



## Chancellor's Advisory Council Meeting Agenda – October 27, 2017

De Anza College  
Hinson Campus Center, Don Bautista Room  
12:00 p.m.

	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I.	Welcome and introductions	I	Judy Miner
II.	Approval of June 9, 2017, meeting summary ( <i>Attachment II</i> )	A	Judy Miner
III.	Review and reaffirmation of council Charge, Purpose, and Ground Rules <a href="http://www.fhda.edu/about-us/participatorygovernance/A-chancellors-advisory-council.html">http://www.fhda.edu/about-us/participatorygovernance/A-chancellors-advisory-council.html</a>	D/A	Judy Miner
IV.	Review of meeting calendar ( <i>Attachment IV</i> ) <ul style="list-style-type: none"> <li>Suggestions for program highlights schedule</li> <li>Invitation to submit written constituent group reports</li> </ul>	D/A	Judy Miner
V.	Review of district governance evaluation survey results <a href="http://www.fhda.edu/about-us/participatorygovernance/FHDAGovernanceSurveySummary04.03.17.pdf">http://www.fhda.edu/about-us/participatorygovernance/FHDAGovernanceSurveySummary04.03.17.pdf</a>	D	Judy Miner
VI.	Review of 2016-2017 accomplishment/goals for 2017-2018 ( <i>Attachment VI</i> )	D	Judy Miner
VII.	Board policy and administrative procedure revision project status ( <i>Attachment VII</i> )	D	Judy Miner
VIII.	Proposed revisions to board policies ( <i>Attachment VIII</i> ) <ul style="list-style-type: none"> <li>Revised BP 2340 Board Meeting Agendas</li> <li>Revised BP 2350 Speakers at Board Meetings</li> <li>Revised BP 4020 (formerly 6010) Program, Curriculum, and Course Development – APM approved 10/13/17</li> <li>Revised BP 5030 Fees</li> </ul>	D/A	Judy Miner
IX.	Enrollment management	D	Judy Miner
X.	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> </ul>	I	Kevin McElroy Dorene Novotny Joe Moreau All
XI.	Other information and updates	I	All



FOOTHILL-DE ANZA  
Community College District

Office of the Chancellor

## CHANCELLOR'S ADVISORY COUNCIL

### Meeting Summary

June 9, 2017

Present: Judy Miner, Becky Bartindale, Mayra Cruz, J R Dorcak (for Frank Rocha), Isaac Escoto, Tal Globus, Rich Hansen, Carolyn Holcroft, Pat Hyland, Lorna Maynard (for Karen Hunter), Thuy Nguyen, Dorene Novotny, Chien Shih (for Joe Moreau), David Ulate, Lindsay West, Chris White

#### **I. Welcome**

Chancellor Miner welcomed council members.

#### **II. Approval of May 19, 2017, Meeting Summary**

The May 19, 2017, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

#### **III. Educational Technology Advisory Committee Recommendation – District Technology Plan**

Chien presented the recommendation from the Educational Technology Advisory Committee to approve the District Technology Plan. He also spoke about the process used to develop the plan, which addresses ways in which the colleges' strategic plans can be supported at the district level. The council approved the plan by consensus.

#### **IV. Equity Update Report**

Dorene reported that the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form has been submitted to the Chancellor's Office and will be presented to the Board of Trustees for ratification on June 12. She praised the work of Pat Hyland to change the way that the district addresses equity in relation to employment.

Pat spoke of some of the changes that have been implemented districtwide, including requiring every member of a hiring committee to complete equal opportunity training, modifying the diversity statement on the job application, not requiring official transcripts at the time of application, working with EquityWorks to map out plans for the next few years, increasing attendance at a number of job fairs, holding a spring convocation, and increasing attendance at the National Conference on Race and Ethnicity (NCORE). She advised that as of yesterday over 350 employees have participated in the new equal opportunity training, including over 70 at De Anza College in the last two weeks, and stated that the training is already having an impact as it is changing the conversation in

hiring committees. Pat also noted that the change in the diversity statement has produced better responses but may still need some adjustment.

With regard to the job fairs, Pat reported that Foothill College had its own suite. Carolyn added that there were potential employees in the suite nearly all day.

Carolyn and Dorene commented about their intense and worthwhile experiences at NCORE that resulted in many takeaways that can be used at the college and district. Dorene called it the best conference she has attended in terms of practical tools and expressed hope that more administrators would attend in the future.

**V. Review/evaluation of 2016-2017 CAC Meetings**

The council reviewed the list of accomplishments for 2016-2017, and Judy asked for feedback. Mayra made positive comments regarding the program highlights that are now included on the agenda, and Judy asked that members submit suggestions for programs and/or initiatives to feature next year.

**VI. Institutional Effectiveness Goals**

David reviewed the annual institutional effectiveness goals approved by each of the colleges, which are available at the following California Community Colleges Chancellor's Office website link: <https://misweb.cccco.edu/ie/DistrictSelect.aspx> as well as on the college websites.

The council had a lengthy discussion about using the data. Carolyn commented that performance outcomes and goals are getting much more specific and the Foothill College Academic Senate has discussed looking deeper into the data. Judy mentioned that the state chancellor has been asking CEOs to do more analysis and also noted that the new metrics for Career Technical Education (CTE) funding are much more complicated with 70 percent tied to outcomes. Mayra stated that De Anza College is integrating metrics into the Educational Master Plan. She also made positive comments about faculty analyzing data to make changes that will help the college meet its goals.

Rich expressed reservations about CTE funding being tied to outcomes, noting that he is concerned about the quality of certificates and would not want to see meaningless data reported. He also cautioned the council about state efforts to turn community colleges into transfer and degree machines, noting that future employment of students should not motivate everything the colleges do.

**VII. Call for District Opening Day Workshops and Program Highlights**

Judy asked that council members work with colleagues to propose additional applied equity and general training workshops for District Opening Day. She also asked the council to share videos or photos featuring programs that are making a difference in improving equity. Chris suggested that equal employment opportunity training be held on opening day.

## **VIII. Enrollment and District Enrollment Management Committee**

Thuy reported that Foothill College's late spring did not match last year's early summer enrollment, but it did generate more enrollment than estimated. She stated that summer enrollment is strong so far and that the college is looking at new populations of students to recruit.

Judy announced that Martha Kanter has been confirmed as the keynote speaker for the College Promise event on September 27, spoke about improved success rates for online courses presented by Lorrie Ranck at the All Administrators and Supervisors meeting held earlier in the day, and thanked the De Anza Associated Student Body for successful advocacy efforts with the Valley Transportation Authority since transportation can be a barrier to retention.

## **IX. Recognition of Outgoing Chancellor's Advisory Council Members**

Chancellor Miner thanked Isaac for serving on the council as District Academic Senate President during 2016-2017 and commented that he had exceeded all her expectations. She also praised Associated Students of Foothill College President Ramiel Petros and noted that he was not able to attend his final CAC meeting due to surgery.

Speaking of their long history of service together in the district, Judy thanked Rich for his work as a faculty member, Faculty Association (FA) President, and statewide leader. She praised his skill with numbers as well as his kindness.

Rich acknowledged that FA and administration don't always agree, but should try to find a way to move forward. He said it has been an honor to serve the district and called community colleges a grand social experiment that he will protect as long as he has breath.

## **VII. Other Information and Updates**

The meeting adjourned at 4:00 p.m.



**FOOTHILL-DE ANZA**  
**Community College District**  
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**CHANCELLOR'S ADVISORY COUNCIL**  
**2016-2017 Accomplishments**

<b>Meeting Date</b>	<b>Agenda Topic</b>	<b>Outcome</b>
October 14, 2016	Approval of June 10, July 22, and August 5, 2016, Meeting Summaries	Approved
	Review of Charge, Purpose and Ground Rules	Reaffirmed with change
	Review of 2015-16 Accomplishments/Goals for 2016-17	Discussed
	Review of Calendar for 2016-17	Approved
	Accreditation <ul style="list-style-type: none"> <li>• Functional Map</li> <li>• Infographics</li> <li>• Governance Survey</li> </ul>	Discussed/scheduled for follow up
	District Strategic Plan Update	Discussed/scheduled for follow up
	Board Policies and Administrative Procedures <ul style="list-style-type: none"> <li>• BP 3510 Workplace Violence (revised)</li> <li>• AP 3510 Workplace Violence (new)</li> <li>• AP 2410 Policy and Administrative Procedure (revised)</li> </ul>	Postponed  Referred to Academic and Professional Matters Committee for further review
	League for Innovation Reaffirmation Report	Discussed
	Hiring procedure changes – additional EEO training requirement	Discussed
December 2, 2016	Approval of October 14, 2016, Meeting Summary	Approved
	District Strategic Plan Review	Discussed/scheduled for follow up
	Accreditation <ul style="list-style-type: none"> <li>• Functional Map</li> <li>• Infographics Feedback <ul style="list-style-type: none"> <li>○ Participatory governance</li> <li>○ Planning</li> <li>○ Resource allocation</li> </ul> </li> </ul>	Approved  Approved  Discussed and scheduled for follow up
	Program Highlights – Online Education Initiative	Discussed

January 27, 2017	Approval of December 2, 2016, Meeting Summary	Approved
	District Strategic Plan Feedback/Approval	Approved with changes
	Accreditation <ul style="list-style-type: none"> <li>Revised Resource Allocation Infographic</li> <li>Governance Survey</li> </ul>	Approved Discussed
	Board Policies and Administrative Procedures <ul style="list-style-type: none"> <li>AP 2410 Policy and Administrative Procedure (Revised)</li> <li>BP 4240 Academic Renewal (Revised)</li> <li>AP 4240 Academic Renewal (Revised)</li> </ul>	Approved Reviewed (APM approved) Reviewed (APM approved)
	Draft 2017 Legislative Principles	Approved
	Program Highlights – Service Excellence	Discussed
March 3, 2017	Approval of January 27, 2017, Meeting Summary	Approved
	Budget Update	Discussion
	Educational Technology Advisory Committee Recommendation on Information Security Training for Faculty, Staff, and Administrators	Approved
	Board Policies and Administrative Procedures <ul style="list-style-type: none"> <li>AP 5300 Student Equity (new)</li> </ul>	Discussed/scheduled for follow up
	Program Highlights – Turkana Basin Fieldwork	Discussed
March 31, 2017	Approval of March 3, 2017, Meeting Summary	Approved
	Revised Policies and New Administrative Procedures <ul style="list-style-type: none"> <li>AP 5300 Student Equity (new)</li> <li>BP 5300 Student Equity (revised)</li> <li>BP 2432 Acting Chancellor in Absence of Chancellor (revised)</li> <li>AP 6331 Food Purchase Procedures (new)</li> </ul>	Approved Discussed/scheduled for follow up
	Governance survey – final call	Discussed
	Call for District Opening Day Workshops	Discussed
	AP 2410 Policy and Administrative Procedures – Revised	Discussed/scheduled for follow up
April 28, 2017	Approval of March 31, 2017, Meeting Summary	Approved

