FOOTHILL-DE ANZA Community College District	**Chancellor's Advisory Council** **Meeting Agenda** **February 11, 2022, 9:00-10:30 a.m.** **Zoom** https://fhda-edu.zoom.us/j/95311100852?pwd=UXhybExydVFIM2l4dzljY2ptYTdJQT09 (information to connect by phone below)	

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	*I* – Allow council members and guests to identify each other by name and constituent group represented and/or role at the colleges/district.	Judy Miner
2. Approval of January 14, 2022, meeting summary *(attachment 2)*	*A* – Provide accurate record of previous meeting.	Judy Miner
3. Board policies and administrative procedures – Second Reading (attachments 3a-d) • Draft BP 3507 COVID-19 Vaccination Interim Policy (revised) • Draft AP 3507 COVID-19 Vaccination Requirement (revised) • Draft BP 2712 Conflict of Interest Code (revised)	D/A – Provide input, hear feedback from constituencies, and consider approval.	Judy Miner
4. District Technology Plan (recommended for approval by Educational Technology Advisory Committee) (attachment 4)	D/A – Provide input and consider approval of plan recommended by the district Educational Technology Advisory Committee.	Joe Moreau
5. District initiatives update (standing item) • Affordable Housing Task Force update	*I/D* – Broaden awareness regarding districtwide initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner Eric Reed
6. Board of Trustees Priorities 2021-22 (standing item)	*I/D* – Gain understanding of 2021-22 priorities adopted by the Board of Trustees and how the priorities are being implemented at the colleges and Central Services. Provide feedback, and share information with constituencies.	Judy Miner
7. Enrollment management (standing item)	*I/D* – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Bernadine Fong Lloyd Holmes
8. District Governance Committee/Constituent Group Reports • District Budget Advisory Committee http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html • Human Resources Advisory Committee/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	*I* – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All
9. Dates to remember/other information and updates	*I* – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A – Action

2021-22 Chancellor's Advisory Council meeting dates:

October 22, 2021	*March 11, 2022*
November 12, 2021	*April 15, 2022*
January 14, 2022	*May 20, 2022*
February 11, 2022	*June 10, 2022*

One tap mobile: US: [+14086380968,,95311100852#](#) or [+16699006833,,95311100852#](#)

Meeting URL: https://fhda-edu.zoom.us/j/95311100852?pwd=UXhybExydVFIM2l4dzljY2ptYTdJQT09&from=addon

Meeting ID: 953 1110 0852

Passcode:218001

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Meeting ID: 953 1110 0852

**FOOTHILL-DE ANZA
Community College District**
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
January 14, 2022

Present: Melissa Aguilar (for Mallory Newell), Cheryl Balm, Anthony Cervantes, Susan Cheu, Karen Chow, Lloyd Holmes, Kurt Hueg (for Bernadine Fong), Adrienne Hypolite, Aaron Izquierdo, Kathryn Maurer, Judy Miner, Joe Moreau, Paula Norsell (for Lindsay West), Scott Olsen, Kathy Perino (for Tim Shively), Mari Tapia (for Elvin Ramos), Sarah Wallace, Myisha Washington

Guests: Becky Bartindale, Sushini Chand, Mary Donahue, Christina Espinosa-Pieb, Jory Hadsell, Rachel Homayonfar, Eric Reed, David Ulate, Ria Vidyasagar

1. **Welcome and introductions**

   Chancellor Miner welcomed council members and guests.

2. **Approval of October 22, 2021, meeting summary**

   The November 12, 2021, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Board policies and administrative procedures (First reading)**

   Draft BP 3507 COVID-19 Vaccination Interim Policy (Revised)

   Council members reviewed the proposed changes to the COVID-19 vaccination policy. Kathy reported that Faculty Association (FA) members were interested in eliminating the religious exemption, and Judy responded that senior administrators have concerns about the district being sued if the religious exemption is removed.

   Draft AP 3507 COVID 19 Vaccination Requirement (Revised)

   The council held a lengthy discussion of possible changes to the COVID-19 vaccination procedure, including adding a booster shot to the definition of fully vaccinated, clarifying requirements for outdoor masking, addressing the possibility of relaxing masking requirements at some point in the future if guidelines change, and clarifying circumstances under which testing will be required. Kathy indicated that FA would like to see the booster requirement put in place for the spring quarter.

   Citing language in the current procedure, Scott recommended that the district be proactive about educating staff and students about the benefits of vaccination as well as the ongoing changes in guidance from the county, state, and federal health agencies. Mari

and Melissa suggested that the district provide more information about the number of infections at the colleges.

Judy indicated that a revised draft that incorporates feedback received to date will be sent out to the council for further review.

