**If any person requests an opportunity to present complaints to the board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least 24 hours written notice of the closed session and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.**

Approved 2/7/11

Amended and renumbered 12/9/13 (formerly BP 9127)

Last Modified by Paula J Norsell on January 3, 2019



Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Quorum and Voting
Code	BP 2330
Status	Up For Revision
Legal	Code of Civil Procedure Section 1245.240 Education Code Section 15266 Education Code Section 72000(d)(3) Education Code Section 81310 et seq. Education Code Section 81365 Education Code Section 81432 Education Code Section 81511 Government Code Section 53094 Government Code Section 54950 et seq.
Adopted	December 9, 2013
Origin	CCLC update to legal references and to add Ed Code 15266 requirement for 2/3 majority vote for resolution to pursue authorization and issuance of bonds under certain sections of the California Constitution.
Office	Chancellor's Office

A quorum of the Board shall consist of three members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot. **The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.**

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.
- **Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.**

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Approved 12/9/13

Last Modified by Paula J Norsell on January 3, 2019





Book	Board Policy
Section	Chapter 3 - General Institution
Title	Public Records (formerly Public Inspection of District Records)
Code	BP 3300 (formerly BP 1120)
Status	Up For Revision
Legal	Government Code Section 6250-6257
Adopted	October 4, 1976
Last Revised	November 15, 1993
Origin	formerly BP 1120 - Legally required. Replace language from 1993 and move operational processes to new administrative procedure.
Office	Chancellor's Office
Next Review	September 1, 2014

~~The general public has a right to inspect and receive copies of certain records of the District in accordance with Sections 6250 to 6257 of the Government Code. The following procedures will be maintained in making records available:~~

- ~~1. A request for inspection or copies will be made in writing and will specify the records desired.~~
- ~~2. The District will respond within 10 days after receipt of such a request whether it will comply with the request.~~
  - ~~a. If a positive response to the request, the District will include in its communication a reasonable time and place for the inspection of records and/or delivery of copies and the costs involved.~~
  - ~~b. If a negative response, the District will advise the reasons that influenced the decision.~~

~~Records that are exempt from public disclosure may not be inspected. Examples of such records are preliminary drafts and interoffice memoranda, records pertaining to litigation, personnel files, test questions and other examination data, and information provided to the District on a confidential basis.~~

**The Chancellor shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.**

Approved 10/4/76  
Amended 11/15/93



FOOTHILL-DE ANZA  
Community College District

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Public Records
Code	AP 3300
Status	New
Legal	Government Code Sections 6250 et seq.
Origin	Legally required

*(CCLC note: This procedure is legally required. Local practice may be inserted, but should conform to the following general principles.)*

**Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chancellor's Office, Foothill-De Anza Community College District, 12345 El Monte Road, Los Altos, California 94022. The Chancellor will assign the request to the Coordinator of Communications and Public Affairs or the appropriate administrator for routing and response.**

**Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Coordinator of Communications and Public Affairs or the administrator designated to coordinate the response may request it be provided in writing.**

**Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.**

**Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.**

**Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.**

**Within ten days, the Coordinator of Communications and Public Affairs or administrator designated to coordinate the response will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).**

*(CCLC note: The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. There are now well over a hundred exemptions contained in California law, although most will never apply to a community college district. (See Government Code Sections 6254 et seq. and 6275 et seq.) Any questions about whether a document is exempt should be referred to counsel.)*

**The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. The most common exemptions for community colleges include:**

- Student records. (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g).)
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h)).
- Internet posting of home address or telephone numbers of local elected officials. (Government Code Section 6254.21)
- Home addresses, home telephone number, cellular phone number, and date of birth of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code Section 6254.3)
- Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 6254.3(b))
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.
- Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section 6254.33.)



Book	Board Policy
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Parking (formerly Vehicular Traffic and Parking and Transportation)
Code	BP 6750 (formerly BP 3218 and 3218.5)
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 54100 Education Code Section 76360 Vehicle Code Section 21113 Vehicle Code Section 40220
Adopted	August 16, 1999
Origin	Legally required - CCLC update to add legal reference. Replace outdated language from 1999 and adopt new administrative procedure.
Office	Vice Chancellor Business Services

#### ~~BP 3218 Vehicular Traffic~~

~~In order to ensure the orderly and safe use of all District facilities, the Board of Trustees authorizes the Chancellor or designee to regulate vehicular traffic on District property. The administration shall develop and publicize regulations for implementation and employ appropriate means of enforcement.~~

~~See District Parking & Traffic Regulations~~

~~Approved 3/15/76~~

~~Amended 8/16/99~~

#### ~~BP 3218.5 Parking and Transportation~~

~~The Board of Trustees may require that students and/or employees of the District who use District parking services pay a fee, fixed by the Board, for these services. In order to encourage ridesharing and carpooling, the Board may reduce this fee for those students commuting to the college with two or more passengers. The Board may also require the payment of a fee by persons other than students and employees who use parking services.~~

~~Fees collected shall be deposited in a designated fund and expended only for parking services or for reducing the costs to students and employees using public transportation to and from the college.~~