	Board Policies and Administrative Procedures <ul style="list-style-type: none"> <li>• BP 5300 Student Equity (revised)</li> <li>• BP 2432 Acting Chancellor in Absence of Chancellor (revised)</li> <li>• AP 6331 Food Purchase Procedures (new)</li> <li>• BP 2015 Student Member (revised)</li> <li>• BP 2735 Board of Trustees Travel (revised)</li> </ul>	Approved  Discussed/scheduled for follow up
	Educational Technology Advisory Committee (ETAC) Recommendation on Student Email Accounts	Approved
	Program Highlights – Sunnyvale Center and Enrollment Generation	Discussed
	Enrollment and District Enrollment Management Committee	Discussed/scheduled as standing agenda item
May 19, 2017	Approval of April 28, 2017, Meeting Summary	Approved
	Board Policies and Administrative Procedures <ul style="list-style-type: none"> <li>• BP 2735 Board of Trustees Travel (revised)</li> </ul>	Approved
	District Budget Advisory Committee Recommendation – Mission and Role	Approved with changes
	Program Highlights – Veterans Resource Center	Discussed
	Enrollment and District Enrollment Management Committee	Discussed
June 9, 2017	Approval of May 19, 2017, Meeting Summary	Approved
	District Technology Plan	Approved
	Equity Update Report	Discussed
	Review/evaluation of 2016-2017 CAC Meetings	Discussed
	College/district Institutional Effectiveness Goals	Discussed
	Call for District Opening Day Workshops and Program Highlights	Discussed
	Enrollment and District Enrollment Management Committee	Discussed
	Recognition of Outgoing Chancellor’s Advisory Council Members	Discussed



**FOOTHILL-DE ANZA**  
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**CHANCELLOR'S ADVISORY COUNCIL**  
**2017-2018 Goals (DRAFT)**

**Goals**

- Participate in development, review, and approval of district planning documents
- Participate in development, review, and approval of board policies and administrative procedures
- Provide feedback regarding district accreditation documents
- Share information about district programs, challenges, and opportunities
  - Program highlights (e.g. OEI and Service Excellence)
  - District committee reports (District Budget Committee, HRAC/DDEAC, ETAC)
  - Updates from colleges and Central Services and constituency groups

<b>Meeting Date</b>	<b>Topic</b>	<b>Desired Outcome</b>
October 27, 2017	Approval of 6/9/17 meeting summary	Approval
	Review of Charge, Purpose and Ground Rules	Reaffirmation
	Review of 2016-17 accomplishments/goals for 2017-18	Feedback
	Review of calendar for 2017-18	Approval, suggestions for program highlights, submissions of constituent group reports
	Review of district governance evaluation survey results	Feedback
	Review of 2016-17 accomplishments/goals for 2017-18	Feedback
	Board policy and administrative procedure revision project status	Discussion
	Proposed revisions of board policies <ul style="list-style-type: none"> <li>• Revised BP 2340 Board Meeting Agendas</li> <li>• Revised BP 2350 Speakers at Board Meetings</li> <li>• Revised BP 4020 (formerly 6010) Program, Curriculum, and Course Development – APM approved 10/13/17</li> <li>• Revised BP 5030 Fees</li> </ul>	Discussion/approval
	Enrollment management	Discussion
	District Governance Committee/Constituent Group Reports	Feedback/information sharing
December 8, 2017	District shared governance guide for new employees	Feedback
	Revised AP 4020 Program and Curriculum Development (if approved by APM at 12/8/17 meeting)	Information



	Revised AP 4235 Credit by Examination (if approved by APM at 12/8/17 meeting)	Information
	Revised BP 5010 (formerly 5000) Admissions and Concurrent Enrollment (if approved by APM at 12/8/17 meeting)	Approval
	Program highlights	Feedback/information sharing
	District Governance Committee/Constituent Group Reports	Feedback/information sharing
January 19, 2018	2018 Legislative Principles	Feedback/Approval
	Budget update	Discussion
	District shared governance guide for new employees	Approval
	Program highlights	Feedback/information sharing
	District Governance Committee/Constituent Group Reports	Feedback/information sharing
February 9, 2018	Call for District Opening Day workshops and program highlights	Discussion
	Program highlights	Feedback/information sharing
	District Governance Committee/Constituent Group Reports	Feedback/information sharing
March 16, 2018	Call for District Opening Day workshops and program highlights	Discussion
	Program highlights	Feedback/information sharing
	District Governance Committee/Constituent Group Reports	Feedback/information sharing
April 27, 2018	Review of District Opening Day schedule	Feedback
	Program highlights	Feedback/information sharing
	District Governance Committee/Constituent Group Reports	Feedback/information sharing
May 11, 2018	College/district institutional effectiveness goals	Discussion
	Program highlights	Feedback/information sharing
	District Governance Committee/Constituent Group Reports	Feedback/information sharing
June 8, 2018	Review of 2017-18 CAC Meetings	Evaluation
	Recognition of outgoing Chancellor's Advisory Council members	Acknowledgement
	Program highlights	Feedback/information sharing
	District Governance Committee/Constituent Group Reports	Feedback/information sharing
	District governance survey	Evaluation

**Board Policy and Administrative Procedure Revision Project Status Chart**

<b>FHDA policy/ procedure number</b>	<b>FHDA policy/procedure name</b>	<b>Last revised</b>	<b>CCLC policy/procedure number/name</b>	<b>Legally required/Legally advised/Good practice/Accred Standard</b>	<b>Consultation required beyond CAC (e.g. APM, union)</b>	<b>Action needed</b>	<b>Assigned to:</b>
<b>Chapter 1 - The District (including former Article 1 - Community Relations and Service)</b>							
<a href="#">BP 1100</a>	The Foothill-De Anza Community College District Name	6/17/13	BP 1100 The [Name] Community College District	LR			
<a href="#">BP 1120</a>	Public Inspection of District Records	11/15/93	BP 3300 Public Records			Review, renumber and move to Chapter 3	
<a href="#">BP 1140</a>	Community Service	11/15/93	BP 4400 Community Services Programs			Review, renumber and move to Chapter 4	
<a href="#">BP 1150</a>	Community Services Short Courses and Fee-Based Programs	11/15/93	BP 4400 Community Services Programs			Review, renumber and move to Chapter 4	
<a href="#">BP 1200</a>	Mission of the Foothill-De Anza Community College District	7/11/16	BP 1200 District Mission	AS I.A.			
<a href="#">BP 1240</a>	Limitation of Activities of Off-Campus Individuals and Groups: Loitering, Solicitation, Distribution of Materials and Demonstration	11/15/93	BP 3900 Speech: Time, Place, and Manner			Review, renumber and move to Chapter 3	
<a href="#">BP 1800</a>	Auxiliary Organizations	6/3/96	BP 3600 Auxiliary Organizations			Review, renumber and move to Chapter 3	
<b>Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)</b>							
<a href="#">BP 2010</a>	Board Membership	6/3/13	BP 2010 Board Membership	LR AS IV.C.6			
<a href="#">BP 2015</a>	Student Members	5/1/17	BP 2015 Student Member(s)	LR			
<a href="#">BP 2100</a>	Board Elections	6/3/13	BP 2100 Board Elections	LR			
<a href="#">AP 2105</a>	Student Trustee Selection Procedures	3/20/15	AP 2015 Student Member(s)	LR			
<a href="#">BP 2110</a>	Vacancies on the Board	2/3/14	BP 2110 Vacancies on the Board	LR			
<a href="#">AP 2110</a>	Vacancies on the Board	10/18/13	AP 2110 Vacancies on the Board	LA			
<a href="#">BP 2200</a>	Board Philosophy, Mission, and Roles and Responsibilities	2/3/14	BP 2200 Board Duties and Responsibilities	GP AS IV			
<a href="#">BP 2210</a>	Officers of the Board	5/5/14	BP 2210 Officers	GP			
<a href="#">BP 2220</a>	Committees of the Board	2/3/14	BP 2220 Committees of the Board	LA			
<a href="#">BP 2222</a>	Student Role in Governance	2/8/93	BP 2510 Participation in Local Decision Making	LR	DASB, ASFC	Review and renumber	8/20/13 - Draft reviewed at Cabinet/Dorene reviewing
<a href="#">BP 2223</a>	Role of the Academic Senate in Academic and Professional Matters	5/1/95	BP 2510 Participation in Local Decision Making	LR	AS	Review and renumber	8/20/13 - Draft reviewed at Cabinet/Dorene reviewing
<a href="#">BP 2224</a>	Role of Classified Staff in Governance	7/19/99	BP 2510 Participation in Local Decision Making	LR	CS	Review and renumber	8/20/13 - Draft reviewed at Cabinet/Dorene reviewing