<u>Draft BP 2712 Conflict of Interest Code</u>

Council members reviewed the proposed changes, and Judy advised that the draft policy would be presented to the council for approval at the next meeting.

4. **District Technology Plan**

Approval of the District Technology Plan was postponed to the next meeting due to time constraints.

5. **Foothill College President Search**

Judy reviewed the proposed timeline for the Foothill College president search and composition of the search committee. She advised that Dorene Novotny has agreed to serve as the search consultant. Kathryn and Kurt expressed concern about the lack of bandwidth at the college, and Judy agreed to revisit having a new president in place by summer.

6. **District initiatives update**

<u>Affordable Housing Task Force update</u>

Eric reported that the Affordable Housing Task Force drafted a resolution in support of the district's planning grant application, which was unanimously adopted by the Board of Trustees at the December meeting. He stated that the committee will continue to work on criteria regarding who will be served, site recommendations, and advocacy during the winter quarter.

Judy advised that she and Susan have had some promising discussions that may lead to a viable housing project for students and staff. She also advised that Santa Clara County approved its contribution to the 231 Grant Avenue project, which will provide the district with 12 units of employee housing.

<u>Reimagining the district</u>

Judy commented that reimagining the district will be the subject of an upcoming Chancellor's Cabinet retreat, and she hopes to develop proposals at the retreat to be presented for districtwide discussion.

7. **Board of Trustees Priorities 2021-22**

Discussion postponed due to time constraints.

8. **Enrollment management**

Discussion postponed due to time constraints.

9. **District Governance Committee/Constituent Group Reports**

District Budget Advisory Committee http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html
No report given.

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html
No report given.

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

Discussion postponed due to time constraints.

10. **Dates to remember/other information and updates**

Discussion postponed due to time constraints.

The meeting adjourned at 10:02 a.m.

Book	Board Policy
Section	Chapter 3 - General Institution
Title	COVID-19 Vaccination Interim Policy
Code	BP 3507
Status	Up For Revision
Legal	California Code of Regulations, Title 8, Section 3203
	California Constitution, Article IX, Section 14
	Education Code, Section 70902
	Education Code, Section 76020
	Education Code, Section 76403
	Education Code, Section 87408
	United States Code Title 29 Section 654(a)(1)
	United States Equal Employment Opportunity Commission guidance
	California Community Colleges Chancellor's Office 2021-01 Advisory
Adopted	August 2, 2021
Origin	CAC approved 6/30/21
Office	Chancellor's Office
Next Review	January 3, 2022

The Foothill-De Anza Community College District (District) is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities we serve, as well as maintaining higher education access and attainment for our students. As we work toward the safe resumption of increased on-campus learning, working and other activities, we embrace a comprehensive strategy designed to reduce the likelihood of transmission of the COVID-19 virus. This approach contributes to the overarching goal of achieving population-level immunity throughout the Foothill-De Anza Community College District,

In light of the evidence established to date regarding the safety and effectiveness of available COVID-19 vaccines, the District hereby requires that all individuals who access on-site campus/district programs in person or who participate in district operated or controlled off-site district/college services in person comply with this policy. Students and employees are required to be fully vaccinated against COVID-19 unless approved as exempt due to verified medical or religious reasons. Those who do not receive a COVID-19 vaccination may be subject to wearing face coverings and complying with other safety measures. ~~The vaccine requirement is effective on each campus and in Central Services on the later of (1) the first day of the fall 2021 quarter (September 15, 2021, for employees and September 20, 2021, for students); or (2) when a COVID-19 vaccine receives full U.S. Food & Drug Administration (FDA) approval and is readily available.~~

The chancellor shall establish administrative procedures to implement this policy.

See Administrative Procedure 3507 COVID-19 Vaccination Requirement

Adopted 8/2/21

FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	COVID-19 Vaccination Requirement
Code	AP 3507
Status	Up For Revision
Legal	California Code of Regulations, Title 8, Section 3203
	California Constitution, Article IX, Section 14
	Education Code, Section 70902
	Education Code, Section 76020
	Education Code, Section 76403
	Education Code, Section 87408
	United States Code Title 29 Section 654(a)(1)
	United States Equal Employment Opportunity Commission guidance
	California Community Colleges Chancellor's Office 2021-01 Advisory
Adopted	June 30, 2021
Last Revised	August 2, 2021
Origin	CAC approved 6/30/21
Office	Chancellor
Next Review	January 3, 2022
Upload	June 30, 2021

In order to access campus/programs, a student or employee may be asked to provide certification of having received an approved COVID-19 vaccine **and up-to-date boosters**. Students and employees may claim an exemption to the approved vaccine requirement in accordance with District procedures. Any student or employee who does not provide certification may be denied access to campus/programs. Face coverings are required in all indoor settings except as specified in federal, state, and local public health agency guidelines. **Face coverings are highly recommended and may be required by staff in outdoor settings where social distancing cannot be maintained. The district's requirements regarding face coverings will follow the guidelines of the federal, state, and local public health agencies, which may be relaxed or strengthened from time to time.** In the event that the directives of federal, state, and local governing public health agencies differ, the District will comply with the most stringent or restrictive mandate.

