



Chancellor's Advisory Council

Meeting Agenda – November 13, 2020

Zoom

<https://cccconfer.zoom.us/j/98615909431?pwd=bW9RRjQvRWJGeUhVRzFJSXExUGRlZz09&from=msft>

9:00-10:30 a.m.

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	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 October 16, 2020, meeting summary (<i>attachment 2</i>)	A – Provide accurate record of previous meeting.	Judy Miner
3. Proposed new and revised board policies (BP) and administrative procedures (AP) (<i>attachment 3</i>) <ul style="list-style-type: none"> Board Policy and Administrative Procedures review process AP 3415 Immigration Enforcement Activities (New) BP 3510 (formerly BP 4515) Violence in the Workplace (Revision) AP 3510 Violence in the Workplace (New) AP 5017 Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information (New) BP 6430 (formerly BP 3143) Bids and Contracts (Revision) <i>To be distributed – Draft undergoing additional review</i> AP 6430 (formerly AP 3143) Bids and Contracts (Revision) <i>To be distributed – Draft undergoing additional review</i> AP 6740 Citizens' Bond Oversight Committee (Revision) 	D – Provide input and seek feedback from constituencies for discussion at next meeting.	Judy Miner
4. Foothill College, De Anza College, and Central Services budget reduction collateral plans as of 11/1/20	I – Broaden awareness. Provide information for council members to disseminate to constituents.	Judy Miner
5. Board of Trustees Priorities 2020-21 (new standing item)	I/D – Gain understanding of 2020-21 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 constituencies.	Judy Miner
6. District initiatives update (new standing item)	I/D – Broaden awareness regarding districtwide initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner
7. Enrollment management	I/D – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner
8. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> District Budget Advisory Committee http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html Human Resources Advisory Committee/District/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 	I – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All

<ul style="list-style-type: none"> • <u>Business Process Alignment Task Force</u> https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&feedId=14505859 		
9. Dates to remember/other information and updates	I – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A – Action

2020-21 Chancellor's Advisory Council meeting dates:

<i>October 16, 2020</i>	<i>March 12, 2021</i>
<i>November 13, 2020</i>	<i>April 23, 2021</i>
<i>January 15, 2021</i>	<i>May 14, 2021</i>
<i>February 19, 2021</i>	<i>June 18, 2021</i>



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

October 16, 2020

Present: Becky Bartindale, Anthony Cervantes, Susan Cheu, Isaac Escoto, Christina Espinosa-Pieb, Lloyd Holmes, Kurt Hueg, Heidi King, Kristy Lisle, Kathryn Maurer, Kevin Metcalf, Judy Miner, Joe Moreau, Abhiraj Muhar, Thuy Nguyen, Dorene Novotny, Katelyn Pan, Josh Pelletier, Mary Pape, Frank Rocha, Tim Shively, David Ulate, Priya Vasu, Myisha Washington, Chris White, Hyon Chu Yi-Baker

1. Welcome and introductions

Chancellor Miner welcomed council members and guests.

2. Approval of June 5, 2020, meeting summary

The June 5, 2020, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. Review and reaffirmation of council Charge, Purpose, and Ground Rules

The council reviewed its Charge, Purpose, and Ground Rules. Judy asked that council members share any suggestions for revisions at the next meeting. Kathryn made positive comments about the document, suggesting that elements of it could help guide other governance groups.

4. Suggestions for program highlights/speakers schedule

Judy explained that past presentations from college and district programs have helped Chancellor's Advisory Council members improve cross-district awareness and collaboration. She asked that council members send suggestions for program highlights to Paula Norsell at norsellpaula@fhda.edu.

5. Educational Technology Advisory Committee Recommendation on End User Hardware Standard

Joe explained that because of the transition to remote work during the pandemic, the Educational Technology Advisory Committee (ETAC) recognized the need to change the default standard for end user hardware from a desktop computer to a laptop computer with a large display. He noted that exceptions would be made when circumstances warrant, and employees can continue to choose between Apple and PC products.

