



Chancellor's Advisory Council

Meeting Agenda

June 10, 2022, 9:00-10:30 a.m.

Zoom

<https://fhda-edu.zoom.us/j/97343168778?pwd=KzBtNlZ6a0JGemNJaUdnM1RwWU1Bdz09>

(information to connect by phone below)

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 May 20, 2022, meeting summary (<i>to be distributed</i>)	<i>A</i> – Provide accurate record of previous meeting.	Judy Miner
3. District initiatives update (standing item) <ul style="list-style-type: none"> • Reimagining Foothill-De Anza • Affordable Housing Task Force update 	<i>I/D</i> – Broaden awareness regarding districtwide initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner Anu Khanna Eric Reed
4. Proposed revised board policy (BP) and new and revised administrative procedures (AP) recommended by the Academic and Professional Matters Committee (second reading) (<i>attachments 4a-c</i>) <ul style="list-style-type: none"> • BP 7210 (formerly BP 4155) Academic Employees (revised) • AP 4225 Course Repetition (revised) • AP 5013 Admissions and Concurrent Enrollment of Adult Education Students as Special Admits (new) 	<i>I</i> – Review of policy and procedures approved by the Academic and Professional Matters Committee for dissemination to constituents. (<i>Note: Pursuant to administrative procedure 2410, procedures involving academic and professional matters are effective after approval by the Academic and Professional Matters Committee and review by the Chancellor's Advisory Council. Board policies are not effective until approved by the Board of Trustees.</i>)	Karen Chow
5. Proposed revised board policy (BP) and new administrative procedure (AP) (second reading) (<i>attachments 5a-b</i>) <ul style="list-style-type: none"> • BP 6870 (formerly BP 3320) Police Department (revised) • AP 6870 Police Department (new) 	<i>D/A</i> – Hear any feedback from constituency groups and approve. (<i>Note: Pursuant to administrative procedure 2410, administrative procedures that do not involve academic and professional matters are effective upon approval of the Chancellor's Advisory Council. Board policies are not effective until approved by the Board of Trustees.</i>)	Susan Cheu
6. Review of draft timeline and committee charter for the chancellor search (<i>to be distributed</i>)	<i>I/D</i> – Review and feedback regarding the proposed timeline and committee charter for the chancellor search	Judy Miner
7. Board of Trustees Priorities 2021-22 (standing item)	<i>I/D</i> – Gain understanding of 2021-22 priorities adopted by the Board of Trustees and how the priorities are being implemented at the colleges and Central Services. Provide feedback, and share information with constituents.	Judy Miner
8. Enrollment management (standing item)	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Bernadine Fong Lloyd Holmes
9. District governance evaluation survey – Please complete by Friday	<i>I</i> – Final request that council members complete the district governance evaluation survey.	David Ulate
10. Reminder – District Opening Day workshop proposals needed by July 1	<i>I</i> - Request of council members to submit/solicit proposals for District Opening Day workshops to encourage robust attendance and engaged participation from every employee group across the district.	Judy Miner
11. Recognition of outgoing council members	<i>I</i> – Acknowledgement of service to district and constituents.	Judy Miner
12. District Governance Committee/Constituent Group Reports	<i>I</i> – Broaden awareness. Provide information for council members to disseminate to constituents	All

<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 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 	<p>about work/actions of districtwide governance groups and constituent groups.</p>	
<p>13. Dates to remember/other information and updates</p>	<p><i>I</i> – Share information for council members to disseminate to constituents.</p>	<p>All</p>

I – Information, D – Discussion, A – Action

2021-22 Chancellor's Advisory Council meeting dates:

October 22, 2021	March 11, 2022
November 12, 2021	April 15, 2022
January 14, 2022	May 20, 2022
February 11, 2022	June 10, 2022

Judy Miner is inviting you to a scheduled Zoom meeting.