In order to access campus/programs, any person, including a visitor, who has not obtained an approved vaccine or claimed an exemption may be subject to other safety measures, as determined by the District.

Contractors shall ensure that their agents and employees undertake appropriate other safety measures. In consideration of the nature of the contractor's services (including proximity to members of the District community), duration, and extent of on-campus presence, the District may also require that a contractor's agents and employees receive an approved vaccine.

The Chancellor's Cabinet may, on rare occasions, consider extenuating or individual circumstances regarding being unvaccinated. Any such consideration shall be consistent with all applicable District policies including those prohibiting discrimination, harassment, and retaliation based on protected status or activity.

This procedure supplements and does not replace District policies and procedures governing other safety measures.

Definitions

Approved Vaccine: A COVID-19 vaccine that has received full approval from the U.S. Food & Drug Administration (FDA) and is recommended for use by the U.S. Centers for Disease Control and Prevention (CDC). The following COVID-19 vaccines shall also be deemed to be approved vaccines for the purpose of satisfying the vaccination requirement in this policy: (a) a COVID-19 vaccine administered under an FDA Emergency Use Authorization; or (b) a COVID-19 vaccine administered outside of the United States that has been approved by the World Health Organization **(WHO)**.

Fully Vaccinated: Two weeks after receiving the second dose in a two-dose series or a single-dose vaccine.

Up-to-Date Boosters: Received any booster doses of a COVID-19 vaccination for which eligible as authorized or approved by the FDA, including by way of an emergency use authorization, or by the WHO.

Campus/Programs: Any campus, property or facility owned or operated by the District in connection with its teaching, public service, or other programs and services. Any in-person program or activity (on- or off-campus) operated or controlled by the District.

Certification: Submission of information establishing that a student or employee has received an approved vaccine or qualifies for an exemption from the vaccine requirement. The colleges and Central Services may collect from every student or employee who seeks access to campus/programs the following, as applicable: (1) declaration of current COVID-19 vaccination status (with an approved vaccine); (2) declaration of medical exemption; or (3) declaration of religious exemption. Each certification shall include an attestation by the student or employee that the information provided is accurate and truthful. The District may request other information including, but not limited to, date of full vaccination, vaccine type, and lot number.

Contractor: A person or entity, including an auxiliary organization, that agrees to conduct work for the District as specified under the terms of a contract or agreement.

Employees: Faculty, staff, volunteers, student workers, and administrators of the Foothill-De Anza Community College District.

Exemptions: A student or employee may be excused from the vaccine requirement in this policy as described below. A person who is granted an exemption may be required to adhere to other safety measures for the health and safety of the campus community.

Medical Exemption: due to a medical (including mental health) condition for which an approved vaccine presents a significant risk of a serious adverse reaction. The District may ask for proof of a medical exemption to be verified by a certified or licensed healthcare professional.

Religious Exemption: due to either (i) a person's sincerely held religious belief, observance, or practice, which includes any traditionally recognized religion, or (ii) beliefs, observances, or practices which an individual sincerely holds and that occupy a place of importance in that individual's life, comparable to that of traditionally recognized religions.

Other Safety Measures: Any action, as determined by the District, other than getting an approved vaccine, that decreases the likelihood of COVID-19 transmission or illness and allows the core mission and activities of the campus to continue. Other safety measures may include asymptomatic (public health surveillance) testing and symptomatic testing; physical/social distancing; avoiding large gatherings; wearing face coverings or personal protective equipment; frequent handwashing and cleaning; practicing respiratory etiquette; improving ventilation of indoor spaces; and staying home and/or quarantining when warranted.

Student: Any admitted or enrolled Foothill-De Anza student participating in any in-person activities.

General Provisions

Confidentiality of Information. This procedure (including in connection with data collection) shall be governed by applicable District policies regarding confidentiality, privacy, and security of health records, as well as state and federal law. Information shall be used only for the specific purpose intended and only be accessible to District personnel who have a business need-to-know.

Accessibility. This procedure shall be governed by applicable District policies regarding accessibility, as well as applicable state and federal law.

Documentation to Support Certification.

Vaccination Status. Any person submitting a declaration of current COVID-19 vaccination status (with an approved vaccine) shall verify that, at the District's request, they will promptly provide proof of vaccination. The District will not request any health or medical information for the purpose of enforcement of this policy other than proof of vaccination.

