



Chancellor's Advisory Council Meeting Agenda – March 15, 2019

Foothill College
Council Chambers (Room 2018)
3:30-4:30 p.m.

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	<i>I</i> – Allow council members to identify each other by name and constituent group represented.	Judy Miner
2. Approval of February 22, 2019, meeting summary (<i>attachment 2</i>)	<i>A</i> – Provide accurate record of previous meeting.	Judy Miner
3. Proposed new and revised board policies and administrative procedures (second reading) (<i>attachment 3</i>) <ul style="list-style-type: none"> BP 5020 Nonresident Tuition (Revised) 	<i>D/A</i> – Discussion of feedback from constituencies/approval.	Judy Miner
4. Proposed new and revised board policies and administrative procedures (first reading) (<i>attachment 4</i>) <ul style="list-style-type: none"> BP 3810 Claims Against the District (New) AP 3810 Claims Against the District (New) 	<i>D</i> – Provide information for council members to disseminate to constituents about proposed changes. Seek input/feedback from constituencies for discussion at next meeting.	Susan Cheu
5. Call for 9/19/19 District Opening Day workshop proposals (<i>attachment 5</i>)	<i>I/D</i> – Request of council members to submit/solicit proposals for District Opening Day workshops to the Chancellor’s Office to encourage robust attendance and engaged participation from every employee group across the district.	Judy Miner
6. Enrollment management	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner
7. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> District Budget Advisory Committee 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 	<i>I</i> – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All
8. Other information and updates	<i>I</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
February 22, 2019

Present: Judy Miner, William Baldwin (for Chris White), Anthony Cervantes, Isaac Escoto, Craig Gawlick, Carolyn Holcroft, Gracian Lecue, Kristy Lisle, Joe Moreau, Carolyn Nguyen, Chelsey Nguyen, Dorene Novotny, Tim Shively, Marisa Spatafore (for Christina Espinosa-Pieb), David Ulate

1. **Welcome and introductions**

Chancellor Miner welcomed council members and asked for self-introductions.

2. **Approval of January 11, 2019, Meeting Summary**

The January 11, 2019, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Proposed new and revised board policies (BP) and administrative procedures (AP) (second reading)**

BP 2315 Closed Session (Revised)

BP 2330 Quorum and Voting (Revised)

BP 3300 (formerly BP 1120) Public Records (Revised)

AP 3300 Public Records (New)

BP 6750 (formerly BP 3218 and 3218.5) Parking (Revised)

AP 6750 Parking (New)

The proposed new and revised board policies and administrative procedures by consensus.

4. **Proposed new and revised board policies (BP) and administrative procedures (AP) (first reading)**

BP 5020 Nonresident Tuition (Revised)

Judy asked that council members review the change to the nonresident tuition board policy and report any feedback from constituents at the next meeting.

5. **Educational Technology Advisory Committee recommendation to explore blockchain technology**

Joe asked council members to endorse Educational Technology Advisory Committee's (ETAC) recommendation that the district actively explore opportunities to adopt

blockchain technology and encourage vendors to incorporate capabilities for blockchain in their systems. He described blockchain as an adaptable and immutable technology that will likely transform the way student records are managed in the next few years. Joe reported that the district is working on a pilot project using the technology with Arizona State University (ASU) to determine if students who transfer to ASU from Foothill-De Anza before earning an associate degree might be able to use units earned at ASU toward such.

Council members approved ETAC's recommendation by consensus.

8. Enrollment management

The committee discussed enrollment challenges related to implementation of AB 705 as well as preliminary student success data resulting from the changes. Suggestions to increase enrollment and retention included expanding internships, adding a pop up chat box to the colleges' websites, and providing access to a coach who could answer quick questions or direct students appropriately. Chelsea and Carolyn Nguyen suggested that new students would benefit from a centralized location for resources staffed by an approachable student, organized resources online, and the option to communicate by text.

9. District governance committee/constituent group reports

No reports provided.

District Budget Advisory Committee <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.

9. Other Information and Updates

Carolyn Holcroft shared a proposal discussed at the most recent Academic and Professional Matters Committee meeting that the afternoon schedule for District Opening Day consist of cross-district department and division meetings. Judy and Isaac added that administrators and supervisors have asked for more opportunities for districtwide collaboration and discussion.

The meeting adjourned at 4:05 p.m.



**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Nonresident Tuition
Code	BP 5020
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 54045.5 Education Code Section 68050 Education Code Section 68051 Education Code Section 68052 Education Code Section 68130 Education Code Section 68130.5 Education Code Section 76140 Education Code 76141
Adopted	January 4, 1999
Last Revised	May 4, 2015
Origin	formerly BP 5015 - Revised to reflect the legislative change in the deadline for adoption
Office	Vice Chancellor Business Services/College Presidents
Upload	February 18, 2015

Nonresident students shall be charged nonresident tuition for all units enrolled unless specifically required otherwise by law.

Not later than ~~February 1~~ **March 1** of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a fee to nonresident students that will be expended for purposes of capital outlay, maintenance, and equipment. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total full time equivalent students (FTES) in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to

remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

[See Administrative Procedure 5020 Nonresident Tuition](#)

Approved 1/4/99
Amended and renumbered (formerly BP 5015) 5/4/15

Last Modified by Paula J Norsell on February 14, 2019



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 3 - General Institution
Title	Claims Against the District
Code	BP 3810
Status	New
Legal	Education Code Section 72502 Government Code Section 900 et seq. Government Code Section 910 et seq. Government Code Section 935
Origin	CCLC legally required. The district has not yet adopted this policy.