Topic: Chancellor's Advisory Council

Time: Jun 10, 2022 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/97343168778?pwd=KzBtNlZ6a0JGcmNJaUdnMlRwWU1Bdz09>

Meeting ID: 973 4316 8778

Passcode: 087178

One tap mobile

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Meeting ID: 973 4316 8778

Find your local number: <https://fhda-edu.zoom.us/u/aHqGWxmg>



FOOTHILL-DE ANZA
Community College District
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
May 20, 2022

Present: Cheryl Balm, Susan Cheu, Karen Chow, Jory Hadsell, Lloyd Holmes, Kathryn Maurer, Kevin Metcalf, Judy Miner, Mallory Newell, Scott Olsen, Elvin Ramos, Stanley Saraos, Tim Shively, Kevin Strauss, Sarah Wallace, Myisha Washington

Guests: Daniel Acosta, Ayah All-Ahmad, Becky Bartindale, Christina Espinosa-Pieb, Anu Khanna, Carla Maitland, Eric Reed, David Ulate

1. Welcome and introductions

Vice Chancellor of Business Services Susan Cheu welcomed council members and guests.

2. Approval of March 11, 2022, meeting summary

The April 15, 2022, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. Feedback/approval of draft revised board policies

BP 2010 Board Membership (revised)

BP 2100 Board Elections (revised)

BP 2310 Regular Meetings (revised)

Board policies 2010, 2100, and 2310 were approved by consensus. The revised policies will be presented to the Board of Trustees for first and second reading.

4. Proposed revised board policy (BP) and new and revised administrative procedures (AP) recommended by the Academic and Professional Matters Committee

BP 7210 (formerly BP 4155) Academic Employees (revised)

Karen reported that there had been a lot of input from both the Faculty Association and the academic senates on BP 7210.

AP 4225 Course Repetition (revised)

The council reviewed the procedure and had no comments.

AP 5013 Admissions and Concurrent Enrollment of Adult Education Students as Special Admits (new)

Eric pointed out a typo in the first paragraph of the procedure, which Susan indicated would be corrected. Cheryl mentioned that there had been discussion at either a De Anza Academic Senate meeting or an Academic and Professional Matters Committee meeting of possible confusion of the term “special admits” with special education. She suggested adding a definition of special admit to the procedure. [Note: The suggestion to add language to the procedure defining special admits was considered at the June 8, 2022, Academic and Professional Matters Committee. The committee determined that information on the college websites and marketing materials could be worded in such a way as to clear up any potential confusion, and no changes to the procedure were recommended.]

Susan advised that the BP 7210, AP 4225, and AP 5013 would be presented for a second reading of the Chancellor’s Advisory Council at the June meeting.

5. **Proposed revised administrative procedure (AP)**

AP 3507 COVID-19 Vaccination Requirement

The council reviewed the survey results submitted by Consultation Task Force members and the proposal to change the requirement for indoor face coverings in AP 3507 to a strong recommendation as of June 24, 2022. Susan explained that the change to optional masking is in line with current county recommendations.

Cheryl asked if faculty will be given individual purview over their classrooms to require masks or if students will have the right to attend unmasked. She noted that her personal experience from being on campus is that students would benefit from a mental health perspective if they were able to see facial expressions and emotional output. Lloyd responded that if a faculty member wants to require masking, they could include the requirement in their syllabus. Christina commented that the requirement would also need to be added as a footnote, so the information is available when a student registers. She added that it would be a lot of extra work for the schedulers, and it would be more enforceable if there were a districtwide policy behind it.

Tim suggested that more people would be willing to come back to campus if the mask mandate stays in place and commented that enforcement of mask requirements in individual classrooms would be a nightmare. Kathryn also expressed concern about masking requirements being left up to individual faculty members because of the conflicts that have arisen in society.

Jory questioned whether the council might be willing to drop the indoor mask requirement for fall quarter, if not for summer, since the colleges are pushing for more enrollment and a sense of normalcy, and the country as a whole is moving away from mandates.

In response to a question from Scott, Myisha indicated that most of the employee cases of COVID-19 reported to Human Resources do not appear to have resulted from on-site exposures.