**Board Policy and Administrative Procedure Revision Project Status Chart**

<a href="#">BP 2230</a>	Staff Advisory Functions	5/1/95	AP 2510 Participation in Local Decision Making?			Review and renumber/incorporate in another policy or retire	
<a href="#">BP 2305</a>	Annual Organizational Meeting Representative to Vote for County Committee (County Committee on School District Organization)	8/5/13	BP 2305 Annual Organizational Meeting	LR			
<a href="#">BP 2306</a>		5/5/14	No CCLC equivalent				
<a href="#">BP 2310</a>	Regular Meetings	12/19/13	BP 2310 Regular Meetings of the Board	LR			
<a href="#">BP 2315</a>	Closed Session	12/9/13	BP 2315 Closed Sessions	LR			
<a href="#">BP 2320</a>	Special and Emergency Meetings	12/9/13	BP 2320 Special and Emergency Meetings	LR			
<a href="#">AP 2320</a>	Special and Emergency Meetings	10/18/13	AP 2320 Special and Emergency Meetings	LR			
<a href="#">BP 2330</a>	Quorum and Voting	12/9/13	BP 2330 Quorum and Voting	LR			
<a href="#">BP 2340</a>	Board Meeting Agendas	1/13/14	BP 2340 Board Meeting Agendas	LR		Update	10/17/2017 Chancellor's Cabinet; scheduled for 10/27/17 CAC
<a href="#">AP 2340</a>	Agendas	10/18/13	AP 2340 Agendas	LA			
<a href="#">BP 2345</a>	Public Participation at Board Meetings	1/13/14	BP 2345 Public Participation at Board Meetings	LR			
<a href="#">BP 2350</a>	Speakers at Board Meetings	1/13/14	BP 2350 Speakers	LR		Update	10/17/2017 Chancellor's Cabinet; scheduled for 10/27/17 CAC
<a href="#">BP 2355</a>	Decorum at Board Meetings	2/3/14	BP 2355 Decorum	GP			
<a href="#">BP 2360</a>	Minutes	3/3/14	BP 2360 Minutes	LR			
<a href="#">BP 2365</a>	Recording	3/3/14	BP 2365 Recording	LR			
<a href="#">AP 2365</a>	Recording	10/18/13	AP 2365 Recording	LA			
<a href="#">BP 2410</a>	Policy and Administrative Procedure	3/3/14	BP 2410 Policy and Administrative Procedure	GP AS I.B.7, I.C.5, IV.C.7, IV.D.4			
<a href="#">AP 2410</a>	Policy and Administrative Procedure	1/27/17	AP 2410 Board Policy and Administrative Procedure	GP AS I.B.7, I.C.5, IV.C.7, IV.D.4			
<a href="#">BP 2430</a>	Delegation of Authority to Chancellor	5/5/14	BP 2430 Delegation of Authority to CEO	GP			
<a href="#">BP 2431</a>	Chancellor or President Selection	5/5/14	BP 2431 CEO Selection	AS IV.B, IV.C.3			
<a href="#">BP 2432</a>	Acting Chancellor in Absence of Chancellor	6/12/17	BP 2432 CEO Succession	GP			
<a href="#">BP 2433</a>	Acting College President in Absence of a President	5/15/14	No CCLC equivalent				
<a href="#">BP 2435</a>	Evaluation of Chancellor	5/5/14	BP 2435 Evaluation of CEO	LR AS IV.C.3			
<a href="#">AP 2435</a>	Evaluation of Chancellor	10/18/13	AP 2435 Evaluation of the CEO	AS IV.B, IV.C.3			

**Board Policy and Administrative Procedure Revision Project Status Chart**

<a href="#">BP 2600</a>	Relation of Board to Management Personnel	5/1/95	BP 7250 Educational Administrators	LR		Review, renumber, and move to Chapter 7
<a href="#">BP 2600.1</a>	Compensation of Management Personnel	5/1/95	BP 7130 Compensation	LR		Review, renumber/incorporate in other policy, and move to Chapter 7
<a href="#">BP 2610.2</a>	Board Representatives for Meet and Confer or Meet and Negotiate Process	6/28/76	BP 7140 Collective Bargaining	LR		Review, renumber, and move to Chapter 7
<a href="#">BP 2710</a>	Conflict of Interest	11/3/14	BP 2710 Conflict of Interest	LR		
<a href="#">AP 2710</a>	Conflict of Interest	1/17/14	AP 2710 Conflict of Interest	LR		
<a href="#">BP 2712</a>	Conflict of Interest Code	8/29/16	AP 2712 Conflict of Interest Code (Santa Clara County requires Board approval of the code)	LA/LR Santa Clara		
<a href="#">AP 2714</a>	Distribution of Tickets or Passes	10/18/13	AP 2714 Distribution of Tickets or Passes	LR		
<a href="#">BP 2715</a>	Code of Ethics Standards of Practice	6/16/14	BP 2715 Code of Ethics/Standards of Practice	AS IV.C.11		
<a href="#">BP 2716</a>	Political Activity	6/16/14	BP 2716 Political Activity	LR		
<a href="#">BP 2717</a>	Personal Use of District Resources	6/16/14	BP 2717 Personal Use of Public Resources	LR		
<a href="#">BP 2720</a>	Communications among Board Members	7/7/14	BP 2720 Communications among Board Members	LR		
<a href="#">BP 2725</a>	Board Member Compensation	7/7/14	BP 2725 Board Member Compensation	LA		
<a href="#">BP 2730</a>	Board Member Health Benefits	5/5/14	BP 2730 Board Member Health Benefits	LA		
<a href="#">BP 2735</a>	Board of Trustees Travel	7/3/17	BP 2735 Board Member Travel	LR		
<a href="#">BP 2740</a>	Board Education	8/4/14	BP 2740 Board Education	AS IV.C.9		
<a href="#">BP 2745</a>	Board Self-Evaluation	5/15/14	BP 2745 Board Self-Evaluation	AS IV.C.10		
<a href="#">BP 2750</a>	Board Member Absence from the State	8/4/14	BP 2750 Board Member Absence from the State	LA		
<a href="#">BP 9550</a>	Campaign Assistance to Board Candidates	2/3/97	BP 7370 Political Activity	LR		Review, renumber, and move to Chapter 7
			<b>CCLC policies/procedures with no FHDA equivalent</b>			
			AP 2015 Student Members	optional		
			AP 2100 Board Elections	optional		
			BP 2105 Election of Student Members	LR	DASB, ASFC	Included in FHDA AP 2105 and BP 2015. Review.
			BP 2130 Term Limits	optional		
			AP 2345 Public Participation at Board Meetings	optional		
			AP 2360 Minutes	GP		

**Board Policy and Administrative Procedure Revision Project Status Chart**

			AP 2430 Delegation of Authority to the CEO	GP if not included in BP			
			BP 2610 Presentation of Initial Collective Bargaining Proposals	LR	unions	Review and adopt	
			AP 2610 Presentation of Initial Collective Bargaining Proposals	LR	unions	Review and approve	
			AP 2735 Board Member Travel	optional			
<b>Chapter 3 - General Institution</b>							
<a href="#">BP 3100</a>	Organizational Structure	12/8/14	BP 3100 Organizational Structure	LR			
<a href="#">AP 3100</a>	Organizational Structure	10/24/14	AP 3100 Organizational Structure	LA			
<a href="#">BP 3121</a>	Standards of Ethical Conduct	6/20/11	AP 3050 Institutional Code of Ethics	AS III.A.13		Review and renumber	
<a href="#">BP 3122</a>	Acceptance of Gifts	12/15/03	BP 3820 Gifts	LA		Review and renumber.	11/5/12 Draft reviewed by Board, sent back to Foundation for further revision.
<a href="#">AP 3122</a>	Acceptance of Gifts	10/19/12	AP 3820 Gifts	GP		Review and renumber	
<a href="#">BP 3200</a>	Accreditation	3/2/15	BP 3200 Accreditation	AS I.C.12, I.C.13 ER 21			
<a href="#">BP 3217</a>	Non-Smoking Areas	3/12/12	BP 3570 Smoking on Campus	GP		Review and renumber	
<a href="#">AP 3217</a>	Non-Smoking Areas	4/13/12	AP 3570 Smoking on Campus	LR		Review and renumber	
<a href="#">BP 3225</a>	Institutional Effectiveness	7/13/15	BP 3225 Institutional Effectiveness	LA AS I.B.5-9			
<a href="#">AP 3225</a>	Institutional Effectiveness	5/22/15	AP 3225 Institutional Effectiveness	LA AS I.B 5-9			
<a href="#">BP 3250</a>	Computer and Network Use: Rights and Responsibilities	12/5/05	BP 3720 Computer and Network Use	LR		Review and renumber	10/13/14 Joe
<a href="#">AP 3250</a>	Procedures Regarding Misuse of Computer Information	2/6/09	AP 3720 Computer and Network Use	LA		Review and renumber	10/13/14 Joe
<a href="#">BP 3250</a>	Institutional Planning	3/2/15	BP 3250 Institutional Planning	LR AS I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, IV.D.5			
<a href="#">BP 3260</a>	Electronic Information Security	1/20/09	BP 3720 Computer and Network Use/BP 3501 Campus Security and Access	LR/LR AS III.B.1		Review and renumber	
<a href="#">AP 3260</a>	Electronic Information Security	1/25/13	AP 3720 Computer and Network Use/AP 3501 Campus Security and Access	LA/LR AS III.B.1		Review and renumber	
<a href="#">BP 3280</a>	Grants	12/8/14	BP 3280 Grants	LA			
<a href="#">AP 3280</a>	Grants	1/16/15	AP 3280 Grants	GP			
<a href="#">BP 3410</a>	Classification, Retention and Destruction of Records	8/16/99	BP 3310 Records Retention and Destruction	LR AS ER 20 and catalog requirements		Review and renumber	
<a href="#">AP 3410</a>	Guidelines for Classification, Retention and Destruction of Records	4/13/12	AP 3310 Guidelines for Classification, Retention and Destruction of Records	LR AS ER 20 and catalog requirements		Review and renumber	
<a href="#">BP 3440</a>	Service Animals	3/11/13	BP 3440 Service Animals	LR			
<a href="#">AP 3440</a>	Service Animals	1/25/13	AP 3440 Service Animals	LR			
<a href="#">BP 3441</a>	Animals on Campus	4/7/14	No CCLC equivalent				

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<a href="#">BP 3500</a>	Alcohol on Campus	3/11/13	BP 3560 Alcoholic Beverages	LR			
<a href="#">AP 3500</a>	On-Campus Alcohol Use	1/25/13	AP 3560 Alcoholic Beverages	LR			
<a href="#">AP 3501</a>	Off-Campus Alcohol Use	1/25/13	No CCLC equivalent				
<a href="#">BP 3530</a>	Weapons on Campus	12/8/14	BP 3530 Weapons on Campus	LR			
<a href="#">AP 3530</a>	Weapons on Campus	10/24/14	AP 3530 Weapons on Campus	GP			
<a href="#">BP 3600</a>	Whistleblower Protection	6/7/10	BP 7700 Whistleblower Protection	LA		Review, renumber, and move to Chapter 7	
<a href="#">AP 3600</a>	Whistleblower Protection	4/16/10	AP 7700 Whistleblower Protection	LA		Review, renumber, and move to Chapter 7	
			<b>CCLC policies/procedures with no FHDA equivalent</b>				
			AP 3200 Accreditation	LR AS I.C.12, I.C.13		Review and adopt	
			AP 3250 Institutional Planning	LR AS I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, IV.D.5		Review and adopt	
			AP 3300 Public Records	LR		Review and adopt	
			AP 3410 Nondiscrimination	LR AS ER 20 and catalog requirements		Review and adopt	12/15/15 Cabinet review/Dorene reviewing
			AP 3420 Equal Employment Opportunity	LR AS III.A.12		Review and adopt	
			AP 3430 Prohibition of Harassment	LR	unions	Review and adopt	
			BP 3500 Campus Safety	LR		Review and adopt	
			AP 3500 Campus Safety	LR		Review and adopt	
			BP 3503 Missing Student Notification	LR if on-campus housing		Review and adopt	
			AP 3503 Missing Student Notification	LR if on-campus housing		Review and adopt	
			AP 3505 Emergency Response Plan	LR		Review and adopt	
			AP 3510 Workplace Violence	LR	unions	Review and adopt	10/15/14 Sent to Ron Levine/Dorene Novotny; 12/15/15 Cabinet; 2/19/16, 4/15/16, 6/10/16 CAC/Assigned to Dorene for further revision
			BP 3515 Reporting of Crimes	LR	unions	Review and adopt	
			BP 3518 Child Abuse Reporting	LA	unions	Review and adopt	
			AP 3518 Child Abuse Reporting	LA	unions	Review and adopt	6/9/17 APM - Dorene revising
			AP 3520 Local Law Enforcement	LR		Review and adopt	Ron Levine