1. CLAIMS

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

1.1 Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

1.2. Claims that are subject to the requirements of this policy include, but are not limited to, the following:

1.2.1 Claims by public entities: claims by the state or by a state department or agency or by another public entity.

1.2.2. Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

2. CONTACTS

The designated District offices for service of claims, lawsuits, subpoenas, and/or other types of legal process upon the District are:

2.1 Claims against the district

Purchasing, Contracts & Risk Management Department

Attn: Risk Management Unit

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, CA 94022

2.2 Legal process (subpoenas, summons) and lawsuits

Office of the Vice Chancellor of Business Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022

See Administrative Procedure 3810 Claims Against the District

Last Modified by Paula J Norsell on February 4, 2019



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Claims Against the District
Code	AP 3810
Status	New
Legal	Education Code Section 72502 Government Code Section 900 et seq. Government Code Section 905 Government Code Section 910 et seq. Government Code Section 911.2 Government Code Section 911.3 Government Code Section 911.4 Government Code Section 911.6 Government Code Section 911.8 Government Code Section 912.2 Government Code Section 912.4 Government Code Section 912.6 Government Code Section 912.8 Government Code Section 915.4 Government Code Section 935 Government Code Section 946
Origin	CCLC template - Recommended as good practice. The district has not yet adopted this procedure or the associated legally required policy.

A Liability Claim is a claim for damages filed by a third party (student or visitor) for bodily injury or property damages to the claimant resulting from the premises or operations of the Foothill–De Anza Community College District and its Colleges (“District”). See Government Code Section 905 for excluded claims under this procedure.

To the extent not inconsistent with the applicable Government Codes and board policy 3810, claims against the District for money or damages must be filed in accordance with the following procedures:

1. CLAIMANT PROCEDURE

Claims shall be presented and acted upon by the District as a prerequisite to a suit thereon.

1.1 Claims shall be presented based on the following time limitations:

1.1.1 Not later than six months after incident for claims relating to injury to a person, death or damage to personal property as per Government Code section 911.2.

1.1.2. Not later than one year after incident for claims relating to any other cause of action.

1.1.3 Late claims, Pursuant to Gov Code 911.4, any late claims to the above time limitations must be accompanied by a request to file a late claim (application) with reason for delay in presenting claim and must be filed not later than one year after the cause of action.

- If the claim under the time limitation in Section 1.1.1 above is filed later than six months after the date of the incident and is not accompanied by a late application, the Vice Chancellor of Business Services, may within 45 days give written notice that the claim was not filed timely and that it is being returned without further action as per Government Code section 911.3.
- Approval or denial of late application is subject to the Board's discretion (while in closed session) as per Government Codes sections 911.6, 912.2, and notification as per 915.4.
- In the event the Board denies the late application, the District shall issue a written notice in the form set forth in Government Code section 911.8.

1.2. If a claim is not submitted on the designated form, it will be returned to the claimant, and any claim returned may be resubmitted using the proper form.

1.3 The Claim Information Form may be obtained by contacting the District's Risk Management Unit at (650) 949-6193.

1.4 The Claim Information Form shall include the following information:

- name, mailing address, contact information (phone and email),
- details of incident (date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted),
- general description of the alleged indebtedness, obligation, injury, damage or loss incurred, the name(s) of the employee(s) causing the alleged injury, damage or loss.

1.5 The completed Claim Information Form shall be submitted along with substantiating documentation to:

Foothill–De Anza Community College District
Attention: Risk Management Office
12345 El Monte Road
Los Altos Hills, CA 94022

or by email: risk@fhda.edu

1.6 Claims against the District are investigated by the District's legal and risk management advisors and shall be reviewed in consultation with Vice Chancellor of Business Services in accordance with authority levels specified in BP 3810.

1.7 The Board shall act in accordance with Government Code sections 912.4, 912.6, 912.8, and 946.

See Board Policy 3810 Claims Against the District



**CALL FOR
DISTRICT OPENING DAY WORKSHOP PROPOSALS**
Thursday, September 19, 2019
Foothill College

We are seeking proposals for **two-hour applied equity workshops** that will provide participants with tools that can be employed in their daily work as well as **one-hour general workshops** covering topics such as tenure committee and technology training. We are especially interested in including workshops relevant to a districtwide audience and all employee groups. We encourage you to craft an inclusive workshop description to encourage diverse attendance.

Proposal submission:

To submit a proposal, please send the following information to Paula Norsell in the Chancellor's Office at norsellpaula@fhda.edu:

1. Workshop title
2. Name(s) of presenter(s)
3. Brief description of the workshop for the District Opening Day announcement/flyer
4. Preferred room size and arrangement (e.g. 40 seats theater style, computer lab, tables for group work)
5. Technology requirements
6. Time required for workshop (i.e. one hour or two hours)

Tentative District Opening Day Schedule

7:30 – 8:15 a.m.	Continental Breakfast/Meet and Greet	Foothill College, patio outside Smithwick Theater
8:15– 9:30 a.m.	District Opening Day – General Session	Smithwick Theater
9:45 a.m.-noon	Districtwide Workshops (Combination of two-hour equity and one-hour training workshops)	Foothill College (various locations)
Noon – 1:00 p.m.	Lunch	Campus Center Plaza
1:00-5:00 p.m.	Joint Districtwide Department/Division Meetings	Foothill College (various locations)