



Chancellor's Advisory Council Meeting Agenda – April 28, 2017

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

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Welcome and introductions	I	Judy Miner
II. Approval of March 31, 2017, e-meeting summary (<i>Attachment II</i>)	A	Judy Miner
III. Revised board policies and new administrative procedures <ul style="list-style-type: none"> • Revised BP 5300 (formerly 5600) Student Equity (second reading) (<i>Attachment III.a</i>) • Revised BP 2432 Acting Chancellor in Absence of Chancellor (second reading) (<i>Attachment III.b</i>) • New AP 6331 Food Purchase Procedures (second reading) (<i>Attachment III.c</i>) • Revised BP 2735 Board of Trustees Travel (Board recommendation for change) (<i>Attachment III.d</i>) • Revised BP 2015 Student Member (Board recommendation for change – Statutory deadline for approval May 15) (<i>Attachment III.e</i>) 	I	Judy Miner
IV. Educational Technology Advisory Committee (ETAC) recommendation on student email accounts (<i>Attachment IV</i>)	D/A	Joe Moreau
V. Program Highlights – Sunnyvale Center and enrollment generation	I	Moaty Fayek and Dawn Girardelli
VI. Enrollment and District Enrollment Management Committee	D	Judy Miner
VII. Other Information and Updates	I	All



CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
March 31, 2017

(Note: No physical meeting was held. The following items were discussed electronically.)

I. Approval of March 3, 2017, meeting summary

On March 29, 2017, the draft summary of the March 3, 2017, meeting was distributed to the Chancellor's Advisory Council by email for review. The email message that accompanied the summary asked that any corrections to the summary be submitted March 31, 2017. No comments were received, and the summary was approved by consensus.

II. Revised policies and new administrative procedures

On March 29, 2017, the following policy and procedure drafts were distributed to the Chancellor's Advisory Council for electronic review. Council members were asked to review the drafts and share any feedback received from constituents by 5:00 p.m. on March 31, 2017.

New AP 5300 Student Equity (second reading)

The proposed new administrative procedure was recommended by the Academic and Professional Matters Committee and reviewed by the Chancellor's Advisory Council at the March 3, 2017, meeting. No comments were received by the deadline, and the procedure was approved by consensus.

Revised BP 5300 (formerly 5600) Student Equity (first reading)

The proposed revisions to the board policy were recommended by the Academic and Professional Matters Committee. No comments were received by the deadline. The council will be asked to approve the policy at the April 28 meeting.

Revised BP 2432 Acting Chancellor in Absence of Chancellor (first reading)

The proposed revisions to the board policy were recommended by Chancellor's Cabinet. No comments were received by the deadline. The council will be asked to approve the policy at the April 28 meeting.

New AP 6331 Food Purchase Procedures (first reading)

The proposed new administrative procedure was recommended by Chancellor's Cabinet. No comments were received by the deadline. The council will be asked to approve the policy at the April 28 meeting.

III. Governance survey – final call

Council members were asked to complete and return the governance survey if they had not done so previously. Results of the survey have been posted on the district's participatory governance website: <http://www.fhda.edu/about-us/participatorygovernance/index.html>.

IV. Call for District Opening Day workshops

The council was advised that District Opening Day will be held on Thursday, September 21, 2017, at De Anza College and will carry an equity theme. Council members were asked to submit proposals (title, names of presenters, brief description) from constituents for two-hour applied equity workshops and one-hour general workshops by April 28, 2017.



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 _____



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	Board of Trustees Travel
Number	BP 2735
Status	Up For Revision
Adopted	March 1, 2010
Last Revised	August 4, 2014
Origin	formerly BP 2620
Office	Chancellor's Office

~~The Board of Trustees recognizes that there is a need to attend conferences and to attend to other district business outside of the district.~~

Members of the Board ~~may shall~~ have travel and/or conference expenses paid whenever they travel as representatives of and perform services directed by the Board. **The Board is expected to travel in the most economically prudent manner possible.**

Board of Trustees Travel Allocation

District paid travel shall be limited to the amount adopted in the annual budget. Unused funds will revert to the general fund.

