



Chancellor's Advisory Council Meeting Agenda – April 13, 2012

Purpose: **Participatory Governance Leaders Meeting**
 Location: **District Board Room**
 Time: **1:30-3:30 p.m.**

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	NOTES
I. Approval of 2/24/12 Meeting Summary (<i>Attachment 1</i>)	I	Linda	
II. Benefits Implementation Update	I	Dorene	
III. Policies <ol style="list-style-type: none"> 1. AP 3217 Non-Smoking Areas (New) (<i>Attachment 2</i>) 2. AP 3410 Records Retention (Rev) (<i>Attachment 3</i>) 3. AP 6015 Program Discontinuance (New) (<i>Attachment 4</i>) 4. BP 6124 Course Repetition (Rev) (<i>Attachment 5</i>) 5. BP 6126 Course Withdrawal (New) (<i>Attachment 6</i>) 	A	Linda	
III. Other Information and Updates	I	All	

Next CAC Meeting: May 18, 2012, 1:30, Board Room

Distribution: Linda Thor, Karen Chow, Leo Contreras, Dolores Davison, Jorell Dye/ ASFC, Rich Hansen, Coleen Lee-Wheat, Virginia Marquez, Kevin McElroy, Judy Miner, Blanche Monary, John Mummert, Brian Murphy, Leif Nelson, Dorene Novotny, Arvind Ravichandran/ DASB, George Robles, Fred Sherman, Roberto Sias, Carol Skoog, Chris White

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL
DRAFT SUMMARY
February 24, 2012**

Present

Linda Thor, Karen Chow, Leo Contreras, Robert Cormia for Dolores Davison, Jorell Dye, Rich Hansen, Coleen Lee-Wheat, Virginia Marquez, John Mummert for Judy Miner, Blanche Monary, Sharon Luciw for Fred Sherman, Dorene Novotny, Carol Skoog, Rowena Tomaneng for Brian Murphy, Bernata Slater for Kevin McElroy, Chris White

Others

Members of the Non-Smoking on Campus Committee from each campus, Donna Toyohara

I. Approval of January 20, 2012 Meeting Summary

The January 20, 2012 meeting summary was approved.

II. Budget Update

Bernata reviewed major changes to the second quarter report:

- Additional Mid-Year Cuts – Because the student fee shortfall and resulting deficit factor may more than triple, revenue projections have been reduced by approximately \$2.6 million. The district will use one-time dollars from its Stability Fund to cover the reductions in 2011-12.
- Prior Year Adjustment – The district estimated that the deficit factor would reduce its 2010-11 budget by about \$875,000. However, the final deficit factor of \$375,000, coupled with an additional \$150,000 in lottery funds revenue increased state income by about \$525,000 for the 2010-11 budget.
- Non-Resident Tuition - Non-resident income is projected to be about \$1 million. Additional recruitment costs of \$200,000 will offset part of that amount, resulting in a net increase of approximately \$800,000 to the fund balance.
- Other Revenue Adjustments – Lottery rates per FTES was increased by \$6, resulting in a revenue increase of \$136,000. Other adjustments will be made when they are known.
- Productivity – The colleges are making great efforts to regain last year's lost FTES to avoid lowering our base in 2012-13.

Budget scenarios were reviewed. The worst-case scenario projects a deficit of between \$13-18 million. The best-case scenario would be a deficit of between \$9-\$14 million.

Budget town halls have been scheduled at each college and central services.

III. Benefits Update

Dorene gave an update on the district's move to CalPERS.

In an effort to address the multi-million dollar shortfall in the benefits budget, the Joint Labor Management Benefits Council (JLMBC) has been exploring options to the district's current benefits plan, including no longer being self-insured. After in-depth study and analysis, the council will make the recommendation to move the district's health insurance program to CalPERS. The final move would be after ratification by the bargaining units and the board. If approved, the change would take effect on July 1, 2012. In addition to the normal spring open enrollment period, an additional open enrollment period would be held in the fall to become effective January 1, 2013, in order to be in sync with CalPERS, which operates on the calendar year as opposed to the fiscal year. Dorene explained that to stay on the current plan for an additional six months would cost the district \$2-\$4 million a month, hence the fast-track to transition to a new plan.

Communication sessions at the colleges have been scheduled for next week.

IV. New Email and Calendaring System Update

Sharon Luciw gave an update on the status of the new email and calendaring system. A recommendation will be made on February 28. The implementation plan will be finalized once the product is selected. The calendaring and email system will be available through a web browser by July 1, 2012.

