



Chancellor's Advisory Council Meeting Agenda – March 31, 2017

E-meeting

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Approval of March 3, 2017, meeting summary (<i>Attachment I</i>)	A	Judy Miner
II. Revised board policies and new administrative procedures <ul style="list-style-type: none"> • New AP 5300 Student Equity (second reading) (<i>Attachment II.a</i>) • Revised BP 5300 (formerly 5600) Student Equity (first reading) (<i>Attachment II.b</i>) • Revised BP 2432 Acting Chancellor in Absence of Chancellor (first reading) (<i>Attachment II.c</i>) • New AP 6331 Food Purchase Procedures (first reading) (<i>Attachment II.d</i>) 	D/A	Judy Miner
III. Governance survey – Final call (<i>attachment III</i>)	I	David Ulate
IV. Call for District Opening Day workshops	I	Judy Miner



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

March 3, 2017

Present: Judy Miner, Mayra Cruz, Isaac Escoto, Rich Hansen, Kevin Harral, Carolyn Holcroft, Karen Hunter, Andrew LaManque, Kevin McElroy, Joe Moreau, Brian Murphy, Isaiah Nengo, Thuy Nguyen, Dorene Novotny, Ramiel Petros, Frank Rocha, Jose Rueda, David Ulate, Chris White

I. Welcome

Chancellor Miner welcomed council members.

II. Approval of January 27, 2017, Meeting Summary

The January 27, 2017, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

III. Budget Update

Kevin McElroy distributed highlights of the discussions held at the Association of Chief Business Officials Annual Workshop on the Governor's 2017-2018 Proposed Budget and a breakdown of how the governor's proposals would affect the district. He reported that the proposal includes a small increase to base funding, a 1.34 percent cost of living adjustment, and one-time money for scheduled maintenance and instructional equipment that would benefit the district, but growth funding proposed would not benefit the district since enrollments continue to decline.

Kevin advised that although state tax revenues are coming in higher than projected in the governor's proposal, both the California Community Colleges Chancellor's Office and Legislative Analyst's Office have cautioned districts to prepare for leaner economic times. He noted that increased operating expenses, particularly employer contributions to the California Public Employees Retirement System and California State Teachers Retirement System, have outpaced the additional base funding received in the last couple of years, so advocacy efforts need to be focused on increasing base funding.

Kevin reminded everyone that the last of the districtwide conversations on enrollment and revenue growth is scheduled on Tuesday, March 7, 2017, at De Anza College in conference rooms A and B. He indicated that he would share with attendees the three-year projection model he presented to the Board of Trustees at the February study session, noting that the model shows continuing structural deficits that will exhaust the stability fund by 2019-2020 if the district is unable to raise revenues or decrease expenditures.

With regard to the recent Audit and Finance Committee meeting, Kevin reported that there has been a recommendation to set aside a fixed amount of money as a reserve. He stated that while he supports having a stability fund, he has recommended against having a fixed reserve beyond the required five percent reserve as it may tie up money that could be used in supporting the mission.

IV. Educational Technology Advisory Committee Recommendation on Information Security Training for Faculty, Staff, and Administrators

Joe shared the recommendation of the Educational Technology Advisory Committee (ETAC) to strongly encourage all district employees to complete the Securing the Human information security training program. He advised that information security is a daily battle for the district, and although Educational Technology Services does a lot of spam filtering and provides as many protections as possible in the infrastructure, end users are the biggest vulnerability. Joe reported that the training program consists of short video modules that do not include a lot of jargon and noted that the training will help employees be safe both at work and at home. He asked that anyone wanting to preview of the program contact him.

In response to Rich's comment, Joe confirmed that the training would not be mandatory for faculty, just strongly recommended. Mayra asked that a presentation be given to the Academic Senate.

The Chancellor's Advisory Council approved ETAC's recommendation by consensus.

V. Board Policies and Administrative Procedures

New AP 5300 Student Equity (first reading)

Judy asked for comments and feedback regarding the proposed new student equity administrative procedure recommended by the Academic and Professional Matters Committee. She stated that the procedure would be included on the agenda for the next meeting for approval.