Medical Exemption. Students and employees may decline vaccination due to medical contraindications or precautions recognized by the U.S. Food & Drug Administration or Centers for Disease Control and Prevention or due to a disability. Any person submitting a declaration of medical exemption shall verify that they will promptly provide documentation from a certified or licensed healthcare professional to support their declaration upon request by the District. A person who is granted medical exemption may be required to adhere to other safety measures.

Religious Exemption. Students, faculty, and staff may decline vaccination based on a sincerely held religious belief, practice, or observance. A person who is granted religious exemption may be required to adhere to other safety measures. Any person submitting a declaration of religious exemption shall verify that they will promptly provide a statement that describes the applicable religious or other comparable belief that is the basis for their exemption upon request by the District. A person who is granted religious exemption may be required to adhere to other safety measures.

Accommodations. The District will provide an individualized interactive process to identify appropriate accommodations for individuals claiming an exemption. Accommodations may involve adjustments to job duties, remote work or learning, isolation of individuals in certain campus locations, limiting of interactions, and other safety measures.

Broad Dissemination of Policy Information. Information about the COVID-19 vaccination requirement shall be widely disseminated through any combination of written information statements, verbal communications, or online or in-person training programs. Such information shall provide appropriate point(s) of contact, including email and telephone numbers.

Access and Availability of Vaccinations and Testing. COVID-19 testing required by the District shall be provided to students and employees at no charge. Information about the availability of approved vaccines and COVID-19 testing, including those offered free-of-charge, shall be widely disseminated through any combination of written information statements, verbal communications, or online or in-person training programs.

All students and employees shall receive information as part of ongoing training and education, concerning:

a. The potential benefits for COVID-19 vaccination;
b. The potential health consequences of COVID-19 illness for themselves, family members and other contacts, coworkers, patients, and the community;
c. Occupational exposure to COVID-19;
d. The epidemiology and modes of transmission, diagnosis, and non-vaccine infection control strategies in accordance with their level of responsibility in preventing COVID-19 infections.
e. The safety profile and potential risks of any COVID-19 vaccine; and
f. Requirements for compliance with the COVID-19 vaccination interim policy.

Superseding Public Health Directives. In the event that a federal, state, or local governing public health agency imposes a requirement that restrictively conflicts with this policy or implementation of this policy, the applicable public health mandate shall govern and be implemented.

Dual Enrollment Students. The District shall coordinate with local K-12 school districts and their respective county offices of education regarding applicability of the provisions of the COVID-19 vaccination interim policy and this administrative procedure.

Apprenticeship Sites. Apprenticeship sites are not operated and controlled by the district and are not subject to this administrative procedure.

See Board Policy 3507 COVID-19 Vaccination Interim Policy
See Board Policy 5077 Academic Accommodations for Students with Disabilities
See Administrative Procedure 5077 Academic Accommodations for Students with Disabilities

Approved 6/30/21
Revised 8/2/21

Feedback received following 1/14/22 meeting regarding potential changes to AP 3507

If we're going to require 1st and 2nd dose, throw in the booster, too.

We really need to make sure we clarify the masking/testing requirements. Perhaps say, "our standard is based on X and will be prominently displayed via a link toward the top of the HR website."

We need to clarify the contractor/vendor requirements as well, rather than having this handled through email with managers. Perhaps the same as above "based on weekly contact hours, refer to document X on the website at blah blah..."

Under Administrative procedures there is a phrase that appears to indicate that on rare occasions Chancellor's Cabinet sometimes decides to waive the rules for some folks. We already have medical and religious exemptions, do we really need that line there? It seems to violate our commitment to equity.

I think that the policy needs to be a bit more specific when it comes to guests and volunteers.

And, along the lines of public events, I would recommend some specific language about asking the public to provide proof of vaccine, etc. I would like our team to have some guidance when we do events on our own or with departments.

Page 1 P1
" In order to access.... a student or employee may be asked"
This language seems to indicate that the proof of vaccination is undecided or up to interpretation. I think there needs to be a decisive and strong position here. Example: All students, employees, and faculty will be required to provide .. And then how they will do it (upload to their exisitng Pyramed portal or via admission..or however the district has decided to complete this task.

Page 1
I think the issues of boosters and face coverings should be visually separate. By paragraph or however to be determined.

Page 1 P2
"in order to access campus / programs, any person, including visitor... approved vaccine *the addition of and up-to-date booster here would be inline with the pending booster requirement as by the document definitions vaccinated and booster are separate.

Page 2 Contractors
Is this run through risk management? How are contractors monitored? This is an extension of business with events through departments, facilities rental, Police Department... Who verifies contractor compliance?