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			AP 3550 Drug Free Environment and Drug Prevention Program	LR			Review and adopt	
			AP 3600 Auxiliary Organizations	LR			Review and adopt	
			BP 3710 Securing of Copyright	LA			Review and adopt	
			AP 3710 Securing of Copyright	LA			Review and adopt	
			AP 3715 Intellectual Property	LA		FA	Review and adopt	
			AP 3750 Use of Copyrighted Material	GP			Review and adopt	
			BP 3810 Claims Against the District	LR			Review and adopt	
			AP 3810 Claims Against the District	GP			Review and adopt	
<b>Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)</b>								
<a href="#">BP 4070</a>	Auditing and Auditing Fees	5/4/15	BP 4070 Course Auditing and Auditing Fees	LA		APM		
<a href="#">AP 4070</a>	Auditing and Auditing Fees	3/20/15	AP 4070 Course Auditing and Auditing Fees	LA		APM		
<a href="#">BP 4225</a>	Course Repetition to Alleviate a Grade for Substandard Academic Work	9/8/14	BP 4225 Course Repetition	LR		APM		APM reviewed 2/19/16 - made no changes
<a href="#">AP 4225</a>	Course Repetition	3/14/14	AP 4225 Course Repetition	LR		APM		
<a href="#">BP 4230</a>	Grading	4/7/14	BP 4230 Grading and Academic Record Symbols	LR		APM		APM reviewed 2/19/16 - made no changes
<a href="#">BP 4235</a>	Credit by Examination	7/13/15	BP 4235 Credit by Examination	LR		APM		
<a href="#">AP 4235</a>	Credit by Examination	5/22/15	AP 4235 Credit by Examination	LA		APM	Update	APM review 10/13/17 - revised and sent back to senates
<a href="#">BP 4236</a>	Honors Courses and Programs	4/7/14	No CCLC equivalent			APM		
<a href="#">AP 4236</a>	Honors Courses and Programs	5/16/14	No CCLC equivalent			APM		
<a href="#">BP 4240</a>	Academic Renewal	4/3/17	BP 4240 Academic Renewal	LR		APM		
<a href="#">AP 4240</a>	Academic Renewal	1/27/17	AP 4240 Academic Renewal	LR		APM		
<a href="#">BP 6000</a>	Philosophy of Education	3/2/98	BP 4025 Philosophy and Criteria for Associate Degree and General Education	LR AS II.A		APM	Review and renumber	
<a href="#">BP 6010</a>	Curricular Offerings	3/2/98	BP 4020 Program, Curriculum and Course Development	LR AS II.A., II.A.9		APM	Review and renumber.	Approved by APM 10/13/17, scheduled for CAC 10/27/17
<a href="#">BP 6015</a>	Program Discontinuance	3/12/12	BP 4020 Program, Curriculum and Course Development/AP 4021 Program Discontinuance	LR		APM	Review and renumber or retire.	
<a href="#">AP 6015</a>	Program Discontinuance	4/13/12	AP 4021 Program Discontinuance	LR		APM	Review and renumber.	
<a href="#">BP 6020</a>	Certificate Programs	3/2/98	BP 4100 Graduation Requirements for Degrees and Certificates	LR		APM	Review and renumber or retire.	
<a href="#">BP 6040</a>	Teaching of Religion	3/2/98	No CCLC equivalent			APM	Review and renumber or retire.	

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<a href="#">BP 6050</a>	Remedial Limit Waivers	9/21/92	BP 4220 Standards of Scholarship	LR	APM	Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 6060</a>	Prerequisites/Corequisites	3/11/13	BP 4260 Prerequisites and Co-requisites	LR	APM	Renumber	
<a href="#">AP 6060</a>	Prerequisites/Corequisites	1/25/13	AP 4260 Prerequisites and Co-requisites	LR	APM	Renumber	
<a href="#">BP 6120</a>	Graduation Requirements	2/1/10	BP 4100 Graduation Requirements for Degrees and Certificates	LR	APM	Review and renumber.	
<a href="#">BP 6140</a>	Textbooks and Manuals	3/2/98	No CCLC equivalent		APM	Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 6150</a>	Supplementary Class Activities	3/2/98	BP 4300 Field Trips and Excursions	LR	APM	Review and renumber.	
<a href="#">BP 6160</a>	Speakers	3/2/98	No CCLC equivalent		APM	Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 6170</a>	Library Materials Selection	3/2/98	BP 4040 Library Services	LR AS II	APM	Review and renumber.	
<a href="#">BP 6210</a>	Philosophy for Counseling Program	6/3/63	BP 5110 Counseling	LR AS II.C.5	APM	Review and renumber/incorporate in other policy, move to Chapter 5, or retire.	
			<b>CCLC policies/procedures with no FHDA equivalent</b>				
			BP 4010 Academic Calendar	LR	FA	Review and adopt	
			AP 4010 Academic Calendar	LR	FA	Review and adopt	
			AP 4020 Program and Curriculum Development	LR AS II.A	APM	Review and adopt	10/13/17 APM review - sent to senates for approval
			AP 4022 Course Approval	LR	APM	Review and adopt	
			AP 4025 Philosophy and Criteria for Associate Degree and GE	LR	APM	Review and adopt	
			AP 4026 Philosophy and Criteria for International Education	optional	APM	Review and adopt if necessary	
			AP 4030 Academic Freedom	optional if BP adopted AS I.C.7	FA	Review and adopt if necessary	
			AP 4040 Library and Learning Support Services	optional AS II.B	APM	Review and adopt if necessary	
			AP 4050 Articulation	LR AS II.A	APM	Review and adopt	
			BP 4060 Delineation of Functions Agreements	LA	APM	Review and adopt	
			AP 4060 Delineation of Functions Agreements	LA	APM	Review and adopt	
			AP 4100 Graduation Requirements for Degrees and Certificates	LR	APM	Review and adopt	



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			AP 4101 Independent Study	LR	APM	Review and adopt	
			AP 4102 Career and Technical Education Programs	LR AS II.A.14	APM	Review and adopt	
			AP 4103 Work Experience	LR	APM	Review and adopt	
			AP 4104 Contract Education	LA	APM	Review and adopt	
			AP 4105 Distance Education	LR AS II.A.1	APM	Review and adopt	
			BP 4106 Nursing Programs	LR if multi-criteria screening	APM	Review and adopt if necessary	
			AP 4106 Nursing Programs	optional	APM	Review and adopt if necessary	
			BP 4110 Honorary Degrees	LA	APM	Review and adopt	
			AP 4110 Honorary Degrees	optional	APM	Review and adopt if necessary	
			AP 4220 Standards of Scholarship - Delegation	optional	APM	Review and adopt if necessary	
			BP 4226 Multiple and Overlapping Enrollments	LR	APM	Review and adopt	
			AP 4226 Multiple and Overlapping Enrollments	LR	APM	Review and adopt	
			AP 4227 Repeatable Courses	LR	APM	Review and adopt	
			AP 4228 Course Repetition - Significant Lapse of Time	LA	APM	Review and adopt	
			AP 4229 Course Repetition - Variable Units	LA	APM	Review and adopt	
			AP 4230 Grading and Academic Record Symbols	LR	APM	Review and adopt	APM reviewed 2/19/16
			BP 4231 Grade Changes	LR	APM	Review and adopt	
			AP 4231 Grade Changes	LR	APM	Review and adopt	
			AP 4232 Pass/No Pass	LA	APM	Review and adopt	
			BP 4250 Probation, Dismissal, and Readmission	LR	APM	Review and adopt	
			AP 4300 Field Trips and Excursions	LA	APM	Review and adopt	
			AP 4400 Community Services Programs	LA	APM	Review and adopt	
			AP 4500 Student News Media	LA	APM	Review and adopt	
			AP 4610 Instructional Service Agreements	LA	APM	Review and adopt	
<b>Chapter 5 - Student Services (including former Article 5 - Students)</b>							
<a href="#">BP 5000</a>	Admission Policy	1/4/99	BP 5010 Admissions and Concurrent Enrollment	LR AS II.C.6	APM	Review and renumber.	1/15/16 APM/Approved by APM 10/13/17 - Foothill senate still needs to review per Isaac 10/21/17