After a lengthy discussion, the council was unable to reach consensus. Susan agreed to share the council's discussion with the chancellor, who will make the final decision. [Note: Following consideration of the council's discussion, Judy sent a districtwide announcement on May 24, 2022, noting the following changes to the second paragraph of AP 3507: "Face coverings are required ~~in all indoor settings except as specified in federal, state, and local public health agency guidelines~~ **indoors for classes and public-facing services**. Face coverings are highly recommended and may be required by staff in outdoor settings where social distancing cannot be maintained. The district's requirements regarding face coverings will follow the guidelines of federal, state, and local public health agencies, which may be relaxed or strengthened from time to time. In the event that the directives of federal, state, and local governing public health agencies differ, the District will comply with the most stringent or restrictive mandate **or practice.**"]

6. Proposed revised board policy (BP) and new administrative procedure (AP)

BP 6870 (formerly BP 3320) Police Department (revised)
AP 6870 Police Department (new)

Susan explained that the change to BP 6870 was prompted by a new law in place as of January that requires public entities to follow a strict procedure to get approval for purchase of any military equipment. She noted that the "military equipment" the district police department is interested in having approved is a bean bag gun. Danny reported that the Police Chief's Advisory Committee reviewed the policy and procedure.

Susan advised that the BP and AP 6870 would be presented for a second reading of the Chancellor's Advisory Council at the June meeting.

4. District initiatives update

Affordable Housing Task Force update

Eric advised that the task force is scheduled to meet today and will welcome Julia Rapoza, who will be representing the Associated Students of Foothill College, and Mark Landefeld, who will be representing the De Anza College Academic Senate. He noted that the task force will be reviewing two feasibility study contractors, so the district will be ready to move forward should the grant money for the on-campus feasibility studies be approved in the state budget.

5. Board of Trustees Priorities 2021-22

There were no questions or comments.

6. Enrollment management

Lloyd reported that full time equivalent student (FTES) enrollment for spring has decreased 11.6 percent districtwide when compared to last year. Kathryn indicated that Foothill has started a Scheduling Task Force to discuss ways to increase enrollment, productivity, and an on-campus presence. Anu advised that a district Enrollment

Management Committee is in the planning stages, and she hopes to get the structure set up in the summer and start meeting in the fall.

7. District Governance Committee/Constituent Group Reports

District Budget Advisory Committee <http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html>

Susan reported that the District Budget Advisory Committee will be meeting May 24, 2022, to discuss the Governor's 2022-23 Revised Budget Proposal. She stated that the governor's proposal would increase the district's base funding and includes a cost of living adjustment of 6.56 percent, but she cautioned that it is just a proposal and needs to be negotiated with the legislature.

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>

No report provided.

Educational Technology Advisory Committee <http://ets.fhda.edu/governance-committees/etac/index.html>

Jory advised that the Educational Technology Advisory Committee has been discussing security protocols, including multi factor authentication, which is being tested by more than 400 users who have access to sensitive data.

8. Dates to remember/other information and updates

David reported that an evaluation survey of districtwide governance committees, which is usually conducted every two years, will be sent out to council members in the near future.

Karen shared a link to events planned for Asian American Pacific Islander Heritage Month at De Anza College (<https://www.deanza.edu/apasa/events/heritage>), and Becky shared information regarding Foothill College Theatre performance of Radium Girls (<https://foothill.edu/theatre/productions/radium-girls.html>) and links to end-of-year events at both colleges (<https://foothill.edu/graduation/celebrations.html> and <https://www.deanza.edu/graduation/celebrations>).

The meeting adjourned at 10:21 a.m.



FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Academic Employees (formerly Faculty Employees)
Code	BP 7210 (formerly BP 4155)
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 51025 Education Code Sections 87000 et seq Education Code Sections 87400 et seq. Education Code Sections 87419.1 Education Code Sections 87482.8 Education Code Sections 87600 et seq.
Adopted	November 21, 1962
Last Revised	November 18, 1996
Origin	Legally required - Update language and policy number - Approved by APM 4/20/22, reviewed by CAC 5/20/22
Office	Vice Chancellor Human Resources
Upload	February 18, 2015

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been approved by the Board of Governors for the California Community Colleges.

