



## Chancellor's Advisory Council Meeting Agenda – June 22, 2012

District Board Room  
1:30-3:30 p.m.

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	NOTES
I. Approval of 4/13/12 Meeting Summary ( <i>Attachment 1</i> )	I	Linda	
II. Policies <ol style="list-style-type: none"> <li>1. BP 3225 Campus Security &amp; Access (Rev.) (<i>Attachment 2</i>)</li> <li>2. AP 3225 Campus Security &amp; Access (Rev.) (<i>Attachment 3</i>)</li> <li>3. AP 6124 Course Repetition (New) (<i>Attachment 4</i>)</li> <li>4. BP 9140 Benefits for Trustees (Rev.) (<i>Attachment 5</i>)</li> </ol>	A	Linda	
III. Other Information and Updates	I	All	

**Distribution:** Linda Thor, Karen Chow, Leo Contreras, Bob Cormia, Dolores Davison, Courtney Shane / ASFC, Rich Hansen, Coleen Lee-Wheat, Virginia Marquez, Kevin McElroy, Judy Miner, Blanche Monary, Joe Moreau, John Mummert, Brian Murphy, Leif Nelson, Dorene Novotny, Pablo Zamorano / 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**  
**SUMMARY**  
**April 13, 2012**

Present

*Linda Thor, Leo Contreras, Rich Hansen, Carolyn Holcroft for Dolores Davison, Letha Jeanpierre for Brian Murphy, Coleen Lee-Wheat, Virginia Marquez, John Mummert, Judy Miner, Blanche Monary, Sharon Luciw for Fred Sherman, Dorene Novotny, Carol Skoog, Bernata Slater for Kevin McElroy, Chris White*

**I. Approval of February 24, 2012 Meeting Summary**

The February 24, 2012 meeting summary was approved.

**II. Budget Planning for 2012-12**

Bernata reported that Governor Brown has joined forces with the California Federation of Teachers, sponsors of the millionaire's tax initiative, in order to merge the two initiatives. Changes resulting from merging the two initiatives are:

- Sales tax would be increased by ¼% rather than ½%
- The increase in personal income tax would be in effect for 7 years instead of 5

If the governor's tax initiative passes:

- perhaps no additional triggers would be implemented
- the state will begin to make payouts. If we receive our payment on time and interest revenue will be realized
- we may receive monies for categorical programs that were so drastically cut

If the governor's tax initiative fails:

- mid-year triggers would be implemented
- with the reduced income, we may need to plan for further reductions in 2013

The colleges and central services are planning a budget based on a worst-case scenario that can be adjusted if necessary, and are working on closing an estimated deficit of about \$17.5 million. The colleges and central services will be implementing some cuts as of June 30, 2012. The colleges are planning to serve all the students for which we will be funded and hope to restore some of those lost FTES.

The Tentative Budget will be presented to the board for a first reading on June 4 and will include the changes proposed in the governor's May revise. By early August we should know our ending fund balance, our FTES, and the status of the state budget. The Adopted Budget public hearing will be in August and will be presented to the board for acceptance in September.

**III. Benefits Update**

The bargaining units and board have ratified the move to CalPERS. The conversion to the new benefits plan involves huge amounts of paperwork, programming, massive amounts of data entry and coding and testing. Dorene praised the efforts of the benefits staff, payroll staff, and ETS staff who have been involved in the process and have worked overtime and evenings and sacrificed weekends to ensure a smooth conversion by July 1.

Communications were sent out to both active and retired employees' homes informing them of the change, open enrollment dates, and scheduled information sessions, as well as an informative e-blast to all active employees. The CAC was able to review a copy of the benefits guide that was sent out with the benefits summary. Dorene briefly outlined the open enrollment timelines and processes for both active and retired employees. Every effort is being made to ensure that we have 100% compliance.

#### **IV. Policies**

1. AP 3217 Procedures for Enforcement of Non-Smoking Area (New)  
This procedure was approved with revisions
2. AP 3410 Guidelines for Classification, Retention and Destruction of Records (Rev.)  
This procedure was approved as submitted
3. AP 6015 Program Discontinuance (New)  
This procedure was approved with corrected wording
4. BP 6124 Course Repetition (Rev.)  
This policy was approved with clarified wording and will be presented to the board for a first reading on May 7.
5. BP 6126 Course Withdrawal (New)  
This policy was approved as submitted and will be presented to the board for a first reading on May 7.

#### **V. Other Information and Updates**

##### Sharon

- Equipment is being purchased for the new e-mail system and calendaring system, and ETS will be installing and configuring that equipment. Sharon's personal goal is to ensure that the conversion goes as smoothly as possible for everyone. The new system would enable both e-mail and calendaring systems to be accessible using any mobile device.