Page 2 P2
The Chancellor's cabinet..... how is this handled? Who is the contact?

Certification
"may collect from.." I am confused, are we requiring it or not? If it is not a requirement.. will it just be an attestation? The wording .. if we are requiring students and employees to be both 'fully vaccinated' and demonstrate proof of an up-to-date booster, I would hope for some clarity beyond 'may'.

If I understand the current medical exemption process correctly, a physician notice is required - this is not an option.

As for the exemptions, do you think we need to add consistent or regular testing or some sort of language that implies this will be a continuous and ongoing requirement. Testing for exempt students is not random or occasional, it is required, specific, and mandatory.

Page 3
Vaccination status. There is a term used 'proof of vaccination' that could use some definition (I think) such as valid medical record, name, date of birth, date of vaccination, lot and exp number... there is a brief definition of this in another place in the document. I think this is important, a medical record vs just a note.

Access and Availability
When the district implies free of charge for vaccines and testing, this is to include community resources as well? This statement does or does not refer specifically to district funded, campus-

based resources? Some additional transparency might be useful here so people do not expect to get it all in one place (if this makes any sense).

FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Conflict of Interest Code
Code	BP 2712
Status	Up For Revision
Legal	California Code of Regulations Title 2, Section 18730
	Government Code Sections 81000 et seq
Adopted	February 18, 2003
Last Revised	November 2, 2020
Origin	formerly BP 9200
Office	Chancellor's Office - Approved by Santa Clara County Board of Supervisors 12/15/20
Next Review	July 1, 2022

The Political Reform Act, California Government Code section 81000 et seq., requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing. Therefore, the terms of Title 2, California Code of Regulations, section 18730, and any amendments to it, duly adopted by the Fair Political Practices Commission, along with the Appendix, below, in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Foothill-De Anza Community College District.

Board members and designated employees shall file Statements of Economic Interests with the district's filing official. If a Statement is received in signed paper format, the district's filing official shall make and retain a copy and forward the original of this Statement to the filing officer, the County of Santa Clara Clerk of the Board of Supervisors. If a Statement is electronically filed using the County of Santa Clara's Form 700 e-filing system, both the district's filing official and the County of Santa Clara Clerk of the Board of Supervisors will receive access to the e-filed Statement simultaneously. The district shall make the Statements available for public inspection and reproduction subject to Government Code section 81008.

DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

1. Persons occupying the following positions are designated employees in Category 1:

   Trustee
   Chancellor
   President
   Vice President
   Vice Chancellor of Business Services

Vice Chancellor of Human Resources & Equal Opportunity
Vice Chancellor of Technology
Associate Vice President
Executive Director of Facilities and Operations
Executive Director, Fiscal Services
Director, Budget Operations
Director of Capital Construction Program
Executive Director of Foundation
~~Executive Director~~ **Associate Vice Chancellor**, California Community College Online Education Initiative
Chief Academic Affairs Officer for the Online Education Initiative
Chief Student Services Officer for the Online Education Initiative
Chief Professional Development Officer for the Online Education Initiative
Director, Strategic Planning and Operations for the Online Education Initiative

Designated persons in this category must report:
(a)   Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
(b) Investments in, business positions in, and income (including gifts, loans, and travel payments) from sources which:
1.   Are engaged in the acquisition or disposal of real property within the District;
2.   Are engaged in work or services of the type used by the District; or
3.   Manufacture or sell supplies, goods, machinery or equipment of the type used by the District.

2. Persons occupying the following positions are designated employees in Category 2:

Executive Director, Institutional Planning and Research
~~Director,~~ **Associate Vice Chancellor,** Information Systems and Operations
~~Director,~~ **Associate Vice Chancellor,** Networks and Client Services
Director of Purchasing, Contracts & Risk Management
Senior Buyer
Buyer
Director of Campus Bookstore
Director of Campus Center
Director of Equity, Employment, and Professional Development
Director of Environmental Health & Safety
~~Director~~ **Associate Vice Chancellor** of Human Resources
~~Director of Risk Management~~
Manager of Contracts and Risk Management
Dean of Student Affairs and Activities
~~Dean of Language Arts and Learning Resource Center, Foothill~~
Dean of Learning Resources, Foothill
Director, Benefits

Designated persons in this category must report investments in, business positions in, and income (including gifts, loans, and travel payments) from sources which:
(a)   Are engaged in work or services of the type used by the department which the designated person manages or directs, or
(b) Manufacture or sell supplies, goods, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a Central Services manager's department is the entire District and a campus manager's department is the entire campus.

