



## Chancellor's Advisory Council Meeting Agenda – June 10, 2016

Foothill College  
Toyon Room (Room 2020)  
2:45 p.m.

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Welcome	I	Judy Miner
II. Approval of April 15, and May 13, 2016, Meeting Summaries (Attachment 1 and 2)	A	Judy Miner
III. College/District Institutional Effectiveness Goals	I	David Ulate
IV. Board Policies and Administrative Procedures (Attachments 3, 4, and 5) <ul style="list-style-type: none"> <li>• BP 3510 Workplace Violence (formerly BP 4515) – Revised (Third Reading)</li> <li>• AP 3510 Workplace Violence – New (Third Reading)</li> <li>• AP 2410 Policy and Administrative Procedure – Revised (Second Reading)</li> </ul>	D/A	Dorene Novotny  Judy Miner
V. Recognition of Outgoing Chancellor's Advisory Council Members	I	Judy Miner
VI. Other Information and Updates	I	All



**CHANCELLOR'S ADVISORY COUNCIL**  
**Meeting Summary**  
**April 15, 2016**

Present: Judy Miner, Becky Bartindale, Mayra Cruz, Carolyn Holcroft, Leo Contreras, Rich Hansen, Kimberlee Messina, Dorene Novotny, Marisa Spatafore (for Brian Murphy), David Ulate, Breeze Wen Liu, Lindsay West, Chris White

**I. Welcome**

Chancellor Miner welcomed council members.

**II. Approval of February 19, 2016, Meeting Summary**

The February 19, 2016, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus with a correction to show Lorna Maynard in attendance.

**III. Draft District Mission Statement and Strategic Plan Update**

David shared feedback received from the Foothill College Planning and Resource Council (PaRC) and De Anza College College Council regarding the draft district mission statement, and Judy distributed recommended revisions. There was general consensus that the changes Judy suggested improved the statement, but council members expressed concern about the use of the word "citizenry" as it may be perceived to exclude non citizens and suggested "community" as an alternative. In addition, the council agreed to remove "and communities" from the end of the first sentence and substitute "accessible, quality undergraduate education" for "high quality, affordable undergraduate education" in the second sentence. David indicated that he would make the suggested changes and send the revised draft to CAC, PaRC, and College Council for final review with the intent of presenting the statement to the Board of Trustees in June for first reading.

David reported that the Strategic Plan Workgroup is in the process of creating a narrative outline and hopes to have a rough draft available for review at the next CAC meeting.

**IV. Board Policy and Administrative Procedures**

- BP 3510 Workplace Violence (formerly BP 4515) – Revised (Second Reading)
- AP 3510 Workplace Violence – New (Second Reading)

Dorene distributed a revised draft of the workplace violence policy. She noted that in response to feedback received at the last meeting, some of the previous policy language has been added back in to the draft. Dorene asked that constituent groups review both the draft policy and procedure and send suggested changes to her.

- AP 2410 Policy and Administrative Procedure – Revised (First Reading)

Judy reported that the Academic and Professional Matters Committee had recommended the revisions to the procedure to clarify the process used to approve policy and procedure changes. She asked that the draft be shared with constituent groups and advised that the procedure would be presented to CAC for approval at the next meeting.

**V. Feedback from Constituent Groups - Draft District Equal Employment Opportunity (EEO) Plan**

The council approved the draft district Equal Employment Opportunity Plan by consensus. Dorene advised that the plan would be presented to the Board of Trustees for approval at the May 2, 2016, meeting.

**VI. District Diversity and Equity Advisory Committee Requests**

- Change in membership
- Diversity statement prompt for all applications – to encourage additional in-depth response to commitment to diversity/equity.
- Eliminate requirement for official transcripts at time of application; instead require prior to offer of employment.