##### Virginia

- De Anza Classified Senate elections will be taking place on 4/26
- The De Anza Classified Senate and the Central Services Classified Senate are working together to plan the May 11 classified retreat
- On May 18 the De Anza Classified and Academic Senates will jointly sponsor a staff development activity – Naming Elephants, Part 2

##### Carol

- The Central Services Classified Senate spring newsletter went out today
- They are also preparing for elections that will be held next week

Blanche provided an update on the layoff list and status of positions

Judy reported that the faculty hiring committees have completed their work and the class of 2012 is in place

Coleen reported that on April 27 the faculty senate will hold its convocation.

**Adjournment**

The meeting adjourned at 2:45 p.m.

Approved 6/22/12

**Revised**

**Campus Security and Access Control Policy**

**BP 3225**

The Chancellor shall establish procedures for security and access to District facilities.

See Administrative Procedures AP 3225 Campus Security and Access

34 CFR 668.46(b)(3)

Approved June xx, 2012

Reviewed by CAC June yy, 2012

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**Deleted:** The District safeguards State assets and promotes the security of campus personnel through appropriate monitoring of access to District property. This security and access control policy addresses all active locking systems on campus, such as keys and combination locks. District Plant Services (DPS) is the department responsible for managing this policy. District colleges and departments are expected to follow all access control and security procedures as noted in this policy. District colleges and departments will receive immediate notification of any Campus Security and Access Control policy changes.

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**Revised**

**Campus Security and Access**

AP 3225

The following administrative procedures have been developed as one element of a comprehensive security program.

Appropriate administrators from both Colleges, along with the District Police Chief, Director, Maintenance and Operations, and others as needed are to regularly monitor and review security issues such as landscaping, locks, alarms, lighting, and communications.

During business hours, Foothill and De Anza Colleges will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key or electronic access, if issued, or by admittance via the District Police Department. In the case of periods of extended closing, the Colleges will admit only those with prior written approval to all facilities. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Physical Education Facilities, the Library, and Flint Center for the Performing Arts. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

Traditionally, keys and electronic access control devices were used to manage security and access to District and Campus buildings. For the sake of this document, keys and electronic control devices will collectively be referred to as Access Control Device (ACD).

**Special Requirements for High Security Areas**

Any High Security area will receive electronic access. The Division Dean or Department Manager must approve a request for an electronic access before the request is made to District Plant Services.

**ACCESS CONTROL PROCEDURES**

**Requesting Access**

Access should be requested through, and approved by, the individual's direct supervisor. The request will then be forwarded to the designated campus or district office responsible for handling access requests. After obtaining further necessary approvals, the request will be forwarded to the Hardware Shop for processing.

**Restrictions**

- No more than one of the same traditional key will be issued to an individual.
- No redundancy; an individual may not have both a master key and an individual door key.
- Students, as a rule, will only be granted electronic access to student areas. On a case-by-case basis, and only with approval of the appropriate Vice President, students may be issued a traditional key until this practice is completely phased out when the District incorporates more electronic locks.

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- Under no circumstances will Volunteers be issued any Access Control Device.

#### **Employee Separation from the District / Inactive Employee**

Separating employee(s) will return all Access Control Devices to the Human Resources Department or responsible campus person, who then completes the Human Resources Employee Separation form confirming that all Access Control Devices assigned to that individual are accounted for and have been returned to the District's possession.

#### **Fabrication**

Unauthorized fabrication, duplication, possession or use of an Access Control Device to facilities of the Foothill-De Anza Community College District is a crime (California Penal Code 469). District Access Control Devices are State property and may be recovered at any time by Police, District Plant Services, or an employee's supervisor. To ensure compliance with applicable fire, life and safety codes, non-District locks or keys shall not be used. The Hardware Shop will also maintain serial numbers that are stamped on designated traditional keys.

### **RESPONSIBILITIES**

#### **Individuals**

Individuals are personally responsible for the use of all Access Control Devices issued to them until the Access Control Devices are returned to the department's Responsible Person or Human Resources upon separation. Individuals must personally sign for their Access Control Devices and shall not transfer or loan them to another individual. Holders are not to unlock buildings or rooms in order to allow entry by unauthorized persons. Employees may be issued Access Control Devices for the duration of employment. The employee's final paycheck may be held pending the return or clearance of an outstanding Access Control Device.