**Board Policy and Administrative Procedure Revision Project Status Chart**

<a href="#">BP 5001</a>	Enrollment Priorities	6/16/08	BP 5055 Enrollment Priorities	LR	APM	Review and renumber.	
<a href="#">BP 5005</a>	Residency Requirements	1/4/99	BP 5015 Residence Determination	LR		Review and renumber.	
<a href="#">AP 5005</a>	Residency Requirements	1/4/99	AP 5015 Residence Determination	LR		Review and renumber.	
<a href="#">BP 5020</a>	Nonresident Tuition	5/4/15	BP 5020 Nonresident Tuition	LR			
<a href="#">AP 5020</a>	Nonresident Tuition	3/20/15	AP 5020 Nonresident Tuition	LR			
<a href="#">BP 5025</a>	Student Contributions	5/3/82	No CCLC equivalent		APM	Review and renumber or retire.	
<a href="#">BP 5030</a>	Fees	5/4/15	BP 5030 Fees	LR		Update health, baccalaureate and Ecopass fee (after students vote)	Draft prepared for Chancellor's Cabinet 10/24/17, scheduled for 10/27/17 CAC
<a href="#">AP 5030</a>	Fees	3/20/15	AP 5030 Fees	LR AS I.C.6			
<a href="#">AP 5031</a>	Instructional Materials Fees	3/20/15	AP 5031 Instructional Materials	LR	APM		
<a href="#">BP 5035</a>	Interdistrict Attendance	1/4/99	No CCLC equivalent		APM	Review and renumber or retire.	
<a href="#">BP 5040</a>	International Student Admission	1/4/99	AP 5012 International Students	LR	APM	Review and renumber or retire (covered in BP 5020 Nonresident Tuition?)	
<a href="#">AP 5050</a>	International Students	1/4/99	AP 5012 International Students	LR	APM	Review and renumber	
<a href="#">AP 5041</a>	International Students Attending Under Exchange Agreements	1/4/99	AP 5012 International Student	LR	APM	Review and renumber or retire.	
<a href="#">BP 5050</a>	Disclosure of Student Records	3/11/13	BP 5040 Student Records, Directory Information, and Privacy	LR AS I.I.C.8		Review and renumber.	
<a href="#">AP 5050</a>	Disclosure of Student Records	1/25/13	AP 5040 Student Records, Directory Information, and Privacy/AP 5045 Student Records - Challenging Content and Access Log	LR		Review and renumber.	
<a href="#">AP 5052</a>	Academic Standards	1/4/99	AP 4250 Probation/AP 4255 Dismissal and Readmission	LR	APM	Review and renumber.	APM reviewed 2/19/16 - made no changes
<a href="#">AP 5053</a>	Academic Reinstatement	1/4/99	AP 4255 Dismissal and Readmission	LR	APM	Review and renumber	APM reviewed 2/19/16 - made no changes
<a href="#">BP 5055</a>	Contacting Students	4/6/64	No CCLC equivalent			Review and renumber or retire.	
<a href="#">BP 5065</a>	Counseling	1/4/99	BP 5110 Counseling	LR AS I.I.C.5	APM	Review and renumber.	
<a href="#">BP 5070</a>	Matriculation	1/4/99	BP 5050 Student Success and Support Program	LR AS I.I.C.2	APM	Review and renumber.	
<a href="#">AP 5070</a>	Matriculation	1/4/99	AP 5050 Student Success and Support Program	LR AS I.I.C.2	APM	Review and renumber.	
<a href="#">AP 5071</a>	Declaration of Educational Goals	1/4/99	AP 5050 Student Success and Support Program	LR AS I.I.C.2	APM	Review and renumber/incorporate in other policy.	

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<a href="#">AP 5072</a>	Matriculation Exemptions	1/4/99	AP 5050 Student Success and Support Program	LR AS II.C.2	APM	Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 5073</a>	Articulation	4/7/08	BP 4050 Articulation	LR	APM	Review, renumber, and move to Chapter 4.	
<a href="#">AP 5073</a>	Articulation Procedures	2/17/08	AP 4050 Articulation	LR AS II.A.10	APM	Review, renumber, and move to Chapter 4.	
<a href="#">BP 5075</a>	Disabled Students/Special Education Program	1/4/99	BP 5140 Disabled Students Programs and Services	LR	APM	Review and renumber.	
<a href="#">BP 5075*</a>	Credit Course Drops and Withdrawals	7/7/14	AP 5075 Course Adds and Drops	LR	APM		APM reviewed 2/19/16 - made no changes
<a href="#">AP 5075</a>	Credit Course Adds, Drops, and Withdrawals	5/16/14	AP 5075 Course Adds and Drops	LR	APM		APM reviewed 2/19/16 - made no changes
<a href="#">BP 5076</a>	Suspension/Termination of Support Services for Students with Disabilities	12/6/04	No CCLC equivalent		APM	Review and renumber/incorporate in other policy or retire.	
<a href="#">AP 5076</a>	Suspension/Termination of Support Services for Students with Disabilities	11/15/04	No CCLC equivalent		APM	Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 5077</a>	Academic Accommodations for Students with Disabilities	12/6/04	BP 5140 Disabled Students Programs and Services	LR	APM	Review and renumber/incorporate in other policy.	
<a href="#">AP 5077</a>	Academic Accommodations for Students with Disabilities	11/15/04	AP 5140 Disabled Students Programs and Services	LR	APM	Review and renumber/incorporate in other policy.	
<a href="#">BP 5078</a>	Course Repeatability for Students with Disabilities	12/6/04	AP 4227 Repeatable Courses	LR	APM	Review and renumber/incorporate in other policy or retire.	
<a href="#">AP 5078</a>	Course Repeatability for Students with Disabilities	12/6/04	AP 4227 Repeatable Courses	LR	APM	Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 5080</a>	Financial Aid	1/4/99	BP 5130 Financial Aid	LR AS III.D.15		Review and renumber.	
<a href="#">BP 5085</a>	Extended Opportunity Programs and Services	1/4/99	BP 5150 Extended Opportunity Programs and Services	LR	APM	Review and renumber.	
<a href="#">BP 5090</a>	Health Services	8/27/07	BP 5200 Student Health Services	LA		Review and renumber.	
<a href="#">AP 5090</a>	Health Services	1/4/99	AP 5200 Student Health Services	GP		Review and renumber.	
<a href="#">AP 5091</a>	Health Program	1/4/99	BP 5205 Student Accident Insurance	LR		Review and renumber.	
<a href="#">AP 5092</a>	Care in Case of Accident and Illness	1/4/99	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 5095</a>	Infectious Disease Control	1/4/99	BP 5210 Communicable Disease	LR		Review and renumber.	
<a href="#">AP 5095</a>	Infectious Disease Control	1/4/99	AP 5210 Communicable Disease	LA		Review and renumber.	
<a href="#">BP 5300</a>	Student Equity	6/12/17	BP 5300 Student Equity	LR	APM		
<a href="#">AP 5300</a>	Student Equity	3/31/17	AP 5300 Student Equity	LR	APM		

**Board Policy and Administrative Procedure Revision Project Status Chart**

<a href="#">BP 5500</a>	Student Rights and Responsibilities	1/4/99	BP 5500 Standards of Student Conduct/BP 3900 Speech: Time, Place, and Manner	LR AS I.C.8, I.C.10	APM	Review and renumber/incorporate in other policy.	
<a href="#">AP 5500</a>	Student Rights and Responsibilities	11/3/06	AP 5530 Student Rights and Grievances	LR AS IV.D ER 20	APM	Review and renumber	
<a href="#">AP 5510</a>	Student Code of Conduct	1/20/06	AP 5500 Standards of Student Conduct	LR if delegated to CEO AS I.C.8, I.C.10	APM	Review and renumber	
<a href="#">AP 5520</a>	Student Due Process and Discipline	11/3/06	AP 5520 Student Discipline Procedures	LR	APM	Review and renumber	
<a href="#">AP 5530</a>	Student Grievances	11/3/06	AP 5530 Student Rights and Grievances	LR AS IV.D ER 20	APM	Review and renumber/incorporate in other policy.	
<a href="#">BP 5550</a>	Time, Place and Manner	6/5/06	BP 3900 Speech: Time, Place, and Manner	LR		Review, renumber, and move to Chapter 3.	
<a href="#">AP 5550.1</a>	Regulations Concerning Time, Place, and Manner for Student Clubs and Organizations	6/9/06	AP 3900 Speech: Time, Place, and Manner	LA		Review, renumber/incorporate in other policy, and move to Chapter 3.	
<a href="#">AP 5550.2</a>	Regulations Concerning Time, Place, and Manner for Community Organizations	6/9/06	AP 3900 Speech: Time, Place, and Manner	LA		Review, renumber, and move to Chapter 3.	
<a href="#">BP 5560</a>	Associated Students Organization	7/6/09	BP 5400 Associated Students Organization	LR	DASB/ASFC	Review and renumber.	
<a href="#">AP 5560</a>	Associated Students	5/1/09	AP 5400 Associated Students Organization	LA	DASB/ASFC	Review and renumber.	
<a href="#">BP 5561</a>	Associated Students Elections	6/15/09	BP 5410 Associated Students Elections	LR	DASB/ASFC	Review and renumber.	
<a href="#">AP 5561</a>	Associated Students Elections	5/1/09	AP 5410 Associated Students Elections	LR	DASB/ASFC	Review and renumber.	
<a href="#">BP 5562</a>	Associated Students Finance	6/15/09	BP 5420 Associated Students Finance	LR	DASB/ASFC	Review and renumber.	
<a href="#">AP 5562</a>	Associated Students Finance	5/1/09	AP 5420 Associated Students Finance	LR	DASB/ASFC	Review and renumber.	
<a href="#">BP 5570</a>	Campus Center Operations	3/7/88	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 5575</a>	Use of Campus Center Income	1/4/99	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 5580</a>	Bookstore	1/4/99	BP 6900 Bookstore(s)	LR		Review, renumber, and move to Chapter 6.	
			<b>CCLC policies/procedures with no FHDA equivalent</b>				
			AP 5010 Admissions	LR AS II.C.6	APM	Review and adopt	

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			AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students	LR	APM	Review and adopt	1/15/16 APM
			AP 5013 Students in the Military	optional		Review and adopt if necessary	
			BP 5035 Withholding of Student Records	LA		Review and adopt	
			AP 5035 Withholding of Student Records	LR		Review and adopt	
			BP 5052 Open Enrollment	LA	APM	Review and adopt	
			AP 5052 Open Enrollment	LA	APM	Review and adopt	
			AP 5055 Enrollment Priorities	GP	APM	Review and adopt	
			AP 5110 Counseling	LA	APM	Review and adopt	
			BP 5120 Transfer Center	LR	APM	Review and adopt	
			AP 5120 Transfer Center	LR	APM	Review and adopt	
			AP 5130 Financial Aid	LR AS III.D.15		Review and adopt	
			AP 5150 Extended Opportunity Programs and Services	LR	APM	Review and adopt	
			BP 5220 Shower Facilities for Homeless Students	GP		Review and adopt	11/22/16 Chancellor's Cabinet/Assigned to Kevin
			AP 5220 Shower Facilities for Homeless Students	GP		Review and adopt	11/22/16 Chancellor's Cabinet/Assigned to Kevin
			AP 5500 Standards of Student Conduct	LR if delegated to CEO AS I.C.8, I.C.10	DASB/ASFC	Review and adopt	
			BP 5510 Off-Campus Student Organizations	LR	DASB/ASFC	Review and adopt	Ron Levine
			AP 5510 Off-Campus Student Organizations	LR	DASB/ASFC	Review and adopt	Ron Levine
			BP 5570 Student Credit Card Solicitations	LR		Review and adopt	
			AP 5570 Student Credit Card Solicitations	LA		Review and adopt	
			AP 5610 Voter Registration	LA		Review and adopt	
			BP 5700 Intercollegiate Athletics	LR AS II.C.4		Review and adopt	
			AP 5700 Intercollegiate Athletics	LR AS II.C.4		Review and adopt	
			BP 5800 Prevention of Identification Theft in Student Financial Transactions	LR		Review and adopt	
			AP 5800 Prevention of Identification Theft in Student Financial Transactions	LR		Review and adopt	