3. Persons occupying the following positions are designated employees in Category 3:

Consultant

Consultants, as defined for purposes of the Political Reform Act, shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Chancellor or designee may determine, in writing, that a particular consultant, although a "designated position", is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements of the broadest category, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A "consultant" is an individual who, pursuant to a contract with the District makes a governmental decision whether to:

       (i) Approve a rate, rule, or regulation;

       (ii) Adopt or enforce a law;

       (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;

       (iv) Authorize the district to enter into, modify, or renew a contract provided it is the type of contract that requires district approval;

       (v) Grant district approval to a contract that requires district approval and to which the district is a party, or to the specifications for such a contract;

       (vi) Grant district approval to a plan, design, report, study, or similar item;

       (vii) Adopt, or grant district approval of, District policies, standards, or guidelines.

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in regulation 2 CCR 18704 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code.

<div align="center">Newly created positions</div>

A newly created position that makes or participates in the making of decisions that may foreseeably have a material effect on any financial interest of the position-holder, and which specific position title is not yet listed in the district's conflict of interest code is included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Chancellor or designee may determine in writing that a particular newly created position, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the broadest disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that newly created position. Such written determination shall include a description of the newly created position's duties and, based upon that description, a statement of the extent of disclosure requirements. The district's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Government Code section 81008).

As soon as the district has a newly created position that must file Statements of Economic Interests, the district shall contact the County of Santa Clara Clerk of the Board of Supervisors Form 700 division to notify it of the new position title to be added in the County's electronic form 700 record management system, known as eDisclosure. Upon this notification, the Clerk's office shall enter the actual position title of the newly created position into eDisclosure and the district's filing official shall ensure that the name of any individual(s) holding the newly created position is entered under that position title in eDisclosure.

Additionally, within 90 days of the creation of a newly created position that must file Statements of Economic Interests, the district shall update this conflict of interest code to add the actual position title in its list of designated positions, and submit

the amended conflict of interest code to the County of Santa Clara Office of the County Counsel for code-reviewing body approval by the County Board of Supervisors (Government Code section 87306).

See Board Policy 2710 Conflict of Interest

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Approved 2/18/03
Amended 8/2/04, 8/28/06; 8/25/08; 10/20/08; 8/30/10
Reviewed 8/6/12
Amended and renumbered 08/25/14 (formerly BP 9200)
Amended 8/29/16, 8/6/18, 11/2/20
Approved by Santa Clara County Board of Supervisors 12/15/20

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District Technology Plan

Revised Fall 2021

Table of Contents

Educational Technology Advisory Committee Members

The members listed below represent stakeholders from throughout the district. They have brought invaluable insight to the technology planning process.

Joseph Moreau, *Chair* Vice Chancellor of Technology	Pam Eberhardt ETS Executive Assistant
Sharon Luciw Associate Vice Chancellor of Technology	Chien Shih Associate Vice Chancellor of Technology
Marisa Spatafore Associate Vice President, De Anza College	Alex Harrell Web Administrator, De Anza College
Michael Murphy Faculty Member, Foothill College	Danny Acosta Chief, District Police
Chris Chavez Student Success Specialist, Foothill College	Lydia Daniel Adjunct Faculty Member, Foothill College
Lenore Desilets Faculty Member, De Anza College	Tom Dolen Librarian, De Anza College
Moaty Fayek Division Dean, De Anza College	John Fox Faculty Member, Foothill College
Nazy Galoyan Dean, De Anza College	Lydia Hearn Associate Vice President, De Anza College
Kate Jordahl Faculty Member, Foothill College	Marty Kahn Technology Resource Coordinator
Dennis Shannakian Student Activities Coordinator, De Anza College	Paul Szponar Librarian, Foothill College
Lene Whitley-Putz Dean, Foothill College	Lief Nelson Officer, District Police

A Message from Chancellor Miner

Virtually every plan and decision we make in the Foothill-De Anza Community College District is focused through the lens of equity. This is most certainly true of the technology we deploy. Our use of technology supports equitable access to critical digital resources for all students, faculty, and staff.

Over the years, our technology planning efforts have kept our district at the forefront of innovation and access. Most recently, our technology preparedness was demonstrated with great clarity by the effects of the pandemic. As all of our stakeholders needed to pivot, literally over a weekend, to 100% remote instruction and operations, our readiness to support them was tested to the limits. I am proud to say we passed this test with flying colors. As we emerge from the disruption of the pandemic, I am confident our technology planning efforts will help us sustain some of the important gains we made while responding to the greatest emergency in our lifetime.

I am thankful for the efforts of the Educational Technology Advisory Committee in working closely with our college technology planning bodies to assure the alignment between college and district technology goals. Through this collegial collaboration, our district is optimizing our investment in technology and providing our students, faculty, and staff with a robust, reliable, and consistent educational and professional experience.

Given the substantial accomplishments of our most recent District Technology Plan, I am even more excited to see what can be accomplished in the next three years under this Plan.