The council held a lengthy discussion about providing part-time employees access to laptops or other devices for remote work. Susan advised that purchasing additional computers for this purpose would likely be allowable under the COVID Block Grant, but the purchase would need to be part of the colleges' priority lists for use of the funds, which vice presidents Bret Watson and Pam Grey will submit in the next few days. Heidi recommended that those who support faculty be consulted about the greatest needs, and Chris suggested that a regional approach be considered since part-time faculty often teach at several colleges. Kristy advised that a strong policy on distribution and return of equipment will be required.

The council approved ETAC's recommendation by consensus.

6. Revision to board policy 2712 Conflict of Interest Code

The council approved the revised policy by consensus.

7. Enrollment management

Judy reported that most community colleges in the state and nation have seen a significant drop in enrollment, but the district's fall enrollment has not followed that trend. The council discussed efforts to make it easier for students to take classes at both colleges. Joe reported that Chien Shih is working with representatives from both colleges on a new process, but there are a lot of issues to consider to ensure that we do not inadvertently create problems for students. Anthony advised that the biggest roadblocks to implementing the necessary changes are the lack of alignment between the colleges in curriculum, prerequisites, and assessment.

Isaac suggested that carving out time for cross-district conversations between department faculty be prioritized and supported. Judy responded that the extra days of professional development held at the start of spring quarter last year might provide a model for this coming year and open up an opportunity for further discussions. She stated that change will take time, but the district needs to have a sense of urgency about the work because it is important to remove barriers from students' paths. Kathryn expressed concern about faculty workload and suggested that the district consider reassigned time for collaboration efforts.

Heidi suggested that at a minimum the district should find a way to alert students who are trying to sign up for a class that is closed at one college to alternatives available at the other college. Isaac noted that many courses are coded the same in Banner, so there is much to build upon.

Ahbi supported a thoughtful process but asked that leadership be provided at the district level, that the colleges work with a sense of urgency, and that students be regularly informed of progress. Judy committed to working with Isaac as District Academic Senate President on the initiative, but she asked for patience and forgiveness as district leaders have faced so many competing priorities as a result of the pandemic. She suggested that district initiatives be added as a standing item on council agendas to track progress on this and other important issues.

8. District strategic plan refresh

David provided an update on the District Strategic Plan update process started last year but waylaid by the pandemic. He stated that he would draft language to reflect the small changes agreed to by the council for review at a future meeting.

6. District Governance Committee/Constituent Group Reports

Due to time constraints, Judy directed council members to review the district governance committee websites for updates.

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>

7. Dates to remember/Other information and updates

Ahbi reported that the Associated Students of Foothill College has organized many events in support of Latinx Heritage Month, and officers have been appointed and are starting training. He expressed appreciation to Foothill College student trustee Priya V. for her work on resolutions in support of gender neutral bathrooms, affordable housing, and propositions 15 and 16. He advised that a student town hall meeting is planned for October 20, 2020, from 12:00-1:00 p.m.

Katelyn stated that the De Anza Associated Student Body (DASB) is in the process of planning a student town hall, reviewing its mission statement, and considering an internal student outreach committee. She stated that the DASB has also passed resolutions in support of propositions 15 and 16.

The meeting adjourned at 10:25 a.m.

Board Policy and Administrative Procedure Review

Background

The district has long held a contract with the Community College League of California (CCLC) for its Policy and Procedure Service. CCLC's service provides template language, vetted by legal counsel, for policies and procedures that are required by state and/or federal statute or regulation or that are legally advised to protect the district. A few additional templates are suggested as good practice/optional. The templates are updated twice per year to reflect changes in laws and regulations. Policies and procedures that have been adopted by the district are available online at the following link:
<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U5PUR6583E5>

The district began a systematic review of policies and procedures several years ago. Chapters 1, 2, and half of Chapter 3 have been reviewed to date. In addition to systematic review, policies and procedures in other chapters have been adopted or revised based on CCLC recommendations included in the twice yearly updates or at the suggestion of administrators or faculty. The district's intent is to implement a cyclical review process, starting again with review of Chapter 1 upon completion of the Chapter 7 review, while continuing to consider recommended updates as received by CCLC. As policies and procedures are revised, they are renumbered to align with CCLC's Policy and Procedure Service numbering system, which should help facilitate updates and research in the future.