Educational administrator means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.

Faculty are those employees who are employed **by the District** in academic positions that are not designated as supervisory or management ~~and for which minimum qualifications for service have been established.~~ **Faculty positions include, but are not limited to, instructors, librarians, counselors, as well as professionals in health services, equity, professional development, Disabled Students Programs and Services, and Extended Opportunity Programs and Services.**

~~A~~ A full time faculty member is one who is employed to perform a full load of instruction, counseling or direct assistance with learning resources. In addition to ~~classroom instruction, counseling or student and learning resource services,~~ **these duties**, full time faculty are expected to hold regularly scheduled office hours, participate in the governance of the college/district and provide

service to the Foothill-De Anza community as well as other related professional activities including, but not limited to, curriculum planning, professional growth activities, and participation in student activities as appropriate.

~~B)~~ A part time faculty member is one who is employed for less than ~~60%~~ **67 percent** of the annual load of scheduled duties (assigned teaching, counseling, or librarianship) for a full time faculty member having comparable duties.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established in the collective bargaining agreement for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. Tenure will be granted upon final approval of the Board of Trustees.

The District may employ full-time temporary or part-time temporary faculty from time to time as required by the interests of the District and in accordance with the requirements of the Education Code. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty, and such hiring is in accordance with the District administrative hiring procedure.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75 percent of total faculty work load hours taught by full-time faculty.

~~Terms and conditions of faculty employment are negotiated with the Foothill-De Anza Faculty Association.~~

**Education Code Sections 87000 et seq., 87400 et seq., 87419.1, 87600 et seq., 87482.8
California Code of Regulations Title 5, Section 51025**

Approved 11/21/62

Amended 4/6/64; 2/3/75; 6/28/76; 11/18/96



**FOOTHILL-DE ANZA
Community College District**

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Course Repetition
Code	AP 4225
Status	Up For Revision
Legal	Education Code Section 76224 California Code of Regulations, Title 5, Section 55040 California Code of Regulations, Title 5, Section 55041 California Code of Regulations, Title 5, Section 55042 California Code of Regulations, Title 5, Section 55043 California Code of Regulations, Title 5, Section 55044 California Code of Regulations, Title 5, Section 55045 California Code of Regulations, Title 5, Section 55253 California Code of Regulations, Title 5, Section 56029 California Code of Regulations, Title 5, Section 58161
Adopted	July 1, 2002
Last Revised	March 14, 2014
Origin	Legally required - formerly AP 6124 - Update to Community College League of California template language pursuant to 4/21/21 APM discussion - Revised by N. Galoyan and A. Cervantes - Approved by APM 4/20/22
Office	Academic and Professional Matters Committee
Upload	February 25, 2015

Students may petition for approval to repeat up to a total of three of the following courses:

- **Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;**
- **Intercollegiate athletics courses; and**
- **Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than six times for quarter courses.**

Students may enroll in activity courses in physical education, visual arts, or performing arts that are related in content, also known as course families. Such courses may not be repeated for more than six quarters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition due to extenuating circumstances.

Petition for approval

For De Anza College: <https://www.deanza.edu/admissions/forms/petition-for-exception>

For Foothill College: <https://foothill.edu/reg/registration/repeat.html>

Repetition to Alleviate Substandard Work

When a student repeats a course **designated as repeatable** to alleviate substandard academic work (**a "D," "F," "FW," "NP," or "NC"**), the previous grade and credit shall be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions beyond a maximum of two times within the Foothill-De Anza Community College District. This total includes all attempts in which a student has received a "W" or a substandard academic notation. **No more than two substandard grades may be alleviated.**

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

All grades and credits earned shall remain legible on the student's permanent academic record, ensuring a true and complete academic history.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

This procedure shall not conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

Circumstances under which students may repeat courses in which a C or better grade was earned.

