



## Chancellor's Advisory Council Meeting Agenda – March 13, 2020

### Zoom

<https://cccconfer.zoom.us/j/98051408526?pwd=TUxhUWpSaWFiY0NCWU1SWGcvY3JuZz09>

11:30 a.m.-1:00 p.m.

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	<i>I</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 March 13, 2020, meeting summary ( <i>attachment 2</i> )	<i>A</i> – Provide accurate record of previous meeting.	Judy Miner
3. Review and approval of proposed new administrative procedure (AP) approved by Academic and Professional Matters Committee 3/11/20* <ul style="list-style-type: none"> <li>New AP 3518 Child Abuse Reporting (Second Reading) (<i>attachment 3</i>)</li> </ul>	<i>D/A</i> – Review and approval of administrative procedure approved by the Academic and Professional Matters Committee on 3/11/20 and reviewed by the Chancellor’s Advisory Council on 3/13/20. Dissemination to constituents.	Dorene Novotny
4. Review of proposed revision of board policy (BP) approved by Academic and Professional Matters Committee 4/22/20* <ul style="list-style-type: none"> <li>Revised BP 7211 (formerly BP 4140) Equivalency (<i>attachment 4</i>)</li> </ul>	<i>I</i> – Review of revision to board policy approved by Academic and Professional Matters Committee. Dissemination to constituents.	Mary Pape/ Karen Chow/ Dorene Novotny
5. Budget update	<i>I</i> - Broaden awareness. Provide information for council members to disseminate to constituents.	Susan Cheu
6. Call for 9/17 District Opening Day <i>virtual</i> workshops	<i>I/D</i> – Request of council members to submit/solicit proposals for District Opening Day <i>virtual</i> workshops to the Chancellor’s Office <a href="mailto:norsellpaula@fhda.edu">norsellpaula@fhda.edu</a> to encourage robust attendance and engaged participation from every employee group across the district.	Judy Miner
7. Enrollment management	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner
8. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> <li>District Budget Advisory Committee <a href="http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html">http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html</a></li> <li>Human Resources Advisory Committee/District/District Diversity and Equity Advisory Committee <a href="http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html">http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html</a></li> <li>Educational Technology Advisory Committee <a href="http://ets.fhda.edu/governance-committees/etac/index.html">http://ets.fhda.edu/governance-committees/etac/index.html</a></li> <li>Business Process Alignment Task Force <a href="https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&amp;feedId=14505859">https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&amp;feedId=14505859</a></li> <li>Academic Calendar Exploration and Feasibility Analysis Task Force</li> </ul>	<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
9. Other information and updates	<i>I</i> – Share information for council members to disseminate to constituents.	All

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

- \* Pursuant to [AP 2410 Policy and Administrative Procedure](#), new or revised policies that **only** involve academic and professional matters require approval by the Academic and Professional Matters Committee and review by the Chancellor’s Advisory Council. All other new or revised policies and procedures require approval by the Chancellor’s Advisory Council.



FOOTHILL-DE ANZA  
Community College District  
Office of the Chancellor

**CHANCELLOR'S ADVISORY COUNCIL**  
**Meeting Summary**  
**March 13, 2020**

Present: Roland Amit, Leonardo Blas, Susan Cheu, Karen Chow, Isaac Escoto, Christina Espinosa-Pieb, Genevieve Kolar, Gracian Lecue, Kristy Lisle, Kevin Metcalf, Shelly Michael, Judy Miner, Joe Moreau, Thuy Nguyen, Dorene Novotny, Mary Pape, Tim Shively, David Ulate, Chris White

**1. Welcome and introductions**

Chancellor Miner welcomed council members and guests.

**2. Approval of February 21, 2020, meeting summary**

The February 21, 2020, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

**3. Proposed new board policy (BP) 3518 Child Abuse Reporting and new administrative procedure (AP) 3518 Child Abuse Reporting**

The council reviewed the proposed new board policy and administrative procedure regarding child abuse reporting requirements, which were approved by the Academic and Professional Matters Committee on March 11, 2020. Tim indicated that the Faculty Association would be recommending a small change to the administrative procedure, so approval of such was postponed to the next meeting. The board policy was approved by consensus, and Judy noted that the policy would be presented to the governing board for first reading at the April 6, 2020, meeting.