V. Policies

- 1. BP 6015 Program Discontinuance (New)** – was approved with suggested additional wording
- 2. BP 3217 Non-Smoking Areas (Rev.)** – was approved with suggested additional wording and corrected reference.
- 3. AP 3217 Non-Smoking Areas (New)** – There was a discussion related to the deletion of specific smoke producing products. The policy was tabled pending clarification of the definition of “vapor”.

VI. Other Information and Updates

Blanche – ACE continues to work on the layoff lists and the placement process of displaced employees.

Leo – reiterated the addition of building space but not personnel.

John – Foothill will offer a 6-week early summer session that will run from June 11 – July 20 in an effort to capture additional FTES.

Rich – FA is also working on their layoff lists.

Karen – Several staff will be attending the League for Innovation conference next week. She also reminded the group of the Partners in Learning Conference next Friday in Conf. Rooms A/B and stressed that preregistration is required.

Virginia – Announced the joint De Anza/Central Services classified staff retreat to be held at De Anza on May 11.

Carol – Also working on the classified retreat committee and is trying to meet deadlines before her term as president is up.

Chris – The Foothill Classified retreat is also going to be held on May 11 at a yet-to-be-confirmed off-campus location.

Jorell –

- The ASFC is focusing on budget issues, budget allocations, and is struggling with the funding of two staff positions
- The ASFC is also working on the March in March and will be providing four buses to Sacramento
- Looking into the legalities of a California political action committee where student funds could be directed toward political campaigns. This could be done in collaboration with the statewide Student Senate of California Community Colleges. This is still being explored.
- He would like to see a survey on smoking options for students to see if they would be willing to designate areas for smoking within the perimeter road.

Robert – Recognized the hard work of everyone on the committee to keep the district's important services operating for California's future workforce.

Rowena –

- The De Anza students will be providing six buses to Sacramento for the March in March. Students participating in the Occupy movement will be holding sessions to educate others on the March in March issues
- There will be a Globalization Conference on March 8 that will focus on communities along the border
- On March 16 Congressman Mike Honda will host AANAPISI (Asian American and Native American Pacific Islander)-focused White House initiative, a regional summit at De Anza

Adjournment

The meeting adjourned at 3:13 p.m.

Procedures for Enforcement of Non-Smoking Areas (New)

3217

Provisions

- 1.0 Each college will identify designated smoking areas. It will ensure that clear and consistent signage are displayed at all entrances to the campus, as well as other conspicuous locations, to notify the public that smoking is permitted only in the officially designated areas and is otherwise prohibited on the campus grounds or in campus buildings.
- 2.0 The smoking prohibition applies to District owned vehicles and all other District owned mobile equipment. “Smoking” means engaging in an act that generates Smoke, such as possessing a lighted pipe; a lighted hookah pipe; an operating electronic cigarette; a lighted cigar; a lighted cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind.
- 3.0 No tobacco related advertising or marketing shall be permitted at FHDA or in publications produced by FHDA. “Tobacco Product” means any substance containing tobacco leaf and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into a human body, but does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.
- 4.0 The sale of tobacco products on campus is prohibited.
- 5.0 Each college has the responsibility of communicating the Non-Smoking Policy to students and staff of the District. This policy shall be communicated to all students, employees and visitors annually and published in the colleges' Course Catalogues, handbooks, Web sites, and other appropriate locations.

Enforcement

- 1.0 Smoking violations shall be subject to issuance of citations by the District Safety and Security Department as provided for by state law.
- 2.0 An appeal process will ensure the due process of any person cited in accordance with District Policy.

California Government Code Sections 7597-7598
Health and Safety Code Sections 118875-118915
Labor Code 6404.5

Approved by CAC

FHDA FHDA 2/21/12 2:55 PM
Deleted: Off site facilities are responsible for defining appropriate smoking policies in accordance with their local municipal ordinances.

FHDA FHDA 2/21/12 2:56 PM
Deleted: No tobacco related advertising or marketing shall be permitted at FHDA or in publications produced by FHDA.

FHDA FHDA 2/21/12 2:56 PM
Deleted: The use of tobacco products and smoke producing products is prohibited, including but not limited to; cigarettes, cigars, cloves, bidis, pipes, hookah, marijuana and electronic cigarettes.

FHDA FHDA 2/21/12 2:56 PM
Deleted: 6.0 The sale of tobacco products on campus is prohibited.