~~The Board shall ensure that parking is provided in areas most easily accessible to facilities for students with disabilities or those providing transportation for such students.~~

**The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.**

**Parking fees may be established in accordance with these board policies.**

[See District Parking & Traffic Regulations](#)

[See Administrative Procedure 6750 Parking](#)

[See Board Policy 5030 Fees](#)

[See Administrative Procedure 5030 Fees](#)

Approved 8/16/99

Last Modified by Paula J Norsell on January 9, 2019



Book	Administrative Procedures
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Parking
Code	AP 6750
Status	New
Legal	Education Code Section 76360 Vehicle Code Section 21113 Vehicle Code Section 40220
Origin	Legally required. CCLC update to add legal citation and new requirement for parking citation payment plan. The district has not yet adopted this procedure.

(CCLC note: This procedure is legally required. Local practice may be inserted. The following example will satisfy all requirements.)

**These procedures are intended to promote the safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.**

**All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.**

**Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.**

**All persons who enter the college campuses are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.**

(CCLC note: Insert provisions for charging and collecting parking fees.)

(CCLC note: AB 503, which amended Vehicle Code Section 40220, requires districts that issue parking citations to adopt a parking citation payment plan for individuals with multiple unpaid parking citations. The payment plan must be posted on the District's website. If a district that issues citations does not implement a parking citation payment plan by August 1, 218, it must implement the parking citation payment plan in Vehicle Code Sections 40220 subdivisions (a)(1)(A)-(C) and 40220 subdivision (c).)

**The District Parking and Traffic Regulations include provisions for charging and collecting parking fees and the availability of a parking citation payment plan for individuals with multiple unpaid parking citations.**

**In accordance with California Vehicle Code Section 21113, the District will enforce these procedures by issuing citations.**

[See District Parking and Traffic Regulations](#)

See Board Policy 6750 Parking

[See Board Policy 5030 Fees](#)

[See Administrative Procedure 5030 Fees](#)

# League Review of the Governor's Proposed 2019-20 State Budget

Community College League of California [cclc@ccleague.org]

**Sent:** Thursday, January 10, 2019 4:44 PM

**To:** Paula Norsell

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## League Update on the Governor's Proposed 2019-20 State Budget

In his first budget, Governor Gavin Newsom identified three investment themes: an effective government, promoting affordability and opportunity, and supporting just and dignified treatment for all Californians. The 2019-20 Governor's Budget embraces and builds upon California Community Colleges' efforts to create a skilled and educated workforce through responsive educational programs, and quality, affordable transfer education for all Californians.

For California Community Colleges, the Governor makes four notable expenditures in the 2019-20 Budget:

- 1) A second year of free tuition to first-time full-time students and other local College Promise strategies,
- 2) Increased award amounts and expansion of Cal Grant programs,
- 3) A buy-down of K-14 PERS and STRS rate increases, and
- 4) Ongoing increases to funding formula rates.

The proposal includes a cost-of-living adjustment (COLA) of 3.46% and resources to support formula rate increases. Flexible resources are critical as they enable colleges to address increased operating costs and offer quality programs to all students.

The Governor's Budget proposes an allocation of \$40 million for local College Promise programs, which includes resources to fund a second year of free tuition to first-time full-time students with incomes above the California College Promise Grant thresholds. The program provides districts with the flexibility to implement strategies to build a local college-going culture and cover students' essential non-tuition costs.

***Economic Context:*** Governor Newsom's first budget is presented as an approach to build resiliency in the state budget. During his press conference, Newsom emphasized that even a moderate recession could result in significant revenue declines, noting that a one-year recession similar to the dot-com bust could result in a \$40 billion budget deficit over three years. While the state is on pace to build a Rainy Day Fund of \$19.4 billion by 2022-23, the January budget proposal is designed in anticipation of increasing costs to address natural disasters, a mild recession, inadequately funded pension obligations, and uncertainty about federally-funded programs.

***Proposition 98 and Community Colleges:*** The 2019-20 Budget proposal is comprised of 53% educational investments, K-12 through higher education. In an effort to keep campaign promises, Governor Newsom's aligns investments to his "cradle-to-career" framework. The Proposition 98 guarantee grows by \$2.8 billion, bringing the total Proposition 98 K-14 guarantee for 2019-20 to a total of \$80.7 billion. For community colleges, the Governor's 2019-20 proposal includes approximately \$402 million in Proposition 98 resources. Importantly, Governor Newsom honors the statutory split of 10.93% for community



colleges.

The League, in collaboration with the Association of Chief Business Officials, the Association of California Community College Administrators, and the Chancellor's Office, have crafted a technical joint analysis of the Governor's Budget. Its purpose is to provide factual information about the Governor's budget proposal as a common starting point for each organization's further analyses and advocacy efforts. Over the next several months, updated analyses will describe the proposed budget in greater detail, the proposed trailer bills, the Governor's May Revision, and the enacted budget.