**Board Policy and Administrative Procedure Revision Project Status Chart**

<b>Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)</b>							
<a href="#">BP 3000</a>	Principles of Sound Fiscal Management	1/7/08	BP 6300 Fiscal Management/BP 6250 Budget Management	LR AS III.D		Review and renumber/incorporate in other policy.	
<a href="#">BP 3100</a>	Budget Preparation	8/16/99	BP 6200 Budget Preparation	LR AS III.D		Review and renumber.	Board reviewed 11/14/13 and made no changes
<a href="#">BP 3110</a>	Final Budget	8/16/99	BP 6200 Budget Preparation	LR AS III.D		Review and renumber/incorporate in other policy.	
<a href="#">BP 3111</a>	Budget Transfers and Revisions	8/16/99	BP 6250 Budget Management	LR		Review and renumber/incorporate in other policy.	
<a href="#">BP 3112</a>	Reports on District's Financial Condition	8/16/99	BP 6300 Fiscal Management	LR AS III.D		Review and renumber/incorporate in other policy.	
<a href="#">BP 3115</a>	Reserves	4/6/09	AP 6305 Reserves	GP		Review and renumber.	Board reviewed 11/14/13 and made no changes
<a href="#">BP 3120</a>	Disposition of Funds/Authorized Signatures	8/16/99	BP 6100 Delegation of Authority/BP 6150 Designation of Authorized Signatures	LR		Review and renumber/incorporate in other policy.	
<a href="#">BP 3130</a>	Investment of District Funds	8/16/99	BP 6320 Investments	LR		Review and renumber.	
<a href="#">AP 3130</a>	Procedures for the Investment of District Funds	8/16/99	AP 6320 Investments	LR		Review and renumber.	
<a href="#">BP 3140</a>	Purchasing Policy	8/16/99	BP 6330 Purchasing	LR		Review and renumber.	
<a href="#">AP 3140</a>	Purchasing Procedures	12/1/11	AP 6330 Purchasing	GP		Review and renumber.	
<a href="#">BP 3142</a>	Inventory Control	8/16/99	BP 6520 Security for District Property	LR AS III.B.1		Review and renumber.	
<a href="#">BP 3143</a>	Contracts	12/13/04	BP 6340 Contracts			Review and renumber.	
<a href="#">AP 3143</a>	Contract Procedures	12/1/11	AP 6340 Bids and Contracts/AP 6345 Bids and Contracts (UPCCAA Option)/AP 6350 Contracts - Construction/AP 6360 Contracts - Electronic Systems and Materials/AP 6370 Contracts - Personal Services			Review and renumber/incorporate in other policy.	
<a href="#">BP 3150</a>	System of Accounts	8/16/99	BP 6300 Fiscal Management/BP 6250 Budget Management/AP 6310 Accounting			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 3151</a>	Attendance Accounting	8/16/99	AP 5070 Attendance			Review, renumber, and move to Chapter 5.	
<a href="#">BP 3152</a>	Travel Reimbursement	8/16/99	BP 7400 Travel			Review, renumber, and move to Chapter 7	
<a href="#">AP 3152</a>	Administrative Travel Procedures	4/7/03	AP 7400 Travel			Review, renumber, and move to Chapter 7	

**Board Policy and Administrative Procedure Revision Project Status Chart**

<a href="#">BP 3152.5</a>	Travel Tour Solicitation	8/16/99	No CCLC equivalent			Review and renumber or retire.	
<a href="#">BP 3153</a>	Audit	12/4/06	BP 6400 Audits			Review and renumber.	
<a href="#">BP 3200</a>	Facilities Philosophy and Priorities Statement	8/16/99	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 3205</a>	Community Use of District Facilities	8/16/99	BP 6700 Civic Center and Other Facilities Use			Review and renumber.	
<a href="#">BP 3210</a>	Capitalization of District Property	2/1/07	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">AP 3210</a>	Capitalization of District Property	3/18/02	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 3211</a>	Disposal of District Property	6/5/06	BP 6550 Disposal of Property			Review and renumber.	
<a href="#">BP 3212</a>	Off-Campus Use of College Equipment	8/16/99	AP 6535 Use of District Equipment			Review and renumber.	
<a href="#">BP 3213</a>	Control of Major Construction Project Costs/Approval of Construction Change Orders	8/27/07	BP 6600 Capital Construction			Review and renumber.	
<a href="#">AP 3213</a>	Implementing Procedures for the Control of Major and Minor Construction Projects	8/27/07	AP 6600 Capital Construction			Review and renumber.	
<a href="#">BP 3214</a>	Environmentally Sustainable Practices	6/16/08	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 3215</a>	Art Objects in Campus Buildings and on Campus Grounds	8/16/99	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 3216</a>	Naming of College and District Buildings or Facilities	8/27/01	BP 6620 Naming of Buildings			Review and renumber.	
<a href="#">AP 3216</a>	Procedures for the Naming of College and District Buildings or Facilities	2/29/08	AP 6620 Naming of Buildings			Review and renumber.	
<a href="#">BP 3218</a>	Vehicular Traffic	8/16/99	AP 6750 Parking			Review and renumber/incorporate in other policy.	
<a href="#">BP 3218.5</a>	Parking and Transportation	8/16/99	BP 6750 Parking			Review and renumber.	
<a href="#">BP 3219</a>	Use of District Vehicles	8/16/99	AP 6530 District Vehicles			Review and renumber.	
<a href="#">BP 3222</a>	Signage on District Property	8/16/99	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">AP 3222</a>	Procedures Regarding Signage on District Property	8/16/99	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 3225</a>	Access Control Policy	8/27/12	BP 3501 Campus Security and Access			Review, renumber, and move to Chapter 3.	

**Board Policy and Administrative Procedure Revision Project Status Chart**

<a href="#">AP 3225</a>	Campus Security and Access	6/22/12	AP 3501 Campus Security and Access			Review, renumber, and move to Chapter 3.	
<a href="#">BP 3310</a>	Risk Management	8/16/99	BP 6800 Occupational Safety			Review and renumber.	
<a href="#">BP 3311</a>	Extension of District Insurance Protection	8/16/99	BP 6540 Insurance			Review and renumber.	
<a href="#">BP 3312</a>	Injury/Illness Prevention	8/16/99	BP 6800 Occupational Safety			Review and renumber/incorporate in other policy.	
<a href="#">BP 3313</a>	Bonding of Employees	8/16/99	AP 6322 Employee Indemnity Bonds			Review and renumber/incorporate in other policy.	
<a href="#">BP 3314</a>	Board Member/Employee Indemnification	8/16/99	BP 6540 Insurance			Review and renumber/incorporate in other policy.	
<a href="#">BP 3315</a>	Emergency Response Plan	3/7/11	BP 3505 Emergency Response Plan			Review, renumber, and move to Chapter 3.	
<a href="#">BP 3320</a>	Police Departments	7/12/04	BP 7600 College [Police Department(s)] or [Campus Security]			Review, renumber, and move to Chapter 7.	
<a href="#">BP 3321</a>	Local Law Enforcement	7/12/04	BP 3520 Local Law Enforcement			Review, renumber, and move to Chapter 3.	Ron Levine
<a href="#">AP 6331</a>	Food Purchase Procedures	4/28/17	No CCLC equivalent.				
<a href="#">BP 6401</a>	Audit and Finance Committee Guidelines for Administering	5/5/14	No CCLC equivalent.				
<a href="#">AP 6510</a>	Environmentally Sustainable Practices	10/24/14	No CCLC equivalent				
<a href="#">BP 6601</a>	Neighborhood Outreach	5/5/14	No CCLC equivalent.				
<a href="#">AP 6601</a>	Neighborhood Outreach Procedures	3/14/14	No CCLC equivalent.				
<a href="#">BP 6740</a>	Citizens' Bond Oversight Committee	2/3/14	BP 6740 Citizens' Bond Oversight Committee				
<a href="#">AP 6740</a>	Citizens' Bond Oversight Committee	1/17/14	AP 6740 Citizens' Bond Oversight Committee				
			<b>CCLC policies/procedures with no FHDA equivalent</b>				
			AP 6100 Delegation of Authority, Business & Fiscal Affairs	LA		Review and adopt	
			AP 6150 Designation of Authorized Signatures	LR		Review and adopt	
			AP 6200 Budget Preparation	LR AS III.D		Review and adopt	
			AP 6250 Budget Management	LR		Review and adopt	
			AP 6300 Fiscal Management	LR AS III.D.9		Review and adopt	
			BP 6307 Debt Issuance and Management	LR		Review and adopt	
			AP 6307 Debt Issuance and Management	LR		Review and adopt	
			AP 6315 Warrants	GP		Review and adopt	
			AP 6325 Payroll	GP		Review and adopt	



**Board Policy and Administrative Procedure Revision Project Status Chart**

			AP 6365 Accessibility of Information Technology	LR		Review and adopt	
			AP 6380 Vendors	optional		Review and adopt if necessary	
			AP 6400 Financial Audits	LR AS III.D.7		Review and adopt	
			BP 6450 Wireless or Cellular Phone Use	LA		Review and adopt	
			AP 6450 Wireless or Cellular Phone Use	LA		Review and adopt	
			BP 6500 Property Management	LR		Review and adopt	
			AP 6500 Property Management	GP		Review and adopt	
			AP 6520 Security for District Property	GP AS III.B.1		Review and adopt	
			AP 6530 District Vehicles	LA		Review and adopt	
			AP 6540 Insurance	LR		Review and adopt	
			AP 6550 Disposal of Property	LA		Review and adopt	
			AP 6700 Civic Center and Other Facilities Use	LR		Review and adopt	
			AP 6800 Occupational Safety	LR		Review and adopt	
			AP 6850 Hazardous Materials	LA		Review and adopt	
			AP 6900 Bookstore(s)	optional		Review and adopt if necessary	
			BP 6910 Housing	optional		Review and adopt if necessary	
			AP 6910 Housing	optional		Review and adopt if necessary	
<b>Chapter 7 - Human Resources (including former Article 4 - Personnel)</b>							
<a href="#">BP 4100</a>	Cultural Diversity/Equal Opportunity	5/5/03	BP 7100 Commitment to Diversity/BP 3420 Equal Employment Opportunity			Review, renumber, and move to Chapter 3.	
<a href="#">BP 4105</a>	Anti-Discrimination Policy	8/28/06	BP 3410 Nondiscrimination			Review, renumber, and move to Chapter 3.	12/15/15 Cabinet review/Dorene reviewing
<a href="#">BP 4110</a>	Mutual Respect Policy	8/28/06	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 4115</a>	Nepotism	5/20/96	BP 7310 Nepotism			Review and renumber.	
<a href="#">BP 4120</a>	Employment in Specially Funded Programs	11/21/77	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 4125</a>	Authorization to Offer Employment	12/6/10	BP 7110 Delegation of Authority		unions	Review and renumber.	
<a href="#">BP 4130</a>	Employment	11/4/02	BP 7120 Recruitment and Hiring		unions	Review and renumber.	
<a href="#">AP 4130</a>	District Hiring Procedures	7/15/02	AP 7120 Recruitment and Hiring		unions	Review and renumber.	3/20/15 CAC/Assigned to APM