FHDA FHDA 2/21/12 2:56 PM
Deleted: 7.0 Each college has the responsibility of communicating the Non-Smoking Policy to students and staff of the District. This policy shall be communicated to all students, employees and visitors annually and published in the colleges' Course Catalogues, handbooks, Web sites, and other appropriate locations.

FHDA FHDA 2/21/12 2:56 PM
Deleted: Violations of the District's No-Smoking Policy shall be enforced by the District Police Department.

**GUIDELINES FOR CLASSIFICATION, RETENTION AND
DESTRUCTION OF RECORDS (Rev.)**

AP 3410

SCOPE

The Board of Trustees establishes this policy, in accordance with Title 5, Division 6, Chapter 10, Sub-chapter 2.5 of the California Code of Regulations (CCR), to govern procedures for the classification, retention and destruction of all District records. Annually, the Chancellor or designee shall review documents and papers received or produced during the prior academic year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) if appropriate.

Records originating during a current academic year shall not be classified during that year. Records of a continuing nature, such as active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased. All records not classified prior to July 1, 1976, are subject to the same review and classification. If such records are three or more years old and classified as Class 3 (Disposable), they may be destroyed without further delay, in accordance with Article 3, Section 59029 of the CCR.

The responsibility for Records Management shall be as specified in Appendix A.

Each year the appropriate official, as identified in Appendix A, shall submit to the office of the Chancellor or designee, a list of records scheduled for destruction the following year.

The list shall include Class 3 records and those, if any, Class 1 and 2 records to be reclassified to Class 3.

The Chancellor or designee, then submits to the Governing Board the list of Class 1 and Class 2 records recommended for reclassification to Class 3 and requests approval for the destruction of all Class 3 records and shall verify that no records included in the list are in conflict with this policy.

Upon approval of the Governing Board for the destruction of the specified records, such records shall be permanently destroyed by such foolproof methods as recycling, shredding, burning, or pulping, and such destruction shall be supervised by the appropriate official, Chancellor or designee.

Whenever records are kept electronically, a certification copy for evidence shall be completed (form 4cd-137) and filmed preceding the referenced records. (Reference Section 59022(e) of Title 5 and Section 1531, Evidence Code.)

The appropriate official and designated District personnel shall provide for the permanent and safe storage of paper and electronic records during the retention period.

The retention and destruction of records related to Federal and State categorical programs are subject to the regulations covering the program if they are more restricted than District policy.

The retention and destruction of records related to Proposition 39 bond measures are subject to the regulations required by statute if they are more restricted than District policy.

For records that are photographed, micro-photographed, or otherwise reproduced on film or electronically, the copy thus made is hereby classified as Class 1 (Permanent). The original record, unless classified as Class 2 (Optional), may be classified as Class 3 (Disposable), and may then be destroyed in accordance with law if the following conditions are met:

1. The reproduction is accurate in detail.
2. The Chancellor or designee has attached to or incorporated in the copy or system a signed and dated certification of compliance with the provisions of Section 1531 of the Evidence Code, stating in substance that the copy is a correct copy of the original, or a specified part thereof, as appropriate.
3. The copy was placed in an accessible location and provision was made for preserving permanently, examining and using same.
4. In addition, if the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards.

DEFINITIONS

For the purpose of this Board policy, the following definitions apply:

1. **Records:** all District maps, books, papers, data processing output, and electronic documents that are required by law to prepare or retain by law or official duty, including student records as defined in section 76210 of the Education Code.

The following documents are not “records” and may be destroyed at any time:

- Additional copies of documents beyond the original or one copy (a person receiving a duplicated copy need not retain it).
- Correspondence between District employees that does not pertain to personnel matters or constitute a student record.
- Advertisements and other sales material received.
- Textbooks used for instruction, and other instructional materials, including library books, pamphlets and magazines.

2. **Class 1 (Permanent Records)** – The original of each of the records, or one exact copy when the original is required by law to be filed with another agency, and must be retained indefinitely unless copied or reproduced on film or electronically.

The following District records are in Class 1:

Annual reports:

- Official budget
- Financial reports of all funds, including cafeteria and student body funds
- Audit reports of all funds
- Average daily attendance/full-time equivalent student including Period 1 and Period 2 reports.
- Other major annual reports, including:
 - Those containing information relating to property, activities, financial condition, or transactions; and
 - Those declared by Board minutes to be permanent.