**The Joint Analysis of the State Budget is available [here](#).**

***Distinctive Elements of the 2019-20 Budget:***

**Funding Formula** – The Governor's Budget acknowledges the importance of supporting an effective transition to the new Student-Centered Funding Formula. The Governor proposes \$246 million to fund the formula rate increases and an analysis of utilized data. Specifically, funding rates for 2019-20 would mirror the 2018-19 rates plus a COLA. In 2019-20, a district would still receive the greater amount of the following calculations: (1) the amount calculated pursuant to the Student-Centered Funding Formula for 2019-20, (2) the amount calculated pursuant to the Student-Centered Funding Formula for 2018-19, or (3) the amount the district received in 2017-18, adjusted by the COLAs in 2018-19 and 2019-20.

**Cal Grants and Financial Aid** – Currently, the Cal Grant program distributes less than 10% of Cal Grant resources to California community college students despite the fact that our students comprise two-thirds of the higher education population. The proposal makes an important investment in the Cal Grant program that will benefit the diverse needs of our students. The 2019-20 budget proposes \$121.6 million to increase or provide new access awards for students with dependent children attending a public higher education institution. The Cal Grant A access award is increased to \$6,000, the Cal Grant B award is increased from \$1,648 to \$6,000, and the Cal Grant C award is increased from \$1,094 to \$4,000.

**Pension Liabilities** – The Budget proposal includes a unique one-time \$3

billion pay down of the state's share of unfunded liabilities within CalSTRS. In practice, this action lowers districts' employer contribution rates in 2019-20 and 2020-21. The League is appreciative of the Governor's recognition that these increasing costs restrict our capacity to provide services intended for student success.

**Areas for Further Advocacy:** The League has identified limitations and necessary advocacy concerning the 2019-20 budget proposal: the absence of several shovel-ready and Board of Governors' approved capital projects, and the absence of deferred maintenance and instructional equipment resources among the most notable.

**Bond and Capital Outlay** – In 2016, California voters approved a facilities bond providing a \$2 billion infrastructure investment in California's community colleges. The proposed budget funds 27 capital outlay projects, 15 continuing and 12 new projects. This represents a significant improvement from the low numbers of projects released in prior years. Unfortunately, this practice fails to acknowledge voter approval of Proposition 51 and our sector's extensive \$42 billion dollar facilities need over the next 10 years. State and local engagement is essential to demonstrate the value and importance of funding all approved college facilities projects.

<b>Governor's Proposed 2019-20 CCC Capital Outlay Projects</b>		
	<b>College</b>	<b>Project</b>
<b>Continuing Projects</b>		
	Santa Monica College	Math/Science Addition
	Laney College	Learning Resource Center
	Mt. San Antonio College	New Physical Education Complex
	Santa Rosa Junior College	Science and Mathematics Replacement Building
	Orange Coast College	Language Arts and Social Sciences Building
	Allan Hancock College	Fine Arts Complex
	Golden West College	Language Arts Complex
	North District Center	Center Expansion
	Santa Ana College	Russell Hall Replacement
	Solano College	Library Building 100 Replacement
	Compton College	Instructional Building 2 Replacement
	Mission College	MT Portables Replacement Building
	Merritt College	Child Development Center
	Imperial College	Academic Buildings Modernization
	Long Beach City College	Construction Trades Phase 1
<b>New Projects</b>		
	San Bernardino Valley College	Technical Building Replacement
	College of the Redwoods	Phys Ed Replacement
	American River College	Technical Building Modernization
	Saddleback College	Gateway Building
	College of Alameda	Replacement of Buildings B and E (Auto and Diesel Technologies)
	Los Angeles City College	Theater Arts Replacement
	Merced College	Agriculture Science and Industrial Technologies Complex
	Santa Monica College	Art Complex Replacement
	Rio Hondo College	Music/Wray Theater Renovation
	College of the Sequoias	Basic Skills Center
	Fresno City College	New Child Development Center
	Butte College	Technology Remodel

**Deferred Maintenance and Instructional Equipment** – The Governor's Budget does not include an allocation for deferred maintenance and instructional equipment dollars. This will add pressure to community colleges' infrastructure and equipment needs to support effective learning environments.

***Other Notable Investments:***

**Legal Services** – The Governor's Budget includes \$10 million in Proposition 98 resources to provide legal services to undocumented and immigrant students, faculty, and staff on CCC campuses.

**Early Childhood Education** – The Budget proposes \$750 million one-time non-Proposition 98 General Fund dollars to fund activities that reduce barriers to providing full-day kindergarten. Upon the release of the Budget Trailer Bill Language, the League will analyze the impacts on California Community College early childhood education programs and child development centers.

**The Governor's full budget summary is available [here](#).**

We look forward to working with Governor Newsom, members of Legislature, legislative staff, and representatives from the Department of Finance in the weeks ahead to support a budget that strengthens California's community colleges and the 2.2 million students it serves.

In the next week, the League will forward an email analysis from Lizette Navarette with more details on specific proposals. You can also follow budget updates on the League's [Advocacy Center](#), attend the budget discussion at the 2019 Legislative Conference, January 27-28 in Sacramento.



**Don't miss the League's Annual Legislative Conference, January 27-28, 2019. Register Today!**

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