I want to close with an expression of the deepest gratitude to Vice Chancellor Joseph Moreau who has provided exemplary leadership for all aspects of our technology efforts. When he retires as of April 30, 2022, his legacy to Foothill-De Anza will endure through his contributions to policy development and systems implementation, and his formation of a team of outstanding professionals. I could not be more proud of all my colleagues in Educational Technology Services.

Sincerely,

Judy C. Miner, Ed.D
Chancellor

Introduction and Overview

Supporting the Colleges and the District

Supporting Remote Instruction and Operations

College and District Roles and Accreditation Standards

Functional Map – Accreditation Standard III

Progress & Status from Previous Plan

The previous district technology plan was originally designated to cover the years 2017-18 through 2019-20. Due to the pandemic, the Educational Technology Advisory Committee decided to extend that period to 2020-21. The progress and status below reflect accomplishments through June 2021.

Goal 1 – Modernization	Progress	Status
Objective 1 – Implement Adobe Sign system and integrate with the Banner ERP system.	Complete	Adobe Sign is in wide use throughout the district for a wide variety of approval and workflow processes.
Objective 2 – Upgrade Banner ERP system to version 9.	Complete	The Banner ERP system has been fully upgraded to version 9.
Objective 3 – Pilot business intelligence software for institutional research.	Postponed	
Objective 4 – Implement a managed print service system for employee printing.	Complete	Manage print services for all employees have been implemented across all district sites.
Objective 5 – Implement off-campus access to virtual desktop infrastructure.	Complete	Virtual desktops are now available to students from off-campus locations.
Objective 6 – Migrate email and calendar to the cloud.	Complete	All district email and calendar services for employees and students have been migrated to the Office365 cloud platform.
Objective 7 – Upgrade the KACE end user support system.	Complete	The KACE system has been upgraded to version 11.0.273.
Objective 8 – Implement a variety of productivity and support applications. • JobEx – student employment system • Slate CRM – international student support • Curriculum management system for Foothill College	Discontinued Complete Complete	Sponsoring department withdrew request. Slate is now fully implemented to support international student application and intake. The Courseleaf system has been implemented.
Goal 2 – Infrastructure		

Objective 9 – Refurbish the Foothill 1911 machine room.	Complete	All electrical, fire suppression, and HVAC systems have been upgraded along with new physical security systems.
Objective 10 – Expand Wi-Fi coverage.	In Progress	Wi-Fi expansion is a perennial project. New short- and long-term plans for Wi-Fi expansion have been published and are underway.
Objective 11 – Support the opening of the new District Office building.	Complete	The new District Office building has been commissioned and all staff have moved in. The new Board Room is fully functional.
Objective 12 – Assist in the upgrade of the De Anza electronic lock system.	Complete	Virtual servers provisioned for vendor software installation.
Objective 13 – Upgrade network and server equipment.	In Progress	Network equipment and on-premise servers are continuously being upgraded and replaced.
Goal 3 – Security		
Objective 14 – Consolidate the district's Active Directory system.	Complete	Consolidation of the Active Directory system was completed with the migration of email and calendar to the Office365 cloud platform.
Objective 15 – Deploy information security training for all employees	Complete	A new training program from KnowBe4 has been deployed. This program includes security training and testing for all employees.
Objective 16 – Conduct penetration testing and PCI compliance assessment.	In Progress	PCI3 Compliance Gap Assessment finished. Penetration tests conducted annually.
Objective 17 – Upgrade firewall and intrusion protection systems.	Complete	All firewalls have been replaced with Palo Alto Networks devices.
Objective 18 – Implement Symantec end point protection system.	Postponed	The original product selected was acquired by a new company and has been sidelined for development. A new solution is being researched.
Objective 19 – Provide standardized back up for employee data files.	Complete	All employees may back up any data files from their desktop/laptop to OneDrive on Office365.

Objective 20 – Implement new network security monitoring tools.	In Progress	Researching solutions.
Goal 4 – Cloud Technology		
Objective 21 – Migrate key systems to the cloud.	Complete	Most of the mission-critical systems that support the district have been migrated to cloud platforms.
Objective 22 – Transform internal support expertise to support cloud applications.	In Progress	ETS staff are regularly going through training and professional development to enhance their skills and strategies for supporting cloud-based applications.
Goal 5 – Institutional Culture		
Objective 23 – Update data retention policy.	Not Started	
Objective 24 – Provide training to employees on compliance issues.	Not Started	
Goal 6 – Training & Professional Development		
Objective 25 – Conduct training for the Banner 9 ERP system.	Complete	The Banner 9 ERP system has been in place for several months. All impacted staff have been trained.