The following official actions:

- Minutes of the Board or committee meetings thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in the minutes but included therein by reference only.
- Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the Board for a Board Member, the Board Member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose.
- Records transmitted by another agency that pertain to that agency's action with respect to District organizations.

The following employee personnel records:

- All records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salary or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for every employee of the District, containing the same data may be classified as Class 1 (Permanent), and the detail records may then be classified as Class 3 (Disposable).

The following payroll records:

- Absence/Attendance Reports (Certificated & Classified)
- Salary Continuance/Adjustments (Medical, Dental, Life)
- Earnings Reports
- Quarterly Reports (Unemployment Insurance, Federal & State)
- Payroll Registers
- Payroll Adjustments & Employee/Employer Payment Detail
- Tax Shelter Annuities
- Time Cards (Classified, Certificated & Students)
- W-2 Form
- Warrant Cancellation (Documentation)

- Garnishments and Levies

The following student records:

Enrollment and scholarship for each student, including but not limited to:

- Name of student
- Date of birth
- Place of birth
- Name and address of a parent having custody or a guardian, if the student is a minor.
- Entering and leaving date for each academic year and for any summer session or other extra session.
- Subjects taken during each year, half year, summer session, or quarter.
- If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.
- Provided, however, that the District will not treat as Class 1 every document containing some or all of the foregoing items of student record information. Annually, each District employee responsible for generating records which contain any of the foregoing items of information shall also generate, or participate in the creation of, a single record which to the extent reasonably possible consolidates each of the foregoing items of student record information into a single document per student, or per other reasonable category. Such consolidated records shall then be treated as Class 1 pursuant to this Administrative Procedure, and the separate individual records from which the information on the consolidated records was taken shall be treated as Class 3 records.
- All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or applicable statute of limitations has run.

The following property records:

All detail property records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 (Permanent), and the detail records may then be classified as Class 3 (Disposable), if the property ledger includes:

- All capital assets
- For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss or otherwise.

The following archival records:

Not required by law to be kept permanently but a District policy to retain documents related to historical events of the District, yearbooks, plaques, awards, photographs, etc.

The following Foundation records (District and Colleges):

All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations and corresponding regulations governing operation of Title 26, USCA, Section 501(c)(3) tax exempt non-for-profit organizations.

3. **Class 2 (Optional Records)** – Any record worthy of further preservation, but not classified as Class 1 (Permanent) may be classified as Class 2 (Optional) and shall then be retained until reclassified as Class 3 (Disposable). If the Chancellor or designee determines that classification should not be made by the specified time, all records of the prior year may be classified as Class 2 (Optional), pending further review and classification within one year.
4. **Class 3 (Disposable Records)** - All records, other than continuing records, not classified as Class 1 (Permanent) or Class 2 (Optional) shall be classified as Class 3 (Disposable), including, but not limited to:
 - Records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase requisitions, purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report.
 - Periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions.

Generally, a Class 3 (Disposable) record, unless otherwise specified in this procedure, should be destroyed during the third college year after the college year in which it originated (e.g., 2003-04 plus 3 equals destruction in 2006-07). Federal programs, including various student aid programs, may require longer retention periods and such program requirements shall take precedence over the requirements contained herein.

With respect to records basic to an audit, a Class 3 (Disposable) record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 59118 of the CCR, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.

With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3 (Disposable).

Approved 10/2/09

APPENDIX A

I. Class 1 (Permanent Records)

Records to be retained permanently by the appropriate official and the responsibility for maintenance, storage, and retention under the general direction of the Chancellor are as follows:

A. Chancellor

1. Board Documents
 - a. Board policies and administrative procedures
 - b. Minutes
 - c. Board docket
2. Legal Counsel Opinions
3. Elections called by the Board
 - a. Records of call and results
4. District Organizations
 - a. Records relating to Board action, formation, naming, boundaries, changes in boundaries, reorganizations
5. District Foundation
 - a. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations, financial audits and corresponding regulations governing operation of 501(c)(3) tax exempt not-for-profit organizations.