Chancellor's Advisory Council Role

The Chancellor's Advisory Council plays a key role in the policy development process by providing input from all the district's constituent groups to the Chancellor, who is charged with recommending policy changes to the Board of Trustees as well as developing and implementing administrative procedures. Administrative procedures are considered final after approval by the Chancellor's Advisory Council, while board policies require adoption by the Board of Trustees. [Board policy 2410 Policy and Administrative Procedure](#) and [administrative procedure 2410 Policy and Administrative Procedure](#) delineate the district's process for adopting and changing policies and procedures.

Review of Draft Policies and Procedures

Language that is proposed for elimination in draft policies and procedures is indicated by ~~striketrough~~, and new language is reflected by **bold, underlined type**. Unmodified type represents language that has previously been approved and is not being changed. Notes in the drafts are deleted after adoption.

The following definitions and explanations, which appear in the CCLC's Policy & Procedure Subscription Service Implementation Handbook, are helpful to keep in mind when reviewing the district's policies and procedures:

Board Policy is the voice of the board of trustees and defines the general goals and acceptable practices for the operations of the district. It implements federal and state statutes and regulations. The board, through policy, delegates authority to and through the chief executive to administer the district. The CEO and district employees are responsible to reasonably interpret board policy as well as other relevant statutes and regulations that govern the district. Policy is best expressed in broad statements. It legally binds the district. Therefore, policy statements should be clear, succinct, and current.

Administrative procedures implement board policy, statutes, and regulations. They address how the general goals of the district are achieved and define the operations of the district. They include details of policy implementation, responsibility, accountability and

standards of practice. They are developed and implemented by the CEO, administration, faculty, and staff members; they are not intended to require board action.

Legally Required (LR): Legal counsel has determined that the policy/procedure is required based on state or federal statute or regulation. The templates contain the essential elements to assure compliance with state or federal law. Except as specifically noted at the beginning or in the body of a template, the text may be locally enlarged or modified, as long as no required elements are omitted. It is *strongly recommended* that any substantive modifications to the template language be carefully reviewed by local district legal counsel. The service includes policies and procedures with specific accreditation standard section references in the category of “legally required” due to the importance of complying with the related accreditation standard or accreditation eligibility requirement.

Legally Advised (LA): These policies and procedures are not specifically required by state or federal statute or regulation; however, legal counsel has identified them as essential to protect the district from potential liability. The templates or samples contain the key elements. Text may be locally enlarged or modified, so long as no required elements are omitted. Substantive modifications to the language should be reviewed by local district legal counsel.

Suggested as Good Practice/Optional (SUG): The service includes a few sample policies and procedures that are suggested as good practice or optional and are not required by statutes, regulations, or court cases. These documents may be commonly found in district manuals, promote effective operations, and/or have been requested by a number of subscribers. There is often a high degree of variation from district to district.



Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Immigration Enforcement Activities
Code	AP 3415
Status	New
Legal	Education Code 66093.3 Education Code Sections 66093
Origin	CCLC legally required - Language based on California Attorney General's model policy

Responding to Requests for Access for Immigration Enforcement Activities

District personnel shall provide guidance and offer to campus employees training addressing law enforcement access to campus buildings. This guide shall include the following required topics:

- **Campus police contact information to report concerns about the presence of officers engaged in immigration enforcement on any campus property.**
- **Samples of warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.**
- **Sample responses for building personnel to use in response to officers seeking access for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the school's activities.**

College personnel shall advise all students, faculty, and staff to immediately notify the appropriate President's Office or the President's designee if advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. Central Services personnel shall notify the Chancellor's Office or the Chancellor's designee under such circumstances. Campus police should also be notified as soon as possible.

No personnel may consent to entry of District facilities or portions thereof.

College personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order to refer the entity or individual to the appropriate President's Office or the President's designee, for purposes of verifying the legality of any warrant, court order, or subpoena. Central Services personnel shall notify the Chancellor's Office or the Chancellor's designee under such circumstances.