**Board Policy and Administrative Procedure Revision Project Status Chart**

<a href="#">BP 4135</a>	Faculty Hiring Qualifications	4/1/02	BP 7120 Recruitment and Hiring/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies		FA	Review and renumber/incorporate in other policy.	
<a href="#">BP 4140</a>	Equivalency	4/1/96	AP 7211 Faculty Service Areas, Minimum Qualification, and Equivalencies		FA	Review and renumber/incorporate in other policy.	
<a href="#">BP 4145</a>	Board Advised of Evaluations	9/8/03	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 4150</a>	Personnel Files	11/18/96	AP 7145 Personnel Files		unions	Review and renumber.	
<a href="#">BP 4155</a>	Faculty Employees	11/18/96	BP 7210 Academic Employees		FA	Review and renumber.	Lisa Marcus to correct percentage for part-time employees. 11/19/14 sent to Dorene for review. 3/20/15 CAC Revise and review with AP 4130 District Hiring Procedures/Assigned to APM
<a href="#">BP 4157</a>	Release Time	7/14/97	No CCLC equivalent		unions	Review and renumber/incorporate in other policy or retire.	
<a href="#">AP 4157</a>	Definitions and Procedures for Release Time	7/14/97	No CCLC equivalent		unions	Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 4160</a>	Professional Activities	11/18/96	BP 7160 Professional Development		APM	Review and renumber.	
<a href="#">BP 4165</a>	Staff Invited to Board Meetings		No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 4170</a>	Staff Travel	11/18/96	BP 7400 Travel			Review and renumber.	
<a href="#">BP 4175</a>	Travel Authorization	11/18/96	BP 7400 Travel			Review and renumber.	
<a href="#">BP 4176</a>	International Travel	2/6/12	No CCLC equivalent			Review and renumber/incorporate in other policy or retire.	
<a href="#">BP 4180</a>	Research and Publications by Staff	12/4/61	BP 3715 Intellectual Property		FA	Review, renumber/incorporate in other policy, and move to Chapter 3 or retire.	

**Board Policy and Administrative Procedure Revision Project Status Chart**

<a href="#">BP 4185</a>	Publication of Instructional Materials	6/5/09	BP 3715 Intellectual Property		FA	Review, renumber/incorporate in other policy, and move to Chapter 3 or retire.	
<a href="#">BP 4190</a>	Academic Freedom	1/5/10	BP 4030 Academic Freedom		FA	Review, renumber, and move to Chapter 4.	
<a href="#">BP 4195</a>	Political Campaigning by Faculty Members	4/4/11	BP 7370 Political Activity		unions	Review and renumber.	
<a href="#">BP 4200</a>	Compensation	10/6/03	BP 7130 Compensation		unions	Review and renumber.	
<a href="#">BP 4205</a>	Family Medical Leave Act	4/1/02	BP 7340 Leaves		unions	Review and renumber.	
<a href="#">BP 4210</a>	Employee Examination for Tuberculosis	11/18/96	AP 7336 Certification of Freedom from Tuberculosis			Review and renumber.	
<a href="#">BP 4300</a>	Dismissal for Cause	11/18/96	BP 7360 Discipline and Dismissals - Academic Employees/BP 7365 Discipline and Dismissals - Classified Employees		unions	Review and renumber/incorporate in other policy.	
<a href="#">BP 4500</a>	Drug-Free Workplace	1/22/90	BP 3550 Drug Free Environment and Drug Prevention Program			Review, renumber, and move to Chapter 3.	
<a href="#">BP 4505</a>	Drug Testing	6/7/96	AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation)			Review, renumber, and move to Chapter 6	
<a href="#">BP 4515</a>	Prevention of Workplace Violence	11/5/01	BP 3510 Workplace Violence Plan		unions	Review, renumber, and move to Chapter 3.	2/19/16, 4/15/16, 6/10/16 CAC/Assigned to Dorene for further revision
<a href="#">BP 4630</a>	Sexual Assault Policy including Rape	1/25/93	BP 3540 Sexual and Other Assaults on Campus		unions	Review, renumber, and move to Chapter 3.	Language being negotiated with unions.
<a href="#">AP 4630A</a>	Foothill-De Anza Community College District Sexual Assault, including Rape: Procedures	1/25/93	AP 3540 Sexual and Other Assaults on Campus		unions	Review, renumber, and move to Chapter 3.	Language being negotiated with unions.
<a href="#">AP 4630B</a>	Foothill College's Sexual Assault, including Rape, Educational Program(s)	1/25/93	AP 3540 Sexual and Other Assaults on Campus		unions	Review, renumber, and move to Chapter 3. Language being negotiated with unions.	Language being negotiated with unions.
<a href="#">AP 4630C</a>	De Anza College's Sexual Assault, including Rape, Educational Program(s)	1/25/93	AP 3540 Sexual and Other Assaults on Campus		unions	Review, renumber, and move to Chapter 3.	Language being negotiated with unions.
<a href="#">BP 4640</a>	Harassment and Discrimination	8/31/09	BP 3430 Prohibition of Harassment		unions	Review, renumber, and move to Chapter 3.	
<a href="#">AP 4640</a>	Procedures to Resolve Complaints Regarding Harassment and Discrimination	8/31/09	AP 3430 Prohibition of Harassment/AP 3435 Discrimination and Harassment Complaints and Investigations		unions	Review, renumber, and move to Chapter 3.	

**Board Policy and Administrative Procedure Revision Project Status Chart**

<a href="#">BP 4670</a>	Requesting and Receiving Accommodation(s) Under the Americans with Disabilities Act	7/25/94	AP 7348 Accommodations			Review and renumber/incorporate in other policy.	
<a href="#">AP 4670</a>	Procedures for Requesting and Receiving Accommodation(s) under the Americans with Disabilities Act	6/28/11	AP 7348 Accommodations			Review and renumber.	
<a href="#">BP 7337</a>	Fingerprinting of Employees, Volunteers and Student Workers	3/3/14	AP 7337 Fingerprinting				
<a href="#">AP 7337</a>	Fingerprinting of Employees, Volunteers and Student Workers	10/18/13	AP 7337 Fingerprinting				
			<b>CCLC policies/procedures with no FHDA equivalent</b>				
			AP 7100 Commitment to Diversity	optional		Review and adopt if necessary	
			AP 7110 Delegation of Authority, Human Resources	LA AS III.A.11		Review and adopt	
			AP 7125 Verification of Eligibility for Employment	LR		Review and adopt	
			AP 7126 Applicant Background Checks	LA		Review and adopt	
			AP 7130 Compensation	optional	unions	Review and adopt if necessary	
			AP 7150 Evaluation	AS III.A.5	unions	Review and adopt	
			AP 7160 Professional Development	LR AS III.A.14	APM	Review and adopt	
			AP 7210 Academic Employees	optional	FA	Review and adopt if necessary	
			AP 7212 Temporary Faculty	LA	FA	Review and adopt	
			AP 7213 Part-Time Faculty Benefits	optional	FA	Review and adopt if necessary	
			AP 7214 Part-Time Faculty Office Hours	optional	FA	Review and adopt if necessary	
			AP 7215 Academic Employees: Probationary Contract Faculty	LA	FA	Review and adopt	
			AP 7216 Academic Employees: Grievance Procedure for Contract Decisions	LR	FA	Review and adopt	
			BP 7230 Classified Employees	LR	ACE, CSEA, Teamsters	Review and adopt	
			AP 7230 Classified Employees	optional	ACE, CSEA, Teamsters	Review and adopt if necessary	
			AP 7231 Seniority	optional	ACE, CSEA, Teamsters	Review and adopt if necessary	
			AP 7232 Classification Review	LA	ACE, CSEA, Teamsters	Review and adopt	

**Board Policy and Administrative Procedure Revision Project Status Chart**

			AP 7233 Claims for Work out of Classification	LR if not in contract	ACE, CSEA, Teamsters	Review and adopt if necessary	
			AP 7234 Overtime	LR if not in contract	ACE, CSEA, Teamsters	Review and adopt if necessary	
			AP 7235 Probationary Period: Classified Employees	optional	ACE, CSEA, Teamsters	Review and adopt if necessary	
			AP 7236 Substitute and Short Term Employees	optional	ACE	Review and adopt if necessary	
			AP 7237 Layoffs	optional	unions	Review and adopt if necessary	
			BP 7240 Confidential Employees	LR	confidentials	Review and adopt	
			AP 7240 Confidential Employees	optional	confidentials	Review and adopt if necessary	
			AP 7250 Educational Administrators	optional	AMA	Review and adopt if necessary	
			BP 7260 Classified Supervisors and Managers	LR	Teamsters	Review and adopt	
			AP 7260 Classified Supervisors and Managers	optional	Teamsters	Review and adopt if necessary	
			AP 7270 Student Workers	GP		Review and adopt	
			AP 7310 Nepotism	LA		Review and adopt	
			BP 7330 Communicable Disease	LR		Review and adopt	
			AP 7330 Communicable Disease	LR		Review and adopt	
			BP 7335 Health Examinations	LA		Review and adopt	
			AP 7340 Leaves	optional	unions	Review and adopt if necessary	
			AP 7341 Sabbaticals	optional	FA	Review and adopt if necessary	
			AP 7342 Holidays	optional	unions	Review and adopt if necessary	
			AP 7343 Industrial Accident and Illness Leave	LR	unions	Review and adopt	
			AP 7344 Notifying District of Illness	LA if not in contract	unions	Review and adopt if necessary	
			BP 7345 Catastrophic Leave Program	LA if Board has implemented		Review and adopt if necessary	
			AP 7345 Catastrophic Leave Program	optional		Review and adopt if necessary	
			AP 7346 Employees Called to Military Duty	LA		Review and adopt	
			AP 7347 Paid Family Leave	GP		Review and adopt	
			AP 7350 Resignations	optional		Review and adopt if necessary	
			AP 7360 Discipline and Dismissal, Academic Employees	optional	FA	Review and adopt if necessary	

