



## Chancellor's Advisory Council Meeting Agenda – November 15, 2013

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Introductions	I	Linda
II. Review of CAC charge ( <i>Attachment 1</i> )	D	Linda
III. Approval of 6/14/13 and 10/18/13 e-meeting summaries ( <i>Attachments 2 and 3</i> )	A	Linda
IV. New board policies <ul style="list-style-type: none"> <li>• BP 2200 Board Philosophy, Mission, and Roles and Responsibilities (<i>Attachment 4</i>)</li> <li>• BP and AP 6740 Citizens' Bond Oversight Committee (<i>Attachments 5 and 6</i>)</li> </ul>	D/A	Linda
V. Board policies to be retired ( <i>Attachment 7</i> ) <ul style="list-style-type: none"> <li>• BP 1160 Catalogs</li> <li>• BP 1200 Public Performances by Students</li> <li>• BP 1210 Contests for Students</li> <li>• BP 1220 Use of Students as Volunteers in Community Services Projects</li> </ul>	D/A	Linda
VI. Updates and information sharing	I	Linda

**Distribution:** Linda Thor, Orlando Aguon, Margaret Bdzil, Randy Bryant, Karen Chow, Leo Contreras, Mayra Cruz, Dolores Davison, Isaac Escoto, Araceli Kaliangara, Rich Hansen, Kevin Harral, Truly Hunter, Kevin McElroy, Judy Miner, Blanche Monary, Joe Moreau, Brian Murphy, Dorene Novotny, Manny Respicio, George Robles, Stacie Rowe/DASB, Roberto Sias, Adiel Velasquez/ASFC

# **CHANCELLOR'S ADVISORY COUNCIL**

## **CHARGE, PURPOSE AND GROUND RULES**

### **OVERVIEW**

The Chancellor's Advisory Council (CAC) is the primary district-wide, participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting the educational programs and services of the Foothill-De Anza Community College District. Members of the CAC advise and make recommendations to the chancellor regarding district goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and goals of the district.

### **PHILOSOPHY & MISSION**

We believe in the principles of openness, honesty, fairness, objectivity, and collegiality in policy development, planning, and budgeting. We adhere to the consensus model in conducting the business of the CAC. We expect that major district policies and procedures stemming from our mission, exclusive of those that are collectively bargained, be first submitted in draft form to the appropriate district governance groups most affected and then reviewed by the campus and/or district constituencies prior to action by the CAC. It is especially important that the 11 points agreed to in the participatory governance charter between the Academic Senates and the Trustees be acknowledged to avoid duplication of efforts and confusion. We adhere to the principles of clear, open, and honest communication and consultation, and we believe that every member of the CAC has the right to express his or her views on all issues under deliberation. We also are cognizant and respectful of the purpose and goals of the district's governance constituencies, and believe we can play a major role in coordinating and disseminating district-wide information to those we represent, and to the community we serve.

The mission of the Foothill-De Anza Community College District is used to guide the work of the CAC as follows:

The mission of the Foothill-De Anza Community College District is student success. We accomplish this by providing access to a dynamic learning environment that fosters excellence, opportunity and innovation in meeting the diverse educational and career goals of our students and communities.

### **PURPOSE**

To advise and consult with the Chancellor on district-wide governance, institutional planning and budgeting, policies and procedures to promote the educational mission and goals of the Foothill-De Anza Community College District.

## **REPRESENTATION**

- Each member will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Each member will represent his/her constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Each member will communicate a clear understanding of the issues and any CAC recommendations to his/her constituency.

## **MEETINGS**

- Each member will honor the agenda and be prepared to participate in the entire meeting.
- Each member will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.

## **PARTICIPATION**

- Each member will encourage full and open participation by all CAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Each member will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Each member will practice "active" listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

## **INTERACTION**

- Each member will base his/her interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the CAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Each member will honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Approved by consensus of the Chancellor's Advisory Council: 11/7/03

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/15/10

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/19/12



**FOOTHILL-DE ANZA  
Community College District  
Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL  
SUMMARY  
June 14, 2013**

(Note: The physical meeting was cancelled and an electronic vote conducted on the May 17, 2013, meeting summary, BP 6030 Credit by Examination, AP 6030 Credit by Examination, and BP 9115 Annual Organizational Meeting.)

**I. Approval of 5/17/13 Meeting Summary**

On June 11, 2013, the draft May 17, 2013, meeting summary was distributed to the Chancellor's Advisory Council by email. Council members were asked to respond with concerns, questions, or recommendations by June 14, 2013. No responses were received, and the meeting summary was approved by consensus.

**II. Policies**

Board Policy (BP) 6030 Credit by Examination (Revised)  
Administrative Procedure (AP) 6030 Credit by Examination (New)  
Board Policy (BP) 9115 Annual Organizational Meeting (Revised)

On June 11, 2013, proposed revisions to the board policies regarding credit by examination and the Board's annual organizational meeting and a new administrative procedure concerning credit by examination were distributed to the Chancellor's Advisory Council by email. Council members were asked to respond with concerns, questions, or recommendations by June 14, 2013. As no objections were received by the deadline, the revised board policies 6030 and 9115 (changing to 2305) and new procedure 6030 were approved by consensus.