The council reviewed the District Diversity and Equity Advisory Committee (DDEAC) requests. Council members recommended changing the membership document to remove the bullet from the statement “\*These positions would be filled by the ‘Equity Tri-chairs’ at Foothill and the equivalent positions from De Anza” and to move the statement to the bottom of the membership list. Judy suggested that each of the college positions be listed separately for clarity, and Dorene agreed to do so on the website list. The DDEAC requests were approved by consensus.

**VII. Call for District Opening Day Workshops**

Mayra and Judy spoke about building upon the equity work of the last few years with an open day theme that employs counter storytelling to help break through unconscious bias and stereotypes and to serve as an intersection between civic engagement and equity. Judy asked council members to consider opening day workshops that would give employees specific actions or strategies they could apply related to equity and indicated that a request for workshop proposals would be sent out by email soon. She noted that a new format for opening day with a shorter plenary session and two sets of workshops is under consideration.

**VIII. Plans for Sunnyvale Education Center**

Kimberlee shared plans for the Sunnyvale Education Center, which include a one-year code camp for recent high school graduates, a one-year accounting program with a Friday/Saturday schedule option, continuance of the existing programs currently housed at the Middlefield Campus, and complementary courses offered Mission College. Mayra spoke of the need in the community for the Spanish-speaking population to engage in literacy development and suggested that the Mexican consulate could serve as a partner.

**VI. Other Information and Updates**

Breeze reported that the Associated Students of Foothill College will hold elections in May, and Dorene and Rich commented regarding negotiations.

The meeting adjourned at 4:00 p.m.



**CHANCELLOR'S ADVISORY COUNCIL**  
**Meeting Summary**  
**May 13, 2016**

(Note: No physical meeting was held. An electronic vote was conducted on the board policy referenced herein.)

**I. Board Policy 1200 Mission of the Foothill-De Anza Community College District - (Revised)**

On May 9, 2016, proposed revised board policy (BP) 1200 Mission of the Foothill-De Anza Community College District was distributed to the Chancellor's Advisory Council by email for review. The email message that accompanied the revised policy explained that in order to meet the review timeline and allow the Board of Trustees to have a first reading at the June 13 meeting, the mission statement needed the council's approval prior to the next scheduled Chancellor's Advisory Council meeting. Council members were asked to identify any concerns requiring further discussion by May 13, 2016.

As no objections were received by the deadline, the policy was approved by consensus to be presented to the Board of Trustees for first reading.



FOOTHILL-DE ANZA  
Community College District

***DRAFT – Revised (Legally Required)***

Book	Board Policy
Section	<del>Chapter 7 – Human Resources (including former Article 4 – Personnel)</del> <b><u>Chapter 3 General Institution</u></b>
Title	<del>Prevention of</del> <b><u>Workplace Violence</u></b>
Number	BP 4515 <b><u>3510</u></b>
Status	Active
Legal	<a href="#">Cal/OSHA: Labor Code Sections 6300 et seq.</a> <a href="#">8 California Code of Regulations Section 3203</a> <a href="#">"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8)</a> <a href="#">"Workplace Violence Safety Act of 1994" (Penal Code Section 273.6)</a>
Adopted	October 21, 1996
Last Revised	November 5, 2001

**The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence.** ~~The Foothill-De Anza Community College District is committed to providing and maintaining a respectful environment that is conducive to working and learning for all members of the educational community. The District will make every reasonable effort to provide a safe and healthy working environment for its employees and a safe and healthy learning environment for students and visitors, in accordance with local, state and federal laws and regulations. In keeping with this commitment, it is the District's policy to strictly prohibit acts and threats of violence. This includes acts and threats that are intended to damage property or to intimidate, harass and/or coerce others. The prohibition of acts and threats of violence also includes any act, behavior or communication that is abusive, threatening or disruptive to the work, education or well-being of any individual or group of individuals employed by, enrolled in or visiting the District.~~

**The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence. The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.**

~~Workplace violence is cause for disciplinary action including, but not limited to, termination of employment or expulsion from District premises. Violators may also be subject to criminal prosecution. Foothill-De Anza Community College District seeks to provide a safe work environment to the full extent required by law and does not intend to create an obligation on the part of the District to take any actions beyond those required by law.~~