If the officer declares that exigent circumstances exist and demands immediate access to the campus, District personnel should not refuse the officer's orders and should immediately contact the President, if a college employee, or the Chancellor, if a Central Services employee.

The President or Chancellor's Office or the designee of the President or Chancellor shall determine what type of authorization is being provided to support the officer's request for access:

- A U.S. Immigrations and Customs Enforcement (ICE) “warrant.” Immediate compliance is not required. District personnel shall inform the officer that he/she cannot consent to any request without first consulting with the appropriate President, if a college employee, or Chancellor, if a Central Services employee. Provide copy of the warrant to the designated administrator (where possible, in consultation with legal counsel) as soon as possible.
- A federal judicial warrant (search-and-seizure warrant or arrest warrant): Prompt compliance with such a warrant is usually legally required, but where feasible, consult with the appropriate President, if a college employee, or Chancellor, if a Central Services employee, before responding.
- A subpoena for production of documents or other evidence: Immediate compliance is not required. Inform the officer that the District cannot respond to the subpoena until after it has been reviewed by a designated administrator. Provide a copy of the subpoena to a designated administrator or legal counsel as soon as possible.
- A notice to appear: This document is not directed at the District. District personnel are under no obligation to deliver or facilitate service of this document to the person named in the document. If a copy of the document is received, it must be given to a designated administrator as soon as possible.

District personnel should not attempt to physically interfere with an officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District personnel shall make a record of the contact and forward the information to the President or Chancellor, as appropriate.

In making record of the contact with an immigration enforcement officer, District personnel shall provide the following information:

- Name of the officer, and, if available, the officer’s credentials and contact information;
- Identity of all school personnel who communicated with the officer;
- Details of the officer’s request;
- Whether the officer presented a warrant, subpoena, or court order to accompany his/her request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge;
- District personnel’s response to the officer’s request;
- Any further action taken by the immigration officer; and
- Photo or copy of any documents presented by the agent.

District personnel shall provide a copy of those notes, and associated documents collected from the officer, to the appropriate President’s Office, if a college employee, or Chancellor’s Office, if a Central Services employee.

In turn, the President or Chancellor shall submit a timely report to the District’s governing board and the campus public safety office regarding the officer’s requests and actions and the District’s response(s).

Responding to Immigration Acts Against Students or Family Members

If there is reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, District personnel shall notify the person’s emergency contact that the person may have been taken into custody.

District personnel shall designate a staff person as a point of contact for any student, faculty member, or staff person who may or could be subject to an immigration order or inquiry.

District personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.

District personnel shall maintain a contact list of legal service providers who provide legal immigration representation and provide this list free of charge to any student who requests it. At minimum, the list shall include the legal service provider’s name and contact number, e-mail address, and office address.

If a student is detained or deported, or is unable to attend to his/her academic requirements because of an immigration order, District shall make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, or other benefits the student has been awarded or received subject to and in compliance with its policy.

District personnel shall permit a student who is subject to an immigration order to reenroll if and when the student is able to return to the District, subject to and in compliance with its policy and will make reasonable and good-faith efforts to provide for a seamless transition in the student's reenrollment and reacquisition of campus services and support.

District personnel shall be available to assist any student, faculty, and staff who may be subject to an immigration order or inquiry, or who may face similar issues, and whose education or employment is at risk because of immigration enforcement actions.



Book	Board Policy
Section	Chapter 3 - General Institution
Title	Violence in the Workplace (formerly Prevention of Workplace Violence)
Code	BP 3510 (formerly BP 4515)
Status	Up For Revision
Adopted	October 21, 1996
Last Revised	November 5, 2001
Origin	Update of legally required policy.
Office	Vice Chancellor Human Resources/Vice Chancellor Business Services
Upload	February 18, 2015

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

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

This policy prioritizes the effective handling of incidents of workplace violence that are intended to physically harm others or to damage property, including those of actual violence or of behavior that reasonably may be considered to threaten violence. The Chancellor shall establish administrative procedures informing employees what actions will be considered acts of violence and encouraging any employee who is the victim of violent conduct in the workplace, or is a witness to violent conduct, to report the matter to appropriate authorities in and outside the workplace with assurance that there will be no retaliation for reporting such incidents.