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition. Such course repetition requires a finding that circumstances exist which justify such repetition pursuant to sections 55041-55045 of Title 5. Grades awarded for courses repeated under these provisions ~~shall~~ **may** replace the prior grade when calculating the student's grade point average.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students are allowed to repeat an ~~occupational-cooperative~~ work experience course ~~if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may repeat this course~~ **pursuant to District policy** any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a).

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of six courses designated as repeatable, also known as course families, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of six active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, also known as course families, including a courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments.

Petition for approval

For De Anza College: <https://www.deanza.edu/admissions/forms/petition-for-exception>

For Foothill College: <https://foothill.edu/reg/registration/repeat.html>

The process for petitioning for approval includes:

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time (36 months) or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average.
- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times.

Petition for approval

For De Anza College: <https://www.deanza.edu/admissions/forms/petition-for-exception>

For Foothill College: <https://foothill.edu/reg/registration/repeat.html>

See Board Policy 4225 Course Repetition to Alleviate a Grade for Substandard Academic Work

Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 7/11, 6/22/12
Renumbered 3/14/14 (formerly AP 6124)



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Admission and Concurrent Enrollment of Adult Education Students as Special Admits
Code	AP 5013
Status	New
Legal	Education Code Section 52620 Education Code Section 76001 Education Code Section 76002

Any student in an adult education program administered by a school district or noncredit program administered by a community college district or any student currently enrolled in an adult school that is pursuing a high school diploma or high school equivalency certificate and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance is eligible to attend as an adult school special admit part-time student.

The Vice President of Student Services or designee maintains records of enrollment for adult school special admit part-time and full-time students for state apportionment purposes.

In order to claim apportionment for adult school special admit students, the following criteria are met:

a. The class is open to the general public

b. The class is advertised as open to the general public in one or more of the following:

- **The college catalog**
- **The regular schedule of classes**
- **An addendum to the catalog or schedule**

If the decision to offer a class, other than a contract education class, on a high school campus is made after publication of the regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students, unless it is a contract education course for which the district does not claim apportionment.

Adult School Special Admit Part-Time Student

To be considered for admittance as an adult school special admit part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission is subject to seat availability. The student must submit:

- **application for admission**
- **a completed special admit and adult school student dual enrollment form**

In order to be admitted as an adult school special admit part-time student, a student must be attending an adult school.

Special admit adult school part-time students may enroll in up to 11 units per quarter and 6 units in the summer, at the community college.

Adult School Special Admit Full-Time Student

To be considered for admission as an adult school special admit full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Admission is subject to seat availability. The student must submit:

- application for admission
- a completed special admit and adult school student dual enrollment form, which consists of a written and signed acknowledgment of the student's adult school counselor or program coordinator
- written recommendation and approval of the governing board of the school district of attendance

The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from full-time instruction.

Adult School Special Admit Student for Summer Session

To be considered for admission as an adult school special admit student for summer session, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

The student must submit:

- application for admission;
- a completed special admit and adult school student dual enrollment form, which consists of a written and signed approval of the student's adult school

All required documents shall be sent to the Admissions Office.

[See Board Policy 5010 Admissions and Concurrent Enrollment](#)



**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Police Department
Code	BP 6870 (formerly BP 3320)
Status	Up For Revision
Legal	California Education Code 72330 et seq. Government Code 7070 et seq. Government Code Sections 3300 et seq.
Adopted	July 12, 2004
Origin	Legally required - Formerly BP 3320 - CCLC BP 7600 Template - Update to reflect CCLC policy number and recommended language and add language re use of military equipment
Office	Vice Chancellor Business Services
Upload	February 17, 2015

CCLC NOTE: The U.S. Department of Education and the U.S. Justice Department issued a “Dear Colleague” letter on September 8, 2016, addressing Campus Policing. In this letter, colleges with police departments are advised to review the Final Report of the President’s Task Force on 21st Century Policing and adopt and implement the recommendations contained in the Final Report as part of local campus policing efforts.