~~Persons who commit violent acts or threats on District premises shall be removed from the premises as quickly as~~

~~safety permits. The District reserves the right to refuse entry to District premises to such individuals, pending the outcome of an investigation into a reported incident.~~

~~Once a threat has been substantiated, the District will notify the person responsible that he or she will be held accountable for the action. The District will implement timely and appropriate responses, as necessary.~~

~~Existing District policies and procedures may not be used in any manner that interferes with a timely and appropriate response.~~

Approved 10/21/96

Amended 11/5/01



FOOTHILL-DE ANZA  
Community College District

***DRAFT – Revised (Legally Required)***

Book	Board Policy
Section	<del>Chapter 7 – Human Resources (including former Article 4 – Personnel)</del> <b><u>Chapter 3 General Institution</u></b>
Title	<b><u>Critical Violence in the Workplace</u></b>
Number	BP 4515 <b><u>3510</u></b>
Status	Active
Legal	<a href="#">Cal/OSHA: Labor Code Sections 6300 et seq.</a> <a href="#">8 California Code of Regulations Section 3203</a> <a href="#">"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8)</a> <a href="#">"Workplace Violence Safety Act of 1994" (Penal Code Section 273.6)</a>
Adopted	October 21, 1996
Last Revised	November 5, 2001

The Board is committed to providing a work and learning environment that is free from violence and the threat of violence. In accordance with local, state, and federal laws and regulations, the District will make every reasonable effort to provide a safe and healthy working environment for its employees and a safe and healthy learning environment for students and visitors.

This policy prioritizes the effective handling of incidents of critical workplace violence that are intended to physically harm others or to damage property, including those of actual physical violence or of behavior which reasonably may be considered to threaten physical violence.

The Chancellor shall establish administrative procedures informing employees with regard to what actions will be considered acts of critical violence and encouraging any employee who is the victim of critical violent conduct in the workplace, or is a witness to critical violent conduct, to report the matter to appropriate authorities in and outside the workplace with assurance that there will be no retaliation for reporting such incidents.

Acts of critical workplace violence may be cause for disciplinary action including, but not limited to, termination of employment or expulsion from district premises. Violators may also be subject to criminal prosecution.

~~The Foothill De Anza Community College District is committed to providing and maintaining a respectful environment that is conducive to working and learning for all members of the educational community. The District will make every reasonable effort to provide a safe and healthy working environment for its employees and a safe and healthy learning environment for students and visitors, in accordance with local, state and federal laws and regulations.~~

~~In keeping with this commitment, it is the District's policy to strictly prohibit acts and threats of violence. This includes acts and threats that are intended to damage property or to intimidate, harass and/or coerce others. The prohibition of acts and threats of violence also includes any act, behavior or communication that is abusive, threatening or disruptive to the work, education or well-being of any individual or group of individuals employed by, enrolled in or visiting the District.~~

~~Workplace violence is cause for disciplinary action including, but not limited to, termination of employment or expulsion from District premises. Violators may also be subject to criminal prosecution. Foothill De Anza Community College District seeks to provide a safe work environment to the full extent required by law and does not intend to create an obligation on the part of the District to take any actions beyond those required by law.~~

~~Persons who commit violent acts or threats on District premises shall be removed from the premises as quickly as safety permits. The District reserves the right to refuse entry to District premises to such individuals, pending the outcome of an investigation into a reported incident.~~

~~Once a threat has been substantiated, the District will notify the person responsible that he or she will be held accountable for the action. The District will implement timely and appropriate responses, as necessary.~~

~~Existing District policies and procedures may not be used in any manner that interferes with a timely and appropriate response.~~