VI. Program Highlights – Turkana Basin Fieldwork (see attached PowerPoint presentation)

Isaiah Nengo delivered a presentation regarding the transformative program he has developed with assistance from Foothill-De Anza Foundation and Leakey Foundation grants that allows a small group of anthropology students to participate in fieldwork in Kenya with professional researchers and university graduate students from around the world. While in Kenya, students in the six-week program work six days a week and have an intense daily schedule that starts at 7:00 a.m. and ends at 10:00 p.m.

Isaiah observed that the challenges of the schedule, the sparsely populated area, the lack of internet, the harsh physical environment, and the care required in excavation teaches students patience, discipline, teamwork, and the art of being present. He advised that the students, some of whom had not been outside of California prior to enrolling in the program, get a different sense of their place in the world from the experience and that he is able to mentor them in a way that is not possible during the regular college schedule.

Isaiah noted that several of the students who have participated have transferred to prestigious universities and have plans to continue studying anthropology.

He reported that the program will ramp up to 15 students in 2017, and Brian added that he is working with the foundation to raise money to help fund travel costs for students who would otherwise be unable to participate.

Ramiel related the presentation to a discussion at the Silicon Valley Leadership Group luncheon he attended earlier in the day regarding bringing internships and real life skills to community colleges. He mentioned that he participated in fieldwork in Ireland through Foothill's anthropology program and agreed that it is a transformative experience.

VII. Other Information and Updates

David commended Dorene, Marietta Harris, and Pat Hyland for an excellent job conducting the evaluation workshop he attended recently.

Thuy provided a report of accreditation discussions at the CEO Symposium held in Solvang. She stated that Workgroup I, which was charged with working with the Accrediting Commission for Community and Junior Colleges to improve its functioning, had reported significant improvements but still had another 50-60 recommendations. She reported that despite the improvements, the CEO group voted to continue the process of moving to a new accreditor recommended by Workgroup II, which was charged with pursuing a model for regional accreditation that would have all of higher education in the Western region with the same accreditor.

Karen read the following open letter from the classified senate to De Anza students, noting that David Byars was the primary author:

To the students of De Anza College,

In light of recent events, it seems to be increasingly necessary to confirm, amplify, and redouble our commitment as Classified Professionals to you, the students. And not just to students as a whole, but specifically to those who are suffering marginalization at the hands of our governmental systems and of societal stigmas that we as educators have not yet managed to counter.

We affirm our duty to educate all students.

We affirm our duty to educate undocumented students.

We affirm our duty to educate immigrant and international students.

We affirm our duty to educate Muslim and Jewish students.

We affirm our duty to educate students of all faiths, and students of no faith.

We affirm our duty to educate Black and Brown students.

We affirm our duty to educate low-income students.

We affirm our duty to educate students of all genders and sexual orientations.

We affirm our duty to educate Veteran students.

We affirm our duty to educate students with disabilities.

We affirm our duty to educate Foster Youth students.

We affirm our duty to educate students who have not been previously given the resources and education which we affirm to be their right.

We, the undersigned, pledge to you that we support you in your career goals, in your education, and we support your health and well-being. We, by our placement within this institution, know of many resources which may be of help to you, and we can go to each other for more information when we do not have the answers immediately.

We have programs, services, and clubs which are designed to serve all of our students.

Please know that we want you here at this campus.

Please know that we want to help you and see you succeed.

Judy commended the classified senate for the letter and advised that Karen will read it to the Board of Trustees at the March 6, 2017, meeting. She reminded everyone that the Spring Convocation will be held April 28, 2017, and that she will be giving away books written by the keynote speaker for the event on April 15 and 16. Judy reported that Senator Jerry Hill has introduced Senate Bill 769, which would extend and expand the community college baccalaureate degree pilot program, possibly providing an opportunity for an Automotive Technology degree at De Anza. She also announced that Diana Argabrite has been nominated for the California Community Colleges Classified Employee of the Year for her work at the Euphrat Museum of Art.

The meeting adjourned at 3:56 p.m.



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Student Equity
Number	AP 5300
Status	New
Legal	Education Code Section 66030 Education Code Sections 66250 et seq. Education Code Sections 72010 et seq. California Code of Regulations, Title 5, Section 54220
Origin	APM (approved 1/27/17)

The District has a Student Equity Plan for each college. The plans are filed as required with the California Community Colleges Chancellor's Office following approval by the Board of Trustees.