Newly elected trustees in their first year of service are expected to participate in the Community College League of California Effective Trustee Workshop. The cost of the Effective Trustee Workshop shall be borne by the district.

Approval for Travel

Each August, the Board will review the annual schedule of conferences and trainings, which lists in-state events that are routinely attended by trustees. No advance approval will be required for events on the annual schedule.

Advance approval by the Board of Trustees is required for out-of-state travel, travel related to service on external boards or committees, and extraordinary invitations.

Travel requiring approval will be placed on the Board agenda by the president and vice president of the Board in consultation with the chancellor.

Reimbursement for Travel

Reimbursements for trustee travel shall only be made if travel is approved as outlined in the section above. Reimbursement for trustee travel expenses shall follow district administrative procedures.

Report on Conference Participation

Board members shall provide brief reports of conference attendance and/or professional development activities at the regular meeting of the Board of Trustees that follows the activity.

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

Last Modified by Paula J Norsell on April 25, 2017



Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Student Members
Number	BP 2015
Status	Up For Revision
Legal	Education Code Section 72023.5
Adopted	May 3, 1982
Last Revised	May 2, 2016
Last Reviewed	May 2, 2016
Origin	formerly BP 9110.1
Office	Chancellor's Office
Next Review	May 1, 2017

In addition to the five elected trustees there will be one student trustee from each college. Following procedures prescribed by the Board, the student trustees will be chosen by the students enrolled in the colleges. The term of the student trustees will be one year commencing on June 1.

The student member shall be enrolled in and maintain a minimum of eight quarter units in the District **and a minimum cumulative grade point average of 2.0** at the time of nomination and throughout the term of service.

The student member is not required to give up student employment with the district.

The student trustees will be seated with the elected trustees at all public meetings of the Board and will be recognized at those meetings as full members of the Board for the purpose of questioning witnesses, discussing issues and making and seconding motions. The student trustees will be entitled to an advisory vote although the vote shall not be included in determining the vote required to carry any measure before the board. If a student trustee wishes to cast an advisory vote, it shall be taken prior to the Board's vote. Furthermore, the student trustees will receive all material presented to the publicly elected trustees, except material that relates to matters considered in closed session. Student trustees do not attend closed session.

For meeting attendance, the student trustees shall be entitled to compensation of \$450 per month prorated to the meetings that the student trustees are expected to attend as determined by the Board.

This policy will be reviewed by the Board and either readopted, revised or repealed by May 15 of each year.

[See Administrative Procedure 2105 Student Trustee Selection Procedures](#)

Approved 5/3/82
Amended 5/6/85; 5/1/92; 5/1/95; 5/6/96; 2/3/97; 5/4/98
Readopted 5/4/98, 5/3/99; 3/6/00; 3/5/01, 4/15/02; 4/21/03
Amended 5/3/04
Readopted 4/18/05, 5/1/06; 4/30/07, 5/5/08, 5/4/09, 5/2/11, 4/2/12
Amended and renumbered 5/13/13 (formerly BP 9110.1)
Readopted 5/5/14, 5/4/15

Last Modified by Paula J Norsell on April 24, 2017

**Educational Technology Advisory Committee
Recommendation on Student Email Accounts
April 2017**

The value of a .EDU email address to students is increasing substantially. Students are able to gain access to heavily discounted and free resources to support their education if they can authenticate their identity as a student through a .EDU email address. Students are also applying for internships, jobs, and university transfer opportunities digitally and having a .EDU email address would support the professionalism of these applications.

The Educational Technology Advisory Committee recommends that the district provide students with a foothill.edu or deanza.edu email account upon request. ETS should work with the appropriate college administrators and representatives of ASFC and DASB to develop the policies and procedures for the issuance, utilization, and maintenance of student email accounts.