In the event an individual has lost their Access Control Device, they must inform their direct supervisor immediately. Employees must then complete a Lost Property Report with District Police before a replacement Access Control Device can be requested

Students should not be issued access to buildings or offices outside of business hours, unless special circumstances dictate. Students with access who are working after hours must possess written authorization from the Division Dean or Director and have it available to be shown to the District Police upon request. Student records and registration may be held pending clearance of an Access Control Device at the end of each quarter.

#### **District Plant Services**

The Keying System and Electronic Access System design will promote security and reasonable convenience to personnel occupying campus facilities. District Plant Services maintains up-to-date records of all access systems and authorized usage of all District and Campus Access Control Devices.

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District Plant Services must authorize access needed by contractors, vendors, or other non-District users. The department needing access should make requests. District Plant Services will inform the Hardware Shop of the authorized individual, the firm name and the specific return date. Contractors or other non-District personnel will fill out an access request form at the District Police Department, which is responsible for Access Control Device issuance, collection of Access Control Devices and maintenance of up-to-date records of contractor Access Control Devices. Final payment will not be made to the firm until all District Access Control Devices are returned.

### ISSUANCE OF ACCESS CONTROL DEVICES

All persons issued an Access Control Device shall at all times be held responsible and accountable for all Access Control Devices issued to them. An Access Control Device will only be released to the individual granted access. Appropriate administrators may request and delegate the issuance Access Control Device only as necessary and in accordance with the Access Eligibility Criteria below.

Type of Access	Eligibility to Carry*	Responsibility to Authorize
Master	Chancellor, Vice Chancellors, President, Vice President, Associate Vice Presidents, Police Chief, Police Officers, Executive Director of Facilities and Operations, Designated Plant Services staff, Designated ETS employees	Chancellor, Vice Chancellors, Police Chief, President, or Executive Director of Facilities
Division Master	Appropriate Plant Services staff, employees as needed to perform their duties	Division Dean
Individual door	Employees	Division Dean
Individual door	Students, Student Employees	Division Dean or Vice President
Contractor/Vendor Access	Eligible Contractors/Vendors	VP Educational Resources & Instruction, VP Finance & College Services, or Executive Director of Facilities
Construction Access	Eligible Contractors	Executive Director of Facilities

34 CFR § 668.46(b)(3)

See Board Policy 3225

Reviewed by Chancellor's Advisory Council 5/30/08, \_\_\_\_\_

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All persons issued District keys and/or electronic access codes shall at all times be held responsible and accountable for all keys/access codes that are issued to them. Appropriate administrators may request and delegate the issuance of keys/access codes only as necessary and in accordance with the Access Eligibility Criteria below.

\*Chancellor, Vice Chancellors, Presidents, and Vice Presidents may authorize other individuals at any level at their discretion.

Types of key systems currently on campus:  
Primus Everest key system  
Keyed locks  
Electronic Access

**KEY CONTROL PROCEDURES**

**Ordering Keys**

Keys can be ordered through a campus(es) designated office. Individuals ordering the key(s) are responsible for completing the form and obtaining the proper authorization. The completed form is then forwarded to the Lock Shop for processing. After which the keys are sent to the designated on cam (... [1])

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**Facilities Management:** (... [3])

## ISSUANCE OF KEYS

All persons issued District keys and/or electronic access codes shall at all times be held responsible and accountable for all keys/access codes that are issued to them. Appropriate administrators may request and delegate the issuance of keys/access codes only as necessary and in accordance with the Access Eligibility Criteria below.

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### Types of key systems currently on campus:

Primus Everest key system

Keyed locks

Electronic Access

## KEY CONTROL PROCEDURES

### Ordering Keys

Keys can be ordered through a campus(es) designated office. Individuals ordering the key(s) are responsible for completing the form and obtaining the proper authorization. The completed form is then forwarded to the Lock Shop for processing. After which the keys are sent to the designated on campus office for distribution.

### Key Issuance

Key(s) must be picked up by the individual defined on the authorized Key Request Form. The individual signs the Key Receipt Form and returns the form to the designated campus office.

### Electronic Access

Electronic access is considered the same as keys because it allows access to buildings, rooms etc. All requests for electronic access will be handled as those for hard keys. Upon delivery of the request to the Lock Shop, the access will be activated or deactivated depending on the need.

The Lock Shop will perform an audit of the electronic lock upon request from the department (times, dates and credentials used).

### Employee Separation from the District / Inactive Employee

Separating employee(s) will return all keys/credentials to the Human Resources Department or Responsible Person, who then completes the Human Resources Employee Separation process confirming that all keys assigned to that individual are accounted for and have been returned to the District's possession.