The development of each college's Student Equity Plan shall include:

- **The active involvement of participatory governance groups.**
- **Involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.**
- **Campus-based research as to the extent of student equity.**

Each college's Student Equity Plan shall address:

- **Institutional barriers to equity.**
- **Goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.**
- **Activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.**
- **Sources of funds for the activities in the plan.**
- **A schedule and process for evaluation of progress toward the goals.**
- **An executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.**

The student equity plans shall be developed, maintained, and updated by the college entity determined by each college. The plans shall be coordinated under the supervision of the Vice President of Instruction and Vice President of Student Services. The college President shall be responsible for approving, holding accountable, and receiving updates on the implementation of the equity plan.

[See Board Policy 5300 Student Equity](#)

Approved _____



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Student Equity
Number	BP 5300 (formerly 5600)
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 54220 Education Code Section 66030 Education Code Sections 66250 et seq. Education Code Sections 72010 et seq.
Adopted	June 16, 2008
Origin	APM (approved 3/3/17)

The Board is committed to assuring student equity in all of the District's educational programs and college services. ~~in order to close the achievement gap between targeted groups of students and other groups for the purpose of increasing educational opportunity and success for all students.~~ **Acknowledging that community college students, especially our underserved and underrepresented students, face many barriers to success, the district is committed to providing appropriate and effective interventions, such as diverse pedagogical strategies; affordable educational materials, including open source textbooks and online resources at no cost to students; support services targeting specific student needs; and other strategies, all of which shall be defined in each college's Student Equity Plan.** The chancellor shall assure that each college establishes and implements a student equity plan that meets the Title 5 standards **established to improve student equity by expanding opportunities for success, including course completion, campus life participation, and the attainment of every student's educational goals** for such a plan.

Approved 6/16/08



Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Acting Chancellor in Absence of Chancellor
Number	BP 2432
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 53021(b) Education Code Section 70902(d) Education Code Section 72400
Adopted	December 14, 1960
Last Revised	May 5, 2014
Origin	formerly BP 2212
Office	Chancellor's Office

When the Chancellor is absent from the District, the line of authority will be as follows, depending on the presence in the District of the administrators listed:

- ~~1. President, Foothill College,~~
- ~~2. President, De Anza College,~~
- ~~3~~ **1.** Vice Chancellor of Business Services;
- ~~4~~ **2.** Vice Chancellor of Human Resources and Equal Opportunity
- ~~5~~ **3.** Vice Chancellor of Technology
- 4. President, Foothill College**
- 5. President, De Anza College**

In the absence of all of the administrators listed above, the line of authority shall be the highest ranking administrator at Foothill College, then De Anza College. The Acting Chancellor will assume all responsibilities normally assigned to the Chancellor.

The Board shall appoint an acting Chancellor for periods exceeding three months.

Approved 12/14/60
Amended 7/5/67, 4/6/70, 5/1/95, 9/8/03, 2/7/11
Amended and renumbered 5/5/14 (formerly BP 2212)



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Food Purchase Procedures
Number	AP 6331
Status	New
Legal	California Constitution, Article XVI, Section 6
Cross References	AP 3140 Purchasing Procedures AP 3152 Administrative Travel Procedures Procard Policies and Procedures
Origin	Chancellor's Cabinet
Office	Vice Chancellor Business Services

Use of college/district funds for business meals or refreshments

All district and college funds, regardless of their source of origin, are considered to be public funds and are governed by California law and/or college or district guidelines.

The California Constitution prohibits the legislature from using public funds as a gift to any individual or entity. As no statute exists giving educational agencies the right to make a gift of public funds, this constitutional provision has been interpreted as limiting the use of school funds to public purposes, not for the benefit of a specific individual or group. In the case of a community college, the purpose is the education of its students.

The purchase of food and refreshments can be viewed as a gift of public funds, and it is crucial that the district be prudent in its management and oversight of this area of spending.

This procedure provides guidance on the appropriate use of Foothill-De Anza Community College District funds related to business meals and refreshments and a noninclusive list of functions for which public funds may or may not be used. In all cases, departments must document how the event and associated food purchase benefits the institution. In addition to the following guidelines, please refer to the district Administrative Travel Procedures (AP 3152), Procard Policies & Procedures, purchasing guidelines, and accounts payable procedures regarding use of funds for food and refreshments.