The revised policies will be presented to the Board of Trustees for first reading at the July 1, 2013, regular meeting.



**FOOTHILL-DE ANZA**  
**Community College District**  
**Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL**  
**SUMMARY**

**October 18, 2013**

(Note: The physical meeting was cancelled and an electronic vote conducted on the board policies and administrative procedures referenced herein.)

**I. Policies**

On September 3, 2013, board policies recommended for retirement and proposed new and revised board policies and administrative procedures were distributed to the Chancellor's Advisory Council by email. Council members were asked to identify any policies and procedures requiring further discussion by September 9, 2013.

The following board policies were identified for further discussion:

1. BP 1160 Catalogs (retired)
2. BP 1200 Public Performances by Students (retired)
3. BP 1210 Contests for Students (retired)
4. BP 1220 Use of students as Volunteers in Community Services Projects (retired)
5. BP 2200 Board Philosophy, Mission, and Roles and Responsibilities (new)
6. BP/AP 6740 Citizens' Bond Oversight Committee (new)

On October 3, 2013, the policies and procedures were sent out again with a request that council members advise by October 18, 2013, of any further concerns regarding the policies and procedures not previously identified for discussion. As no objections were received by the deadline, the following policies and administrative procedures were approved by consensus:

1. AP 2105 Student Trustee Selection Procedures (revised)
2. BP & AP 2110 Vacancies on the Board (BP revised; AP new)
3. BP 2220 Committees of the Board (new)
4. BP 2310 Regular Meetings (revised)
5. BP 2315 Closed Session (revised)
6. BP and AP 2320 Special and Emergency Meetings (revised)
7. BP 2330 Quorum and Voting (new)
8. BP and AP 2340 Agendas (revised BP; new AP)
9. BP 2345 Public Participation at Board Meetings (revised)
10. BP 2350 Speakers (new)
11. BP 2355 Decorum (new)
12. BP 2360 Minutes (new)
13. BP & AP 2365 Recording (new)
14. BP & AP 2410 Policy and Administrative Procedure (revised)
15. BP 2430 Delegation of Authority to Chancellor (revised)
16. BP 2431 Chancellor or President Selection (revised)
17. BP 2432 Acting Chancellor in the Absence of Chancellor (revised)

18. BP 2433 Acting College President in Absence of a President (revised)
19. BP & AP 2435 Evaluation of the Chancellor (revised)
20. AP 2714 Distribution of Tickets or Passes (revised)
21. BP and AP 7337 Fingerprinting of Employees (revised)
22. Board policies to be retired:
  - BP 1110 Communication With Public
  - BP 1170 Participation of Citizens' Committees
  - BP 1180 Staff Participation in Community Activities
  - BP 2211 Chancellor as Secretary to the Board
  - BP 2310 Treatment of Outside reports
  - BP 2410 Administrative Procedure When Commendation or Criticism of Staff Members Received
  - BP 2610 Communication Between Staff and Board
  - BP 9600 Flags at Half-Staff

The new, revised, and retired policies will be presented to the Board of Trustees for approval.

**Philosophy of the Board of Trustees**

(approved 3/15/99, reaffirmed 10/2/00, and amended and reaffirmed 7/12/04)

We, the trustees of the Foothill-De Anza Community College District, commit ourselves individually and collectively to the highest standards of conduct. We acknowledge that each of us shares a profound obligation to exercise our best possible judgment as we face the matters affecting the health and vitality of this institution which we hold in trust for current and future generations. We pledge to work together on behalf of our community in a spirit of cooperation and collaboration.

**Mission of the Board of Trustees**

(adopted 5/11/92, amended and reaffirmed 7/12/04)

The Board of Trustees carries out the philosophy, mission and priorities of Foothill-De Anza Community College District through the execution of the following responsibilities:

- Determines policy and direction of the institution, and evaluates the implementation of policy recognizing the philosophy of participatory governance that exists in the District;
- Establishes and protects districtwide a climate in which teaching and learning are deeply valued, where the worth and dignity of each individual is respected, and where cultural diversity is celebrated;
- Acknowledges students, their opportunities, and their progress as the central purpose of our colleges and supports their academic pursuit through careful program review;
- Ensures the fiscal health and stability of the Colleges and Central Services by having close working relationships with the Chancellor, financial staff, and auditors, and assures that proper procedures are in place to monitor this fiscal stability;
- Appoints, supports and assesses the performance of the Chancellor, and assures integrity and oversight of the evaluation processes for all district employees and the Board itself;
- Ensures quality teaching through its oversight of policies and procedures for hiring, tenure review, and professional growth of faculty and administrative staff, and clearly recognizes the contribution of classified staff in enabling teaching and learning to take place;
- Acts as a community bridge, recognizing that community priorities are to be addressed through program offerings, types of facilities, and neighborly cooperation;
- Serves as a positive agent of change, recognizing that it holds the Colleges in trust for future generations of students;
- Serves as a court of appeal; and

- Works constantly to improve the Board's quality of trusteeship through orientation, education, and assessment of its own performance.