**Board Policy and Administrative Procedure Revision Project Status Chart**

			AP 7365 Discipline and Dismissal, Classified Employee	LR	ACE, CSEA, Teamsters	Review and adopt	
			AP 7366 Reinstatement	optional		Review and adopt if necessary	
			AP 7370 Political Activity	LA	unions	Review and adopt	
			AP 7371 Personal Use of Public Resources	LR		Review and adopt	
			BP 7380 Retiree Health Benefits: Academic Employees	LR	FA	Review and adopt	
			AP 7380 Retiree Health Benefits: Academic Employees	LR	FA	Review and adopt	
			AP 7381 Health and Welfare Benefits	optional	unions	Review and adopt if necessary	
			AP 7500 Volunteers	LA		Review and adopt	
			BP 7510 Domestic Partners	LR		Review and adopt	
			AP 7600 College [Police Department(s)] or [Campus Security]	LA		Review and adopt	



Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Board Meeting Agendas
Number	BP 2340
Status	Up For Revision
Legal	Education Code Section 72121 Education Code Section 72121.5 Government Code Section 6250 et seq. Government Code Sections 54954 et seq.
Adopted	February 3, 1997
Last Revised	January 13, 2014
Origin	formerly BP 9128 - CCLC update - New requirement in Gov Code 54954.2 that districts post board meeting agendas on homepage effective 1/1/19.
Office	Chancellor's Office

*(Note: The new requirement that the agenda be posted on the primary home page of the district also applies to all of the district's Brown Act committees, including the Audit and Finance Committee, Citizens' Bond Oversight Committee, Foothill-De Anza Foundation Board of Directors, De Anza and Foothill Academic Senates, ASFC, and DASB. At the CCLC policy and procedures workshop, we were advised that a link to BoardDocs from the district's home page is sufficient for the Board, Audit and Finance, and CBOC agendas posted there. We will need to develop process for all of the other meeting agendas to have a link from the district home page by January 2019.)*

An agenda shall be posted adjacent to the place of meeting **as well as on the District's internet website** at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

Agendas shall be developed by the Chancellor in consultation with the Board President. Additionally, any two members of the board may submit to the Chancellor an item for discussion or consideration on the agenda.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- A majority decides there is an “emergency situation” as defined for emergency meetings;
- Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- An item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative procedures that provide for public access to agenda information.

Members of the public may place matters directly related to District business on an agenda by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator and contain his/her residence or business address and organizational affiliation, if any. Agenda items submitted by members of the public must be received by the Chancellor's Office no later than two weeks prior to the regularly scheduled Board meeting and shall be placed on the Board's agenda following the items of business initiated by the Board and staff. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted by the member of the public before the expiration of a 90-day period following the initial submission.

See Administrative Procedure 2340 Agendas

Approved 2/3/97  
Amended 9/10/01, 6/6/11  
Amended and renumbered 1/13/14 (formerly BP 9128)

Last Modified by Paula J Norsell on October 24, 2017





Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Speakers at Board Meetings
Number	BP 2350
Status	Up For Revision
Legal	Education Code Section 72121.5 Government Code Sections 54950 et seq. Government Code Section 54954.3
Adopted	January 13, 2014
Origin	CCLC templates - CCLC update - Gov Code 54954.3 requires double the amount of time provided to speakers who use a translator.
Office	Chancellor's Office

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public hearings.

Those wishing to speak to the Board are subject to the following:

- No member of the public may speak without being recognized by the President of the Board.
- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

#### Addressing Items on the Agenda

Members of the public are able to address the Board regarding items on the agenda as such items are taken up. Members of the public who wish to address the Board on items on the agenda shall complete a written request to the Chancellor at the beginning of the meeting at which they wish to speak. The request shall note the item on which they wish to speak and identify the submitter by name and by organizational affiliation, if any. In order to ensure the orderly conduct of public business, unless the Governing Board otherwise directs at the time, citizens wishing to discuss agenda items with the Board at Board meetings shall be limited to five

minutes per person. **Speakers who use a translator shall be limited to ten minutes per person.** The Board President may at his/her discretion limit the total number of speakers addressing a particular subject and/or reduce the minutes allowed per person below five minutes.

**Addressing Items Not on the Agenda**

This regulation shall not preclude the taking of public testimony or comment during the Public Hearings at regularly-scheduled meetings on matters not on the agenda which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at the same meeting at which such testimony or comment is taken. In order to facilitate such interaction with the public, each meeting agenda shall include a time for general public input on any matter not otherwise covered in the agenda for that meeting. Members of the public who wish to address the Board during the Public Hearing shall complete a written request to the Chancellor at the beginning of the meeting at which they wish to speak. The request shall identify the subject and the submitter by name and by organizational affiliation, if any. The Board President may at his/her discretion limit the total number of speakers addressing a particular subject and/or reduce the minutes allowed per person below five minutes. **Speakers who use a translator shall be limited to double the allotted amount of time.**

Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

Approved 1/13/14

Last Modified by Paula J Norsell on October 16, 2017



**FOOTHILL-DE ANZA  
Community College District**

Book	Board Policy
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Program, Curriculum, and Course Development (formerly Curricular Offerings)
Number	BP 4020 (formerly BP 6010)
Status	Up For Revision
Legal	34 Code of Federal Regulations 600.2 34 Code of Federal Regulations 602.24 34 Code of Federal Regulations 603.24 34 Code of Federal Regulations 668.8 U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended ACCJC Accreditation Standards II.A and II.A.9 Education Code Section 70901(b) Education Code Section 70902(b) Education Code Section 78016 California Code of Regulations, Title 5, Section 51000 California Code of Regulations, Title 5, Section 51022 California Code of Regulations, Title 5, Section 55100 California Code of Regulations, Title 5, Section 55130 California Code of Regulations, Title 5, Section 55150
Adopted	June 3, 1963
Last Revised	March 2, 1998
Origin	Legally required. APM update to include credit hour language required by accreditation standards and federal regulations. Update to CCLC language. APM approved 10/13/17.
Office	College Presidents
Upload	February 18, 2015

~~The curricular offerings of the College will include transfer, occupational, general education, and developmental courses for members of the community. Emphasis is not to be given to any of these to the exclusion of others. The Colleges are committed to offering courses with the appropriate content and methodologies to meet the needs of our diverse student populations. The Colleges, relying on the Academic Senate and with the full involvement of the Associated Students and the administration will continuously be alert to the educational needs of the community so they can present for Board consideration new and appropriate community college programs.~~

~~Where it is to mutual advantage, the Colleges will include in their considerations the possibility of offering a course or program in conjunction with an adjacent community college or local school district.~~

~~All curriculum changes and additions will be examined for recommendation of adoption or non-adoption by a Curriculum Committee. After examining the Committee's evaluation of the curriculum, Academic Senate, through the CIO, will forward the curriculum to the Chancellor for placement on the agenda of the Board of Trustees. However, in conformity with Policy 3280 and in recognition of the need to submit applications for grants by deadline dates, the Chancellor may, where time is a factor, proceed with steps necessary to apply for a grant prior to the recommendation of a curriculum by a Curriculum Committee.~~

~~The Curriculum Committee will be notified immediately when such a grant application is being considered, and any recommendations for curriculum changes will be made by the Committee prior to the effective date of the grant.~~

**(NOTE: This policy is legally required. The following policy indicates that the Board retains authority to approve new programs and courses, and discontinue programs, and delegates the authority for all other actions to the CEO. It is the option we legally advise, but options that delegate all authority to the CEO or that require Board approval for new courses and discontinue courses are legal. However, it is suggested that Boards not require program or course modifications be submitted to them for approval. The portion of this policy regarding credit hour definition is legally required in an effort to show good faith compliance with the applicable federal regulations.)**

**The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.**

**Furthermore, these procedures shall include:**

- primary or joint reliance, as appropriate, of the faculty and Academic Senate in all processes;**
- regular review and justification of programs and course descriptions;**
- opportunities for training for persons involved in aspects of curriculum development; and**
- consideration of job market and other related information for career and technical education programs.**

**All new programs and program discontinuances shall be approved by the Board of Trustees.**

**All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.**

**Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.**

#### **Credit Hour**

**Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.**

**The Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.**

**The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.**

Approved 6/3/63  
Amended 4/6/64, 10/16/68, 11/17/71, 3/2/98



Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Fees
Number	BP 5030
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 58520 California Code of Regulations, Title 5, Sections 59400 et seq. Education Code Section 76060.5 Education Code Section 76142 Education Code Section 76223 Education Code Sections 76300 et seq. Education Code Section 76355 Education Code Section 76361 Education Code Section 76360 Education Code Section 76365 Education Code Section 76370 Education Code Section 76395
Adopted	January 4, 1999
Last Revised	May 4, 2015
Origin	CCLC template / includes former BPs 3123, 3123.5, 5010 - Update to reflect change in Health Fee from \$16 to \$17 adopted by Board 6-12-17 and to add language regarding baccalaureate program fees
Office	Vice Chancellor Business Services
Upload	February 18, 2015

The Board authorizes the fees set forth below:

*Enrollment Fee (Education Code Section 76300)*

Each student shall be charged a fee for enrolling in credit courses as required by law.

**Baccalaureate Degree Pilot Program Fees (Title 5, Section 58520)**

**Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.**

*Auditing Fee (Education Code Section 76370)*

Persons auditing a course shall be charged a fee of ten dollars (\$10) per unit per quarter. Students enrolled in classes to receive credit for 15 or more quarter credit units shall not be charged an auditing fee to audit five or fewer units per quarter.

*Health Fee (Education Code Section 76355)*

The District shall charge each student a fee of ~~sixteen~~ **seventeen** dollars (~~\$16~~) (**\$17**) for health supervision and services.

*Parking Fee (Education Code Section 76360)*

Students shall be required to pay a fee for parking services. The Chancellor shall present for board approval fees for parking for students.

*Instructional Materials (Education Code Section 76365; Title 5, Sections 59400 et seq.)*

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

*Physical Education Facilities (Education Code Section 76395)*

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

*Student Representation Fee (Education Code Section 76060.5)*

As authorized by the colleges, students will be charged a per quarter fee to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

*Student Transportation Costs (Education Code Section 76361)*

Students shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. The fee shall be five dollars (\$5) for full time students enrolled in 12 or more units, four dollars (\$4) for part-time students enrolled in 6 to 11.9 units, and three dollars (\$3) for students enrolled in fewer than 6 units. (Note: Will need to update once student governments vote on the increase.)

*Transcript Fees (Education Code Section 76223)*

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of a student's records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

*International Students Application Processing Fee (Education Code Section 76142)*

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. The processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the United States government or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also ensure that those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Students who wish to apply for a Board of Governors Fee Waiver pursuant to Education Code Section 76300 shall be required to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.

*See Administrative Procedure 5030 Fees*

Approved 1/4/99  
Amended 5/4/15