Approved 10/21/96  
Amended 11/5/01





FOOTHILL-DE ANZA  
Community College District

***DRAFT – New (Legally Required)***

Book Administrative Procedure

Section **Chapter 3 General Institution**

Title **Workplace Violence**

Number **AP 3510**

Legal [Penal Code Sections 626.9 and 626.10](#)  
[Cal/OSHA; Labor Code Sections 6300 et seq.](#)  
[Title 8 Section 3203](#)  
[Code of Civil Procedure Section 527.8](#)  
[Penal Code Sections 273.6, 626.9 and 626.10](#)

Adopted **New**

Last Revised \_\_\_\_\_

**The District is committed to providing a work environment that is free of violence and the threat of violence. In keeping with this commitment, acts and threats of violence towards others or district property is strictly prohibited. The district's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence, and in implementing measures to inform its employees of violence awareness and prevention, and responding to violence in the workplace.**

**Responding to Threats of Violence**

**A top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.**

**Violence or the threat of violence against or by any employee of the District or any other person is unacceptable. Threats may be delivered in a variety of methods including but not limited to:**

- **In person**
- **Via email**
- **Via telephone**
- **In writing**
- **Via social media**
- **Threatening non-verbal behavior**

**Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.**

Should an employee, during working hours or in connection with his/her employment, demonstrate or threaten violent behavior he/she may be subject to disciplinary action and/or criminal prosecution.

The following are examples of actions that are considered an act of violence or threat of violence:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other weapon, including but not limited to any facsimile firearm, knife, explosive, or weapon, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District administrator or other authorized representative to have such a weapon, or is a duly appointed peace officer who is engaged in the performance of his/her duties.
- Possession, use, or threat of use, of any dirk, dagger, ice pick, knife, or similar item having a fixed blade longer than 2½ inches on district property or while engaged in activities for the district in other locations, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District administrator or other authorized representative to have such a weapon, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or administrator or designated campus or central services administrator. An employee shall also have the option at any time to file a report with district police.

Designated campus and central services administrators:

1. Central Services - Director of Human Resources 650.949.6210
2. Foothill College - Vice President of Student Services 650.949.7325
3. De Anza College - Vice President of Student Services 408.864.8330

Campus Police:

4. District/Campus Police, 650.949.7313

Any employee, acting in good faith, who initiates a complaint or reports an incident under this policy is protected from retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event there is credible fear for the safety of the perpetrator or the safety of others at the scene of a violent act, District Police shall be called.

### Informing and Educating Employees

The District will disseminate information regarding District policies and appropriate procedures on workplace violence to all employees. The District will also provide resources for preventing workplace violence and responding to violence or the threat of violence to all employees.



Book	Administrative Procedures
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Policy and Administrative Procedure
Number	AP 2410
Status	Active
Legal	<a href="#">ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b &amp; e)</a> <a href="#">Education Code Section 70902</a>
Adopted	October 18, 2013

Recommendations for new board policies and administrative procedures or changes to existing policies and procedures shall be submitted to the Chancellor for evaluation by the Chancellor's Cabinet and subsequent review by the Chancellor's Advisory Council. If any part of the proposed change involves an academic and professional matter or a collective bargaining issue, the recommendation will be referred to the Academic and Professional Matters Committee or the appropriate employee bargaining unit(s) prior to Chancellor's Advisory Council review.

New and revised administrative procedures **involving academic and professional matters shall be effective after approval of the Academic and Professional Matters Committee and review by the Chancellor's Advisory Council. All other new and revised administrative procedures** shall be effective upon approval by the Chancellor's Advisory Council. New and revised board policies shall not be operable until approved by the Board of Trustees.