### Fabrication

Unauthorized fabrication, duplication, possession or use of keys to facilities of the Foothill-De Anza Community College District is a crime (California Penal Code 469). District keys are State property and may be recovered at any time by Police, DPS District Plant Services,

or an employee's supervisor. To ensure compliance with applicable fire, life and safety codes, non-District locks or keys shall not be used. The Lock Shop will also maintain serial numbers which are stamped on designated keys.

## RESPONSIBILITIES

### Individuals

Individuals are personally responsible for the use of all keys issued to them until the keys are returned to the department's Responsible Person or Human Resources upon separation. Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual. Key holders are not to unlock buildings or rooms in order to allow entry by unauthorized persons. Employees may be issued keys for the duration of employment. The employee's final paycheck may be held pending the return or clearance of outstanding keys.

Students should not be issued keys to buildings or offices outside of business hours, unless special circumstances dictate. Students with access who are working after hours must possess written authorization from the college President and have it available to be shown to the District Police upon request. Student records and registration may be held pending clearance of keys at the end of each quarter.

### Lost Keys

Employees must inform the department head immediately. Employees must then complete a Lost Key Report with the District Police.

### Deans, Department Heads or Authorized Representatives

Authorization for the issuance of keys to college and departmental staff and students is based on the need to have access to an area.

### Special Requirements for High Security Areas

Any High Security area will receive electronic access. Request for electronic access must be approved by the Division Dean or Department Head before the request is made to District Plant Services.

## DISTRICT PLANT SERVICES (DPS District Plant Services)

### Keying System

The Keying System and Electronic Access System design will ensure security and reasonable convenience to personnel occupying campus facilities.  
DPS District Plant Services

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maintains up-to-date records of all keying systems and authorized usage of all campus keys.

### Facilities Management:

Facilities Management must authorize keys needed by contractors or other non-District users. Key requests should be made by the department needing access. Facilities Management will inform the Lock Shop of the authorized individual, the firm name and the specific return date. Contractors or other non-District personnel will fill out a key request form at the District Police Department which is responsible for key issuance, collection of keys and maintenance of up-

to-date records of contractor keys. Final payment will not be made to the firm until all District keys are returned.

## Course Repetition (New)

AP 6124

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### **Repetition to Alleviate Substandard Work**

When a student repeats a course to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions beyond a maximum of two times within the Foothill-De Anza Community College District. This total includes all attempts in which a student has received a “W” or a substandard academic notation. Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol. All grades and credits earned shall remain legible on the student’s permanent academic record, ensuring a true and complete academic history.

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

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

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

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

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

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may

*Foothill-De Anza Community College District  
Administrative Procedures*

repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

**Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 7/11**

**Title 5:**

Section 55041 – Repeatable Courses

Section 55042 – Repetition to Alleviate Substandard Work

Section 55043 – Significant Lapse of Time

Section 55044 – Repetition of Variable Unit Courses

Section 55045 – Course Repetition Due to Extenuating Circumstances

Section 55253 – College Credit and Repetition

Section 56029 – Special Class Repeatability

Approved by CAC \_\_\_\_\_

## Benefits for Trustees

9140

Each publicly elected trustee of the Foothill-De Anza Community College District shall receive the same paid benefits as are granted to administrative employees of the District during the term of his/her elected service.

Each qualified former elected trustee whose services as a Board member began prior to January 1, 1995, shall receive the same paid benefits as are granted to qualified retired administrative employees hired prior to July 1, 1997.

A qualified former trustee whose service as a Board member began prior to January 1, 1995. is one who, at the time he/she leaves office:

- is age 55 or older; and
- has rendered total continuous service as a trustee to the Foothill-De Anza Community College District for twelve (12) or more years immediately preceding his or her retirement.

Each qualified former elected trustee whose service as a Board member began on or after January 1, 1995, shall receive the same paid benefits as are granted to qualified retired administrative employees hired on or after July 1, 1997.

A qualified former trustee whose service as a Board member began on or after January 1, 1995 is one who, at the time he/she leaves office:

- is age 55 or older; and
- has rendered total continuous service as a trustee to the Foothill-De Anza Community College District fifteen (15) or more years immediately preceding his or her retirement.

For the duration of the District's contract with the CalPERS Health Program for health benefit coverage of the Public Employees' Medical and Hospital Care Act (PEMHCA), each qualified former trustee shall also be required to meet the following PEMHCA provisions:

- retire under CalPERS, CalSTRS or a district-sponsored qualified retirement plan within 120 days of separation from elected service; and
- meet the definition of annuitant in accordance with PEMHCA Section 22760.

The benefits provided under this Board policy shall remain subject to alteration or termination by the Board at any time.

Government Code Section 53201

Approved 2/1/82  
Amended 6/7/93; 2/3/97; 3/20/00;  
xx/xx/xx

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