B. Vice Chancellor, Business Services

1. Administrative Affairs
 - a. Budgets: State form, annual
 - b. Financial reports (quarterly and annual – all funds)
 - c. Annual audit
 - d. Budget allocation and planning review committee minutes
 - e. Apportionment notices and worksheets
 - f. Tentative budget
 - g. Adopted/Final budget
2. Capital Assets and Property Records
 - a. Buildings: [\(See attachment 1\)](#)
 - b. Equipment: All records relating to model numbers, quantity, type, identification number assigned, vendor, cost, date of acquisition and disposal
3. Payroll Records
 - a. Proven summary payroll of every employee
 - b. Salaries, wages, deductions and withholdings

Foothill College 3/14/12 10:16 AM

Deleted: Working drawings, blue prints and specifications of all structures, additions, alternations, certificates of approval of completion and related documents, change orders, contracts for construction, contractor payment requests, and appraisals

- c. Absence records (vacation cards and sick cards)
 - d. Payroll register
 - e. Absence/Attendance Reports (Certificated & Classified)
 - f. Salary Continuance/Adjustments (Medical, Dental, Life)
 - g. Earnings Reports
 - h. Quarterly Reports (Unemployment Insurance, Federal & State)
 - i. Payroll Registers
 - j. Payroll Adjustments & Employee/Employer Payment Detail
 - k. Tax Shelter Annuities
 - l. Time Cards (Classified, Certificated & Students)
 - m. W-2 Form
 - n. Warrant Cancellation (Documentation)
 - o. Garnishments and Levies
4. Risk Management
 - a. Certificates of Insurance from vendors
 - b. Worker's Compensation Insurance Certificate from vendors
 - c. Accident or injury reports (all records for which a claim has been made)
 - d. Proof of Insurance certificates
 - e. Liability claims files
 - f. Insurance summary of loss runs
 - g. Property Appraisals
 - h. Insurance Policies
 5. Environmental Compliance
 - a. Major Inspection Records with Environmental Agencies
 - b. Any Legal Documents related to Environmental Compliance, specifically Judgments or Agreements
 6. Proposition 39 bond programs
 7. District Police Department
 - Criminal
Capital felony (murder with special circumstances where the prosecution seeks the death penalty): **retain permanently**. If the charge is disposed of by acquittal or a sentence less than death, the case shall **be reclassified**.
- C. Vice Chancellor, Human Resources and Equal Opportunity
1. Personnel Records – Classified and Academic Employees
 - a. Dates of service rendered
 - b. Employment, assignment and reassignment records
 - c. Termination or dismissal notices
 - d. Evaluations
 - e. Retirement
 - f. Professional growth reports
 - g. Employee contracts
 - h. Collective bargaining agreements
 - i. Grievances

- j. Unfair labor practices
 - 2. Employee Health Benefits
 - a. Health and benefits contracts
 - b. District worker's compensation insurance reports
 - c. Workers' compensation claims files
 - d. Insurance policies
 - e. Insurance summary of loss runs
 - f. Employee benefits/fringe enrollment forms (retirees only)
 - g. OSHA logs
- D. College Presidents
- 1. Academic Affairs
 - a. Catalog
 - b. Class schedules
 - c. Minutes of:
 - i. Advisory committee meetings
 - ii. Academic senate meetings
 - d. Accreditation reports
 - e. Faculty handbooks
 - 2. Admissions & Records
 - a. Attendance reports
 - b. Class rosters
 - c. Confidential records, correspondence
 - d. Instructor grade sheets
 - e. Permanent transcripts
 - f. Reports of degrees and certificates
 - g. State 320 reports
 - 3. Commencement Program
 - 4. Student Government Minutes
 - 5. Foundations
 - a. All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations and corresponding regulations governing operation of 501(c)(3) tax exempt not-for-profit organizations.

II. Class II (Optional Records)

Records of a continuing nature, such as active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased.

*Foothill-De Anza Community College District
Administrative Procedures*

The appropriate official shall be responsible for maintenance, storage, and retention of Class II records. Records not required to be retained permanently and the length of retention for each record are for three, five, seven and ten years.

	<u>Retention Period</u> <u>(Years)</u>
1. <u>Human Resources (Vice Chancellor of Human Resources)</u>	
Application for Employment ¹	3
Selection Committee Materials (rating forms, reference-checks, etc)	3
Contract/Offer of Employment ¹	3
Employment Tests ¹	3
Letters of Recommendation ¹	3
Reclassification / Classification Review Materials	3
Tenure Review Files/Portfolios ²	3
Employee Benefit/Fringe Enrollment Forms ⁴	7
2. <u>Chancellor (Chancellor's Office)</u>	
Conflict of Interest Statements	7
3. <u>District Accounting (Vice Chancellor of Business Services)</u>	
Account Request Forms	3
Appropriation Transfers/Budget Change Forms	3
"B" Warrant Listing	3
"B" Warrant Summaries	7
Cancelled Checks – Revolving Fund/Clearing Account	7
Cash Receipts/Deposits	7
Categorical Program File (Agreements/Contract/Claims)	7
Check Books – Revolving Fund/Clearing Account	7
Check Registers	7
Community College Enrollment Fee (CCEF Report)	7
County Reconciliation Reports	7
Financial Reports (Local) Monthly Expenditure/Revenue	7
Request (BR0070)	
Journal Vouchers	7
Nonresident Withholding Allocation Worksheet (587)	7
Nonresident Withholding Waiver Request (588)	7
Pay Vendor files with Supporting Documents	7
- Affidavit of Publication	