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

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

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

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

See Administrative Procedure 3510 Violence in the Workplace

Approved 10/21/96

Amended 11/5/01



Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Violence in the Workplace
Code	AP 3510
Status	New
Legal	Penal Code Section 273.6 Cal/OSHA; Labor Code Sections 6300 et seq. California Code of Regulations, Title 8, Section 3203 Code of Civil Procedure Section 527.8 Penal Code Sections 626.9 and 626.10
Origin	Legally required - CCLC template
Office	Vice Chancellor of Human Resources

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

Responding to Threats of Violence

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

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

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

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

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

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

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

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

Designated campus and central services administrators:

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

Campus Police:

4. District/Campus Police, 650.949.7313

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

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

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

Informing and Educating Employees

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

See Board Policy 3510 Violence in the Workplace



Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information
Code	AP 5017
Status	New
Legal	Education Code Section 66093 Education Code Section 66093.3 Education Code Section 68076 California Code of Regulations, Title 5, Section 41905
Origin	CCLC Legally required - Derived from CA Attorney General model language

Unless required by federal or state law, the District shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, the District shall not use that documentation or information for decisions related to admissions or enrollment in courses or degree programs.

The District is not permitted to use immigration status, citizenship status, or national origin information in personal statements outside the application process, other than for legitimate educational interests, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.

If the District learns of a student's immigration status through its application process (including the students' personal statement or answers to personal insight questions), the District shall create policies and procedures to protect such personal identifiable information and retain the information only to the extent it is necessary or required by law. The District shall avoid the disclosure of information that might indicate a student or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or state law.

Where permitted by law, the Dean of Enrollment Services of the District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or immigration status.

Examples of documents that can be used as proof of residency include but are not limited to:

- Registering a motor vehicle operated in California;
- Obtaining a California driver's license or California identification card;
- Filing a resident or nonresident California state income tax return;
- Listing a California address on a federal income tax return;
- Listing a permanent military address or home of record in California;
- A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);

- Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and
- Maintaining an active bank account at a California bank.

Where a District is permitted by law to request a minor student's parent's residency information in order to determine tuition or aid, the educational institution shall only require documentation or information that is available to persons regardless of immigration status (as noted above).

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this administrative procedure, the District's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this administrative procedure.

Specifically, where the District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status, and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the college or university shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.).



Book	Administrative Procedures
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Citizens' Bond Oversight Committee
Code	AP 6740
Status	Up For Revision
Legal	Education Code Section 15278 Education Code Section 15280 Education Code Section 15282
Adopted	November 15, 2013
Last Revised	January 17, 2014
Origin	updated Bylaws approved by Board 6/2/20
Office	Vice Chancellor Business Services
Upload	February 25, 2015

~~Section 1. Citizen's Bond Oversight Committee established.~~

~~The Foothill-De Anza Community College District (the "District") was successful at the election conducted on June 6, 2006 (the "Election"), in obtaining authorization from the District's voters to issue up to \$490,800,000 aggregate principal amount of the District's general obligation bonds (the "Measure C"). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Foothill-De Anza Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.~~

~~Section 2. Purpose~~

~~The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.~~

~~The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure C. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.~~

~~Section 3. Duties~~

~~To carry out its stated purposes, the Committee shall perform only the following duties:~~

~~3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds.~~

~~3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure C; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses.~~

~~3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:~~

~~(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and~~

~~(b) A summary of the Committee's proceedings and activities for the preceding year.~~

~~3.4 Duties of the Board and/or Chancellor. Either the Board or the Chancellor, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:~~

~~(i) Approval of construction contracts;~~

~~(ii) Approval of construction change orders;~~

~~(iii) Expenditure of construction funds;~~

~~(iv) Handling of all legal matters;~~

~~(v) Approval of construction plans and schedules;~~

~~(vi) Approval of all deferred maintenance plans; and~~

~~(vii) Approval of the sale of bonds.~~

~~3.5 Voter-Approved Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:~~

~~(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.~~

~~(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.~~

~~(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.~~

~~(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.~~

~~(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.~~

~~(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.~~

~~Section 4. Authorized Activities~~

~~4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:~~

~~(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.~~

~~(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Chancellor.~~

~~(c) Review copies of deferred maintenance proposal or plans developed by the District.~~