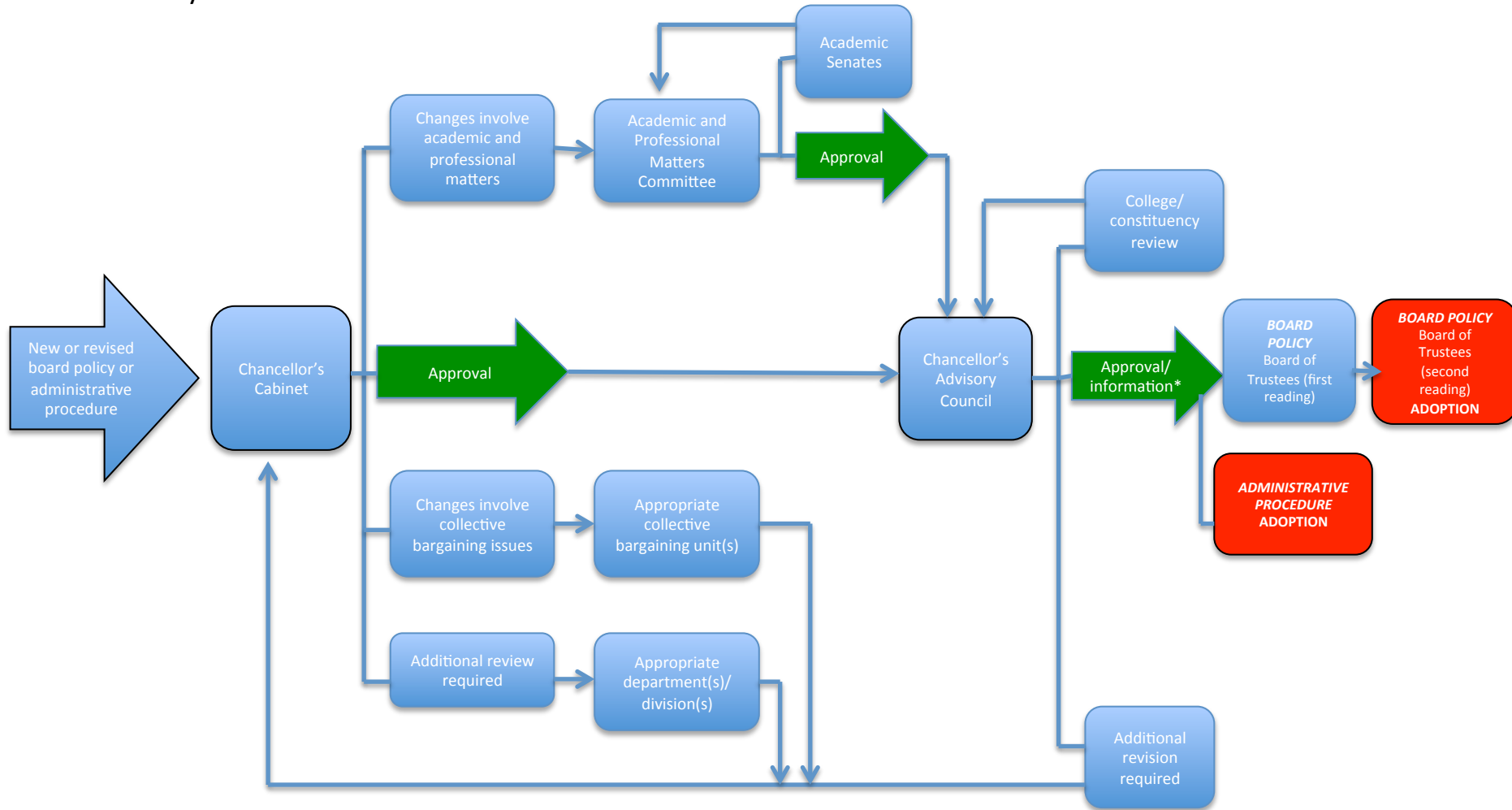
[See Board Policy 2410 Policy and Administrative Procedure](#)

Approved by the Chancellor's Advisory Council 10/18/13

# Addendum – AP 2410

## Foothill-De Anza Community College District

### Board Policy and Administrative Procedure Review Process



\*Chancellor's Advisory Council (CAC) approves new and revised policies and procedures unless the change involves only academic and professional matters. In such cases, CAC provides a review of the change for information and dissemination to constituents, but does not approve.