¹ Will be kept in personnel files of current employees until termination.

² Tenure Review files shall be kept a minimum of one full year at the college site after tenure is granted, and three years in storage.

⁴ Will be retained for seven (7) years after termination.

*Foothill-De Anza Community College District
Administrative Procedures*

- Invoices	
- POs and Receivers	
- Reimbursement Requests	
- Non-Resident Refunds	
Posted IFAS Batch Reports	3
Request for Taxpayer Identification Number and Certification (W9)	7
Revolving Cash Fund Receipts	7
Student Financial Aid Records	7
Trial Balances	7
Withholding Exemption Certificate (590)	7
4. <u>Purchasing (Vice Chancellor of Business Services)</u>	
Formal Bids – Public Project	3
Maintenance and Service Contracts	3
Purchase Order Listing and Supplement	3
Contracts and Independent Contractors	3
Stores Inventory Records	3
Surplus property disposition records	3
5. <u>Facilities & Operations (Vice Chancellor of Business Services)</u>	
Allocations for Property Use	3
Architects Agreements	3
Escrow Materials	3
Master Plan	10
Materials and Labor Bonds	3
Performance Bonds	3
6. <u>Applications, correspondence, and records used for financial aid applications to federal, state and other agencies (College Presidents)</u>	7
7. <u>Foundation (Chancellors Office)</u>	
Account Transaction Forms (Request for Deposits and Payments)	5
Bank Statements (CD's, Savings, and Checking Accounts)	5
Check Logs (Check Registers and Financial Transaction Logs)	5
End-of-Year Trial and Balance and Balance Sheets	5
Investment Reports	5
Receipts for Donations (Thank-you Letters)	7
8. <u>Auxiliary Services (Vice Chancellor of Business Services)</u>	
A/P Check Listings	7
Bank Book	7
Bank Statements	7
Bookstore Inventory (annual)	7
Budget	7
Cancelled Checks	7

*Foothill-De Anza Community College District
Administrative Procedures*

Cash Receipts/Deposits	7
Check Stubs	7
Community Education Application/Receipts	7
Daily Cash Sales Reports	7
Expenditure Vouchers	7
Financial Reports (monthly)	7
Invoices	7
Purchase Orders	7
Sales Receipts	7
Sales and Use Tax Slips	7
9. <u>Facilities/Maintenance (Vice Chancellor of Business Services)</u>	
Inspection Reports	3
Preventative Maintenance Schedules	3
Surveys	3
Vandalism Reports	3
Vehicle Request Forms	3
10. <u>Environmental Services (Vice Chancellor of Business Services)</u>	
Hazardous Waste Generator Reports/Training	10
Hazardous Bill of Lading	10
Hazardous Waste Manifests	10
Completed Closure Reports	7
Periodic Agency Reports for Continued Compliance	7
Hazardous Material Business Plans for Each Campus	3
Internal and Self Inspections	3
Underground Storage Tanks Inspections and Certifications	3
Inspection Forms for Haz-Mat Areas (Within the Departments)	3
Training Records	3
Departmental Standard Operating Procedures Approved by EH&S	3
11. <u>Payroll (Vice Chancellor of Business Services)</u>	
Duplicate Copies of Tax Returns/Tax Deposits	5
Copies of W-2 (including returned copies)	5
Cancelled/Voided Checks	5
W-4 and DE4 (Withholding Allowance Certificates)	5
Copies of Forms 941, 940, W-3, Schedule A, Schedule B	5
Unemployment Reports (DE9423)	5
Withholding Tax Authorization Forms	5
Deduction Authorizations	5
12. <u>Risk Management (Vice Chancellor of Business Services)</u>	
On-Campus Incident Reports received by Risk Management (copies of incident reports that have potential risk to the District are received from District Police Department)	3