~~(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.~~

~~Section 5. Membership~~

~~5.1 Number.~~

~~The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:~~

- ~~• One (1) student enrolled and active in a community college support group, such as student government.~~
- ~~• One (1) member active in a business organization representing the business community located in the District.~~
- ~~• One (1) member active in a senior citizens' organization.~~
- ~~• One (1) member active in a bona-fide taxpayers association.~~
- ~~• One (1) member active in a support organization for Foothill College or De Anza College, such as a foundation or advisory council.~~
- ~~• Two (2) members of the community at-large.~~

~~5.2 Qualification Standards.~~

~~(a) To be a qualified person, he or she must be at least 18 years of age and reside within the boundaries of the District.~~

~~(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.~~

~~5.3 Ethics: Conflicts of Interest.~~

~~By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code.~~

~~5.4 Term.~~

~~Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.~~

~~5.5 Appointment.~~

~~Members of the Committee shall be appointed by the Board through the following process:~~

- ~~(a) appropriate local groups will be solicited for applications;~~
- ~~(b) the Chancellor or his or her designee will review the applications; and~~
- ~~(c) the Chancellor or his or her designee, following consultation with the Board President, will make recommendations to the Board.~~

~~5.6 Removal; Vacancy.~~

~~The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Board of Trustee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. Vacancies shall be filled within 90 days from the initial date of each such vacancy.~~

~~5.7 Compensation.~~

~~The Committee members shall not be compensated for their services.~~

~~5.8 Authority of Members.~~

- ~~(a) Committee members shall not have the authority to direct staff of the District;~~
- ~~(b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and~~
- ~~(c) the Committee may only receive copies of reports and documents which have been previously presented to the Board and which are a public record.~~

~~Section 6. Meetings of the Committee~~

~~6.1 Regular Meetings.~~

~~The Committee is required to meet at least once a year but may meet more often as the Committee shall determine, but no more frequently than quarterly.~~

~~6.2 Location-~~

~~All meetings shall be held within the boundaries of the Foothill-De Anza Community College District.~~

~~6.3 Procedures-~~

~~All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.~~

~~Section 7. District Support~~

~~7.1 Assistance-~~

~~The District shall provide to the Committee necessary technical and administrative assistance as follows:~~

- ~~(a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;~~
- ~~(b) provision of a meeting room, including any necessary audio/visual equipment;~~
- ~~(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and~~
- ~~(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.~~

~~7.2 Attendance~~

~~District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.~~

~~7.3 Proceeds to support the committee~~

~~No bond proceeds shall be used to provide District support to the Committee.~~

~~Section 8. Reports~~

~~In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.~~

~~Section 9. Officers~~

~~The Chancellor shall appoint the initial Chair to serve for an initial one (1) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as chair only when the Chair is absent~~

~~Section 10. Amendment of Bylaws~~

~~Any amendment to these Bylaws shall be approved by a majority vote of the Board.~~

~~Section 11. Termination~~

~~The Committee shall automatically terminate and disband 180 days following the date when all Measure C bond proceeds have been spent.~~

INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE AMENDED AND RESTATED BYLAWS

Section 1. Committee Established. The Foothill-De Anza Community College District (the "District") was successful at the election conducted on June 6, 2006 (the "Measure C Election"), in obtaining authorization from the District's voters to issue up to \$490,800,000 aggregate principal amount of the District's general obligation bonds. On March 3, 2020, the District was successful in obtaining authorization from the District's voters to issue up to \$898,000,000 aggregate principal amount of the District's general obligation bonds ("Measure G Election"). The Measure C Election and the