The Board has established a police department under the supervision of the **Chief of Police** ~~Director for District Safety and Security~~, who shall report directly to the Vice Chancellor for Business Services. The **purpose of the** department ~~shall have jurisdiction is~~ to enforce the law on or near the campuses and other grounds or properties owned, operated, controlled, or administered by the District **or by the State acting on behalf of the district**.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830, et seq.

The Chancellor shall establish minimum qualifications of employment for the **Chief of Police** ~~Director for District Safety and Security~~ including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers’ Standards and Training.

The Vice Chancellor for Business Services shall ensure that every member of the police department **first** employed by the District **before July 1, 1999**, satisfies the requirements of state law regarding qualifications for continued employment.

Every member of the police department shall be issued a suitable identification card and badge bearing the words “Foothill-De Anza Community College District Police **Department**.”

The Vice Chancellor for Business Services, in cooperation with the **Chief of Police** ~~Director for District Safety and Security~~, shall issue such other regulations as may be necessary for the effective administration of the police department.

CCLC NOTE: Government Code Section 7070 requires the police department to submit to the Board a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. This requirement is effective January 1, 2022.

Use of Military Equipment

The Chief of Police shall obtain approval from the Board of Trustees to adopt a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. The Chancellor shall submit the proposed military equipment policy to the Board of Trustees and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue. The Board of Trustees shall consider the proposed military equipment policy as an agenda item for an open session meeting in accordance with the Brown Act.

See Administrative Procedure 6870 Police Department

Approved 7/12/04



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	Police Department
Code	AP 6870
Status	New
Legal	Education Code Sections 72330 et seq. Government Code Sections 3300 et seq. Government Code Sections 7070 et seq.
Origin	Legally advised - CCLC AP 7600 template

The Chancellor is delegated the responsibility to establish minimum qualifications of employment for the District Chief of Police including but not limited to the conditions contained in Board Policy (see BP 7600 Police Department).

Every member of the police department first employed by the District before July 1, 1999, must, in order to retain employment, meet the requirements of Education Code Section 72330.2, including but not limited to:

- **Submission of one copy of his/her/their fingerprints which shall be forwarded to the Federal Bureau of Investigation,**
- **A determination that the employee is not a person prohibited from employment by a California community college district, and**
- **If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm.**

Every member of the district police shall be supplied with, and authorized to wear, a badge bearing words “Foothill-De Anza Community College District Police.” Every member of the college police shall be issued a suitable identification card.

Salaries for district police shall be established after appropriate negotiations with their exclusive representative.

The Vice Chancellor of Business Services, in cooperation with the Chief of Police, shall issue such other regulations as may be necessary for the administration of the district police, including:

- **Schedules and shifts**
- **Call back procedures**
- **Weapons practices**
- **Use of vehicles**
- **Pursuit practices**
- **Training**

The District Police shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- **Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault,**
- **Geographical boundaries of the operational responsibilities, and**
- **Mutual aid procedures.**

CCLC NOTE: Government Code Section 7286 requires districts that have a police department, to have a “policy” (in the non-technical sense of the word) regarding use of force. This requirement is effective January 1, 2021. Districts should include a use of force guide in their local District’s police department manual or operational guideline.*

*The Policy & Procedure Service has information available about the minimum elements required for such a use of force guideline or inserting into the District’s police department manual. This guide may be subject to collective bargaining.

CCLC NOTE: Government Code Section 7070 requires the police department to submit to the Board a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. This requirement is effective January 1, 2022.

Use of Military Equipment

The Chief of Police shall obtain approval from the Board of Trustees to adopt a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. The Chief of Police shall submit the proposed military equipment policy to the Board of Trustees and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue. The Board of Trustees shall consider the proposed military equipment policy as an agenda item for an open session meeting in accordance with the Brown Act.