*Foothill-De Anza Community College District
Administrative Procedures*

Property/Liability Reports	7
OSHA Training Records	3
13. <u>Admissions (College Presidents)</u>	
Admissions & Guidance Petition (A&G)	5
Academic Records from Other Institutions	5
Academic Records from Other Institutions if Student Fails to Attend	3
Add/Drop Cards	5
Admission Application (College Credit)	5
Admission Application (Continuing Education)	3
Admission Application (International Students)	3
Attendance Forms, Op-Scan	5
Board of Governor Grant form (BOSS-C Waiver)	3
Career Advance Placement Form (CAP)	3
California Community College – Fiscal Service Unit (CCFS) - 320 Contact Hours by Class Audit Reports	5
Correspondence	3
Credit by Examination	5
Credit/No Credit	5
Evaluations and Petitions	5
Graduation Petitions	5
International Student Records	3
Proficiency Exam	3
Registration Cards and Residency Statements	3
Student Disclosure Form	3
Student Folders	5
Substandard Course Repetition Form	3
Transcript Request	3
Veterans Certifications	5
Veterans Education Administration Record (VEA)	5
14. <u>Students' Health and Safety Records (College Presidents)</u>	
Students Examinations and Health Records	7
Records Pertaining to Eligibility for Licenses Examinations	7
Records Pertaining to Patient Confidentiality	7
Unusual Occurrences	7
15. <u>Grants and Categorical Programs (Vice Chancellor of Business Services)</u>	
Correspondence with Funding Agency ⁵	5
Original Contracts and Contract Amendments ⁵	5
Periodic Progress and Final Reports ⁵	5
Student Eligibility and Participation Records ⁵	5
16. <u>District Police Department</u>	

⁵ Beyond end of entire project (if more than one year or last independent program audit or litigation)

Criminal

Felony, except as otherwise specified	75
Felony, except capital felony, with court records from the initial complaint through the preliminary hearing or plea and for which the case file does not include final sentencing or other final disposition of the case because the case was bound over to the superior court	5
Misdemeanor, except as otherwise specified	5
Misdemeanor alleging a violation of the Vehicle Code, except as otherwise specified	3
Misdemeanor alleging a violation of Section 23103, 23152, or 23153 of the Vehicle Code	10
Misdemeanor alleging a violation of Section 14601, 14601.1, 20002, 23104, 23105, 23109, or 23109.1 of the Vehicle Code	5
Misdemeanor alleging a marijuana violation under subdivision (b), (c), (d), or (e) of Section 11357 of the Health and Safety Code, or subdivision (b) of Section 11360 of the Health and Safety Code in accordance with the procedure set forth in Section 11361.5 of the Health and Safety Code (from the date of conviction or from the date of arrest if no conviction)	2
Misdemeanor, infraction, or civil action alleging a violation of the regulation and licensing of dogs under Sections 30951 to 30956, inclusive, of the Food and Agricultural Code or violation of any other local ordinance	3
Misdemeanor action resulting in a requirement that the defendant register as a sex offender pursuant to Section 290 of the Penal Code. This paragraph shall apply to records relating to a person convicted on or after September 20, 2006.	75
Infraction, except as otherwise specified	3
Parking infractions, including alleged violations under the stopping, standing, and parking provisions set forth in Chapter 9 (commencing with Section 22500) of Division 11 of the Vehicle Code	2

II. Class III (Disposable Records)

A Class 3 (Disposable) record, unless otherwise specified in this procedure, should be destroyed during the third college year after the college year in which it originated.