Needs Assessment Summary

Technology Plan 2021-2024

Strategic Capabilities
At the broadest level, the district has identified the strategic capabilities listed below. These are the specific capabilities the district strives to achieve with the support of technology. These capabilities also represent the institutional characteristics that need to be in place to support the technological goals and objectives of the colleges and the goals and objective of numerous other plans within the district around instruction, equity, facilities, and others. These strategic capabilities are not typically expected to change frequently, and the bulk of these capabilities were identified in the district's 2017 Technology Plan. The strategic capabilities are reviewed each year by the Education Technology Advisory Committee (ETAC). Any changes are noted below.

1. Develop and maintain infrastructure and exostructure that supports the digital transformation of our colleges and Central Services organization.
2. Develop and maintain an agile product management methodology to support the efficient, effective, and timely completion of IT projects.
3. Partner with established and start-up technology firms to enhance the capabilities of the district and provide leading edge services for students, faculty, and staff.
4. Provide for the effective stewardship of district resources to promote efficiency, cost-effectiveness, privacy, and security.
5. Provide for rapid and agile instructional and operational shifts in response to catastrophic events that impact both on-campus and online infrastructure. *

3-Year Goals
Based on the strategic capabilities above, ETAC has identified the following goals to be accomplished over the next three years. These goals are also essential in supporting the goals and objectives of the colleges articulated in their respective technology plans. The 3-Year Goals are reviewed each year by ETAC and are occasionally revised. Any changes are noted below.

1. Modernize district-wide applications to support greater access, efficiency and effectiveness along with mobility.
2. Improve district-wide infrastructure to support greater speed, reliability, and coverage.
3. Improve information security at all levels.
4. Utilize cloud technology to optimize fiscal and staff resources.
5. Help transform the institutional culture around data management particularly regarding the requirements of FERPA, accessibility (ADA), copyright and fair use, and privacy and security.
6. Increase training and professional development infrastructure and opportunities for faculty and staff. *
7. Enhance collaboration between the colleges and ETS to promote innovation, efficiency, and institutional effectiveness especially in response to campus needs, such as regulatory compliance or improving student experience. *

2021/22 Objectives (1-year implementation plan)
Based on the 3-Year Goals above, the 2021/22 Objectives are intended to describe the specific actions to be taken by ETS and other members in a given year. The 2021/22 Objectives represent initiatives, projects, and tasks that are funded and broadly supported to be done in the course of a year or more.

Goal 1 - Modernization
1. Implement the Banner 9 Self Service platform.
2. Begin the migration to the Banner NGS platform. *
3. Investigate and develop new reporting and business intelligence tools.
    a. Utilize Banner Pagebuilder
    b. Implement Banner Ethos platform
4. Implement a variety of productivity and support applications for both colleges and Central Services
    a. Select and implement a new timekeeping system for all employees
    b. Pilot a mobile device attendance application with interested faculty
    c. Implement Banner Workflow module
5. Upgrade Windows machines district-wide to Windows 10.

Goal 2 - Infrastructure
6. Expand coverage of the wireless network and improve connection speeds at all district locations. *
7. Upgrade various network and server equipment.
8. Upgrade classroom, laboratory, and conference room presentation and interaction systems. *

Goal 3 - Security
9. Consolidate and streamline the district's Active Directory identity management system.
10. Continue the use of *KnowBe4* information security training for all employees.
11. Conduct a penetration test and Payment Card Industry (PCI) compliance assessment.
12. Provide standardized back-up for faculty and staff data files through Office365.
13. Implement two-factor authentication for employees with access to highly sensitive data. *

Goal 4 – Cloud Technology
14. Migrate the key mission critical systems and infrastructure to the cloud.
    a. Upgrade ETS work order system and integrate with the district Lock Shop and Facilities
15. Transform the ETS support expertise to address cloud infrastructure.

Goal 5 – Institutional Culture
16. Update data retention policy.
17. Provide training to all employees on compliance issues such as FERPA, accessibility, copyright, information security and privacy.

Goal 6 – Training & Professional Development
18. Provide training for faculty and staff on Banner 9 Self Service components.
19. Work collaboratively with the colleges to increase and improve professional development opportunities. *
20. Hire additional professional staff to develop and offer professional development and training programs for faculty and staff. *
21. Provide training on the use of the SensusAccess accessibility conversion tool. *

22. Continuously offer new and revised training for employees on information security

Goal 7 – Collaboration*
23. Convene a district wide group to develop strategies and standards for accessible digital resources. *
24. ETS leadership will meet regularly with appropriate college leadership to better understand and support college needs. *

* New or revised for the 2021-24 3-year plan or 2021-22 annual implementation plan

Appendix - 2020-21 Needs Assessment Result

2021 Central Services

Technology Needs Assessment Survey