If the police department receives approval for the military equipment use policy, it shall submit to the Board of Trustees an annual military equipment report for each type of military equipment approved by the Board of Trustees within one year of approval, and annually thereafter for as long as the military equipment is available for use. The police department shall also make each annual military equipment report available on its internet website for as long as the military equipment is available for use. The Board of Trustees shall annually review the policy and either disapprove a renewal of the authorization of the military equipment use policy or amend the policy if it determines that the military equipment does not comply with the standards set forth state law.

See Board Policy 6870 Police Department



Draft
Chancellor Search Timeline

DATE	ACTION
June 10, 2022	Chancellor's Advisory Council reviews draft search timeline and committee charter
June 13	Board discusses/approves draft timeline and search committee charter and appoints subcommittee to interview and select search firm
July 11	Requests for proposals sent to search firms
August 1	Proposals due from search firms
August 8	Board subcommittee interviews and selects search firm, and Board assigns recruitment to search committee and search firm
October 3	Request to governance groups to nominate search committee representatives
October 24	Deadline to nominate search committee representatives
October 24-28	Seek input for chancellor profile from participatory governance groups, Chancellor's Cabinet, Foundation Board and Commissions, open forums
November 7	Board appoints trustee members of search committee, designates committee chair, and confirms faculty, staff, student, and community search committee members
December 12	Board reviews and adopts draft profile and announcement
January 9-March 10, 2023	Recruitment
March 13-20	Screening of applications
March 21	Search committee selects candidates to interview and develops and approves interview questions and protocols
Week of April 17	Search committee interviews and selects finalists to recommend to the Board
April 21	Board reviews finalists' application material, and finalists are announced
Week of May 1	Finalists visit district --Public forums, Chancellor's Cabinet interviews, board interviews
May 5	Special closed session to select candidates for site visit(s)
Week of May 15	Board representative(s) conduct site visit(s)
May 22	Special closed session to report on site visit(s)
June 12 or earlier	Board appoints Chancellor

Chancellor Search Committee Charter - DRAFT

Chair	An elected Trustee designated by the Board.
Members	<p>The committee will be composed of 16 members appointed by the Board:</p> <ul style="list-style-type: none"> 2 elected Trustees 3 faculty members recommended by the Board President following nomination by the Presidents of the District and College Academic Senates 3 classified employees recommended by the Board President following nomination by the Presidents of the District and College Classified Senates 3 administrators recommended by the Board President following nomination by the College Presidents and Vice Chancellor of Business Services 2 Student Trustees (or other student representative nominated by the Student Trustees and recommended by the Board President) 2 community members recommended by the Board President 1 Equal Employment Opportunity representative recommended by Human Resources <p>Individuals nominated by a constituent group and recommended by the Board President need to be individuals</p> <ul style="list-style-type: none"> —who are able and trusted representatives of the constituent group they represent, but who also have demonstrated the ability to take an institutional perspective; and —who, as a group, reflect the racial and ethnic diversity of the district to the extent practicable.
Scope of Work	<p>Assist in preparing a draft position announcement for approval by the Board.</p> <p>Identify candidates and assist in actively recruiting them.</p> <p>Evaluate applicants.</p> <p>Select at least two candidates to recommend to the Board for consideration.</p> <p><i>Every candidate</i> the committee recommends to the Board <i>must</i> be a candidate the committee will welcome and support as Chancellor if the Board retains that candidate to serve as Chancellor.</p>
How	<p>The committee will adopt a set of ground rules governing the conduct of its deliberations.</p> <p>At a minimum, the ground rules will include the following:</p> <ul style="list-style-type: none"> — Decisions will be arrived at by consensus, if possible. (In this context consensus means that all members agree or, at a minimum, state that the decision, while not one they would make on their own, is one they can live with.) — To facilitate consensus, the committee will favor polling of its members rather than voting. If consensus is not possible, decision will be reached by majority vote, provided however that at least one elected Trustee is among those voting in favor. <p>The committee may adopt any other ground rules it deems appropriate, for example, ground rules governing the documentation of dissenting views for later consideration of the whole Board.</p>
Staff Support	Search Consultant, Human Resources