1. Purchasing (Vice Chancellor of Business Services)

*Foothill-De Anza Community College District
Administrative Procedures*

Purchase Orders	3
Purchase Requisitions	3
Formal Bids – Non-Public Projects	3

See Board Policy 3410

Approved 11/18/96
Reviewed 8/16/99
Approved by Chancellor's Staff 6/9/09

ATTACHMENT 1
CONSTRUCTION PROJECTS DOCUMENT RETENTION

<u>Document or Record</u>	<u>Retention Period</u>
<u>Litigation and Claims</u>	<u>Closure plus 5 years</u>
<u>Executed Professional Service Agreements (Contracts)</u>	<u>Permanent</u>
<u>Correspondence</u>	<u>Completion of Project plus 10 years*</u>
<u>Design/Drawings/Specifications/Design Calculations, etc. (completed projects)</u>	<u>Permanent</u>
<u>Design/Drawings/Specifications/Design Calculations, etc. (preliminary)</u>	<u>Destroy upon completion of project</u>
<u>Design/Drawings/Specifications/Design Calculations, etc. (review/mark up prints)</u>	<u>Destroy upon completion of project</u>
<u>Sub-contracts</u>	<u>Completion of Project plus 10 years*</u>
<u>Payment Records for Sub-contractors and Suppliers</u>	<u>Completion of Project plus 4 years</u>
<u>Job Contracts and Related Documents</u>	<u>Completion of Project plus 10 years*</u>
<u>Construction Pay Estimates, etc.</u>	<u>Completion of Project plus 10 years*</u>
<u>Final Inspection Report and Certificate of Completion</u>	<u>Completion of Project plus 10 years*</u>
<u>Shop Drawing and Other Submittals</u>	<u>Completion of Project plus 10 years*</u>
<u>Studies and Investigations (completed assignments)</u>	<u>Permanent or Until Obsolete</u>
<u>Published Studies and Reports</u>	<u>Permanent or Until Obsolete</u>
<u>Computer Model Software</u>	<u>Permanent</u>
<u>Testing, Inspection, Laboratory Reports</u>	<u>10 years</u>

* Or completion of project plus up to 12 years, depending on potential exposure.

Destroying Documents: All confidential documents shall be shredded and recycled. Non-confidential documents shall be recycled. If litigation is likely or has commenced, all documents must be retained.

Program Discontinuance (New)

AP 6015

1. Each college shall implement a procedure which explicitly identifies:
 - a. criteria that trigger concerns about program viability;
 - b. mechanisms and timing of communication and collaboration processes which are inclusive of program faculty, staff and administrators; and
 - c. mechanisms by which program viability problems might be remedied as an alternative to discontinuance;
 - d. the timing for communication with administrators, staff and faculty via the Academic and Professional Matters (APM) committee, to identify programs at the sister college that might be affected and to explore the possibility of merging/absorption by the sister college

2. If one of the colleges determines through its shared governance process that program discontinuance is necessary, all of the following will occur:
 - a. Written formal normal notice will be sent to program faculty and staff, the Faculty Association, and Classified Unions. The timing of notification shall be in accordance with respective agreements.
 - b. College faculty and administrators will collaborate to develop a phase-out plan to be brought to APM and CAC for discussion and feedback. This phase-out plan will include provisions to ensure that:
 - i. there is timely and ongoing communication with affected faculty and staff
 - ii. all students currently in the program have the opportunity to complete the program and are appropriately counseled, and
 - iii. the bargaining units ~~has~~ have time to resolve contractual issues for faculty and staff in the affected program in accordance with their respective agreements

See Board Policy 6015

Title 5 §51022

Course Repetition (Rev.)

6124

Students may repeat courses in which they have received a non-evaluative notation of “W” or a substandard evaluative notation of D, F, or NP

Students may repeat a course that is not designated by Title V as a repeatable course in an effort to alleviate substandard academic work. All courses taken in the Foothill-De Anza Community College District may be repeated for a maximum of five times. This total includes all attempts in which a student has received a “W” or a substandard academic notation, and is inclusive of courses taken at either Foothill College or De Anza College.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Each college will post clear instructions and procedures relative to this policy.

Each college may implement an intervention to improve student success before allowing a student to repeat the course. These intervention procedures will be determined by each college and clearly posted on the colleges’ websites and in all other official communications.

See Administrative Procedure 6124.

Title 5, Sections 55024, 55040-55045, 58161

Approved 6/16/08

- FHDA FHDA 4/10/12 2:07 PM
Deleted: under certain circumstances
- FHDA FHDA 4/10/12 2:08 PM
Deleted: The chancellor shall ensure that each college shall establish procedures that specify the circumstances under which a course may be repeated and the limits for course repetition. Such information shall be published in the college catalogs and included in other resources that are convenient for students.
- FHDA FHDA 4/10/12 2:08 PM
Deleted: , 55041, 55042, 55044
- FHDA FHDA 4/10/12 2:09 PM
Deleted: Education Code Section 76224

Course Withdrawal (New)

6126

Students may withdraw from a course prior to the census date without receiving an evaluative notation (A, B, C, D, F, P, NP) or a non-evaluative notation (“W”) on their transcripts. All students who withdraw from a course on/or after the census date shall receive the appropriate evaluative or non-evaluative notation on their transcripts.

The census dates for all courses will be communicated to students and the public on the colleges’ websites and other official communication channels.

Title 5 § 58161, 55023, 55024