Measure G Election are hereinafter collectively referred to as the “Elections.” Both Elections were conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264, et seq. of the California Education Code (“Prop 39”). Pursuant to Section 15278 of the Education Code, the District is obligated to establish an Independent Citizens’ Bond Oversight Committee (“Committee”) in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the District (the “Board”) has previously established the Committee which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as “bond proceeds.” The Committee shall confine itself specifically to bond proceeds generated under Measure C and Measure G. Regular and deferred maintenance projects and all monies generated from other sources shall fall outside the scope of the Committee’s review. However, to the extent that facilities are financed with a combination of Measure C and Measure G monies, and other non-bond funds, such projects shall be subject to Committee oversight and review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the duties set forth in Sections 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 Inform the Public. The Committee shall inform the public concerning the District’s expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measure C and Measure G; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses, in compliance with Attorney General Opinion 04-110 issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, no later than March 31 following each fiscal year, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee’s proceedings and activities for the preceding year.

3.4 Duties of the Board and/or Chancellor. Either the Board or the Chancellor, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

(i) Approval of contracts,

(ii) Approval of change orders,

(iii) Expenditures of bond funds,

(iv) Handling of all legal matters,

(v) Approval of project plans and schedules,

(vi) Approval of all deferred maintenance plans, and

(vii) Approval of the sale of bonds.

3.5 Measure C and Measure G Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.
- (g) The adoption of a plan for publicizing the activities of the Committee, and a determination as to whether a mailer, a newspaper notice, or website materials would best suit the distribution of the Committee's findings and recommendations.
- (h) The amendment or modification of the Bylaws for the Committee, as provided herein, subject to the legal requirements of Proposition 39.
- (i) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based upon criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

- (a) Receive copies of the District's annual, independent performance audit and annual, independent financial audit required by Prop 39 (Article XIII A of the California Constitution) (together, the "Audits") at the same time said Audits are submitted to the District, and review the Audits.
- (b) Inspect District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Chancellor.
- (c) Review copies of deferred maintenance proposals or plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.
- (e) Receive from the Board, within three months of the District receiving the Audits, responses to any and all findings, recommendations and concerns addressed in the Audits, and review said responses.

Section 5. Membership.

Number.

The Committee shall consist of a minimum of seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the District, such as a foundation or advisory council.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest.

(a) Members of the Committee are not subject to the Political Reform Act (Gov. Code §§ 81000, et seq.), and are not required to complete Form 700; but, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

(b) Pursuant to Section 35233 of the Education Code, the prohibitions contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of the Government Code ("Article 4") and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code ("Article 4.7") are applicable to members of the Committee. Accordingly:

(i) Members of the Committee shall not be financially interested in any contract made by them in their official capacities or by the Committee, nor shall they be purchasers at any sale or vendors at any purchase made by them in their official capacity, all as prohibited by Article 4; and

(ii) Members of the Committee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to duties as a member of the Committee or with the duties, functions, or responsibilities of the Committee or the District. A member of the Committee shall not perform any work, service, or counsel for compensation where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of the District's Board of Trustees, except as permitted under Article 4.7.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two

(2) years, commencing on the date of the member's appointment by the Board. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Members who have previously served on the Measure C Committee shall be permitted to serve on the Committee and, if appointed by the Board, are entitled to serve three (3) new consecutive two (2) year terms from the date of their appointment.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District will advertise in the local newspapers, on its website and in other customary forums as well as solicit appropriate local groups for applications; (b) the Chancellor will review the applications; and (c) the Chancellor will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established

appointment process shall fill any vacancies on the Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; (c) the Committee shall not establish sub-committees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to projects funded by Measure C and Measure G.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee shall meet at least once a year, including an annual organizational meeting, but shall not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the boundaries of the Foothill-De Anza Community College District located in Santa Clara County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950, et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee except adjournment.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- (b) Provision of a meeting room, including any necessary audio/visual equipment;
- (c) Preparation, translation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) Retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

Section 8. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Chancellor shall appoint the initial Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one (1) year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final Annual Report which reflects the final accounting of the expenditure of all Measure C and Measure G monies.

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Foothill-De Anza Community College District;
- COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

[See Board Policy 6740 Citizens' Bond Oversight Committee](#)

Approved by the Chancellor's Advisory Council 11/15/13
Revised 1/17/14