**4. Enrollment management**

Judy, Joe, Dorene, Susan, Christina, and Thuy provided updates regarding the district's response to rapidly changing recommendations related to the spread of the coronavirus and the status of moving face-to-face classes to alternate methods of instruction for the last two weeks of the winter quarter and beginning of the spring quarter. Shelly asked that district and college leaders communicate with students about their rights during the crisis, and other students in attendance expressed concern about instructors who continue to require students to attend classes in person. Christina asked the students to provide specific information and promised to work to ensure that faculty members offer students reasonable alternatives.

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

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

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>

No report given.

Academic Calendar Exploration and Feasibility Analysis Task Force

No report given.

The meeting adjourned at 1:03 p.m.

DRAFT



**FOOTHILL-DE ANZA  
Community College District**

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Child Abuse Reporting
Code	AP 3518
Status	New
Legal	Family Code Sections 7802, 7807, 7808 Family Code Sections 7820-7829 Family Code Sections 7890 and 7892 Penal Code Sections 261 and 264.1 Penal Code Sections 273a and 273d Penal Code Sections 285, 286, 287, 288, 289 Penal Code Section 647a Penal Code Sections 11164-11174.3 Welfare and Institutions Code Section 300 Welfare and Institutions Code Section 318 Welfare and Institutions Code Section 601
Origin	Legally advised - APM approval 3/11/20, CAC review 3/13/20 - FA request for add'l language - CAC second reading as revised 5/8/20

**The District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include all employees who, within the scope of their employment, have contact with minor students on a regular and continuous basis; this includes faculty, administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.**

**DEFINITIONS:**

**Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).**

**“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/her training and experience, to suspect child abuse” (Penal Code Section 11166(a)).**

**A child protective agency is a police or sheriff’s department, a county probation department, or a county welfare department. The District Police Department is considered a child protective agency (Penal Code Section 11165.9).**

## IMMUNITY:

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his/her identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code Section 11172(e)).

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that report was false. (Penal Code Section 11172(a)).

## REPORTING AND FOLLOW UP:

Mandated reporters must report immediately any reasonable suspicion of child abuse to District Police or a local child protective agency (Department of Family and Children Services Child Abuse and Neglect Center - San Jose Area 408-299-2071/Palo Alto Area 650-493-1186) and follow up with a written report within 36 hours. The written report may be mailed or submitted by facsimile or electronic transmission.

Child abuse reporting forms are available from the District Police Department and the District Office of Human Resources website.

When a college or district administrator releases a minor student to a police officer for the purpose of removing the student from the campus, the administrator shall take immediate steps to notify the parent or guardian regarding the release of the student to the officer, and regarding the place to which the student is reportedly being taken (Education Code Section 87044). This procedure shall apply except when a student has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the administrator shall provide the police officer with the address and telephone number of the student's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency; and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency or police officer who is investigating the known or suspected cause of child abuse (Penal Code Section 11167(b)).

## NOTICE TO EMPLOYEES:

The District shall provide all employees with a statement informing the employee that they may be a mandated reporter and the definition of positions included as mandated reporters. The District will inform the employee of their reporting obligations under Penal Code Section 11166 and of their confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing their employment and as a prerequisite to that employment, employee shall sign and return the statement to the District. The signed statements shall be retained by the District Office of Human Resources in the employee's official personnel file (Penal Code Section 11166.5).

The District will distribute this procedure to all employees and will provide Mandated Reporter information and training on an annual basis



Book	Board Policy
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Equivalency
Code	BP 7211
Status	Up For Revision
Adopted	April 1, 1996
Origin	formerly BP 4140 - Approved by APM 4-22-20
Office	Vice Chancellor Human Resources
Upload	February 18, 2015

In accordance with Education Code Section 87359 and Section 53430 of the California Code of Regulation, Title 5, the Foothill–De Anza Community College District may grant equivalency to the minimum qualifications of a degree and/or experience required for a position to those applicants who provide conclusive evidence of equivalency to the minimum qualifications. Equivalency for degree requirements is based on conclusive evidence, **as determined by the established process of either college** that an applicant possesses the general education and the major course work required for the required degree or clear and verifiable eminence in the discipline. Equivalency for required experience is based on conclusive evidence of mastery of the skills of the vocation for the specific assignment as well as for other courses in the discipline and extensive and diverse knowledge of the working environment of the vocation. **Equivalency, once granted by a college, is granted on a districtwide basis.**

Approved 4/1/96