Public expenditures for food must demonstrate prudence in the utilization of public funds and be:

- 1) In accordance with state policy;**
- 2) Reasonable and necessary;**
- 3) Part of a bona fide business function of the college; and**
- 4) Clearly demonstrate benefit to the institution and its students.**

When in doubt, check with the campus Vice President, Finance and Administrative Services for Foothill College; Vice President of Finance and College Operations for De Anza College; or the Vice Chancellor, Business Services for Central Services to verify if the expenditure is an appropriate use of college/district funds.

Procurement Cards

District Procards cannot be used for the purchase of food, including business meals or refreshments. A list of special exceptions is maintained in the district Business Services Office.

Expenditures from the General Fund (Fund 114 and 115)

The Self Sustaining Fund (115) is subject to the same laws and college/district guidelines as the General Operating Fund (Fund 114).

Business Meals and Refreshments

It MAY BE appropriate to utilize State funds (General Fund, Fund 14) for business meals or refreshments in the following circumstances:

- Interview schedules that require an abbreviated meal break
- Preapproved special department committee meetings or functions (not routine committee or department meetings). Approval required by appropriate campus vice president, president, vice chancellor, or chancellor
- College-hosted events with invited guests from outside the college
- Training sessions, workshops, or working meetings for which the timing or location of the event necessitates an abbreviated meal break for participants
- Refreshment breaks at college/district-hosted events that foster community partner collaboration or advance the goals/mission of the institution/district. Events must be preapproved by the campus Vice President, Finance and Administrative Services for Foothill, Vice President of Finance and College Operations for De Anza and the Vice Chancellor, Business Services for Central Services to verify the expenditure is an appropriate use of college funds.

Proper documentation must be included for payment/reimbursement (invoices/receipts, attendee sign-in sheet, and meeting agenda).

It is NOT appropriate to utilize State funds for business meals or refreshments in the following circumstances, including but not limited to:

- Lunches or refreshments for department staff not in accordance with allowable food purchases as defined by “Use of college funds for business meals/refreshments”
- Regular food purchases that only benefit a select few
- Round table discussions
- Group planning meetings
- Social events
- Training sessions, workshops, or meetings for employees (length of event does not necessitate food for participants)
- Employee related milestones or life events
- Alcohol is never an appropriate expenditure of State funds.

Expenditures from Foothill-De Anza Foundation Funds

Many individual programs receive program-specific funding from donors to support curriculum, scholarships, general operations, etc. Before using Foundation funds for meals or refreshments, please verify that those funds can be used for that purpose. Often donors do not support the use of their contributions for activities that are not related to instruction or support of students or for the purchase of food for personal consumption by district staff or their invitees. Proper documentation must be included for payment/reimbursement (invoices/receipts, attendee sign-in sheet, and meeting agenda)

Expenditures from other funds (categorical/restricted)

Unless specifically identified by the federal government, state, grant, etc., no food purchases are allowed from these funds.

De Anza Associated Student Body (DASB)/Associated Students of Foothill College(ASFC)- Student Government and Clubs

Food purchases for DASB/ASFC events should be limited to student-centered events, including but not limited to, all-day meetings, club events, or workshops. All applicable rules governing the use of DASB/ASFC funds should be followed.

Allowable Food Purchases

- Athletic travel meals for away games (refer to Athletic meal policy guidelines)
- Conference attendance meals for student and staff participants
- Training sessions, workshops, or student meetings including Senate and Finance Committee (length of event necessitates food for participants)
- Collegewide events such as orientation, hospitality, recognition, or graduation events for students
- Club functions for student officers and students (must have approval form)

Non-allowable Food Purchases

- Lunches or refreshments for departmental staff
- Regular food purchases that only benefits a select few
- Non-preapproved round table discussions
- Group planning meetings
- Social events that only benefit a selected few
- Training sessions, workshops, or meetings for employees (length of event does not necessitate food for participants)
- Alcohol is never an appropriate expenditure for De Anza Associated Student Body (DASB)/Associated Students of Foothill College (ASFC)/Club Funds

Consequences for Inappropriate Use of Foothill-De Anza Funds

Employees who spend college or district funds inappropriately as defined in this policy will either not be reimbursed or will reimburse the district for any funds expended. In addition, the employee may be subject to disciplinary action for misappropriation of public funds.

[See Administrative Procedure 3140 Purchasing Procedures](#)

[See Administrative Procedure 3152 Administrative Travel Procedures](#)

Approved _____