## Roles and Responsibilities

(adopted 3/15/99, amended and reaffirmed 7/12/04)

The Board of Trustees fulfills its roles and responsibilities in each of the following areas:

### A. BOARD LEADERSHIP, OVERSIGHT AND REPRESENTATION

1. To establish and oversee the District's mission, purposes, goals, policies, programs, services, and needs, and ensure implementation through the Chancellor.
2. To appoint, support, and evaluate the Chancellor.
3. To hold the educational welfare of the students attending the colleges as a primary concern of the Trustees.
4. To preserve the institutional autonomy and integrity of the District by serving as a model for all to emulate.
5. To represent a broad cross section of the community and reflect the public interest; to represent the District, its Colleges, its aspirations, its students, and the taxpayers; to serve the District as a whole rather than any special interests; and to serve as a bridge between the community, the District and its Colleges.
6. To ensure that the District is well managed.
7. To assure long range planning.
8. To fulfill its fiduciary responsibilities to the public by approving the District's budget, ensuring that it reflects the District's mission, priorities and goals; and informing the community of the financial needs of the District.
9. To provide leadership and advocacy to obtain and assure adequate funding, fiscal soundness, and sustainability of the District's programs and facilities.
10. To support the Foundation and Chancellor in implementing fundraising strategies through donor cultivation and solicitation.
11. To participate in the life of the Colleges' communities (e.g., attending staff and student recognition ceremonies, special events, fundraisers, etc.) and to be willing to serve on committees.
12. To advocate for legislation to meet the needs of the District and be active and supportive of political activity at the local, state and national level concerning laws and funding activities of the community college system, and to remain informed of and participate in community college trustee organizations to keep each member abreast of state and national trends and issues.

### B. BOARD CONDUCT, PERFORMANCE AND STATUTORY RESPONSIBILITIES

13. To observe all state and federal statutes and administrative regulations, including the open meeting requirements of the Brown Act, the Education Code, the Government Code, and the Labor Code.
14. To follow all statutes regarding conflicts of interest, to avoid even the appearance of a conflict of interest that might embarrass the Board or the institution, and to reveal any possible conflict of interest to the Board in a timely fashion.
15. To attend all Board meetings regularly and promptly, and review all materials sent out in advance of the meetings in order to assure meaningful participation and make informed decisions.
16. To ask appropriate, timely and substantive questions at Board meetings consistent with one's conscience and convictions.
17. To periodically suggest agenda items for Board meetings to ensure that significant policy-related matters are addressed.
18. To vote on all motions of the Board except when removal from action for conflict of interest is declared, to make decisions only after all the facts have been presented and discussed.
19. To maintain the confidentiality of the Board's closed sessions.
20. To serve as a court of appeal.
21. To support and defend all appropriate actions by the Chancellor, the Presidents, Administration, Faculty and Staff.
22. To make judgments, without prejudice, based upon information received from individuals on the campuses and encourage those with real or perceived grievances to follow established policies and procedures through their supervisors. All matters of potential significance should be brought to the attention of the Chancellor or Board President. Any personal criticisms of staff should be presented to the Chancellor.
23. To consult with the Chancellor's designated contact persons responsible for board items; to request special information, studies or board items through the Board or Board President; to be at all times polite and respectful of staff, remembering that they have other duties and responsibilities, and to avoid placing or appearing to place pressure of any kind on individual students, faculty, staff, or administrators.
24. To speak for the Board only when designated to do so if contacted by the media.
25. To follow the same rules, regulations, and policies of the District as do other employees related to benefits, travel, parking, financial reimbursements, etc.
26. To encourage periodic review of the Board's performance.
27. To communicate with the Chancellor's Office regarding extended absences, vacations, etc.

Accreditation Standard IV.B.1.d

***(Note: Moved from BP 9122 Committees)***

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Chancellor shall establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

*See Administrative Procedure 6740 Citizens' Bond Oversight Committee*

Education Code Sections 15278, 15280, 15282  
California Constitution Article XIII A Section 1(b), Article XVI Section 18(b)

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**Citizens' Bond Oversight Committee**

**AP 6740**

**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**

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**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**

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**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**

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**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 two (2) 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.**

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**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.**

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**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**

**DRAFT – NEW (LEGALLY ADVISED)**

**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.**

**See Board Policy 6740 Citizens' Bond Oversight Committee**

**Education Code Sections 15278, 15280, and 15282**

**Approved by the Chancellor's Advisory Council**

**Policies to be retired:**

BP 1160 Catalogs

BP 1200 Public Performances by Students

BP 1210 Contests for Students

BP 1220 Use of students as Volunteers in Community Services Projects

Each year or every other year a catalog or catalogs or addenda will be published containing information on all phases of the academic programs and requirements of the colleges and a full description of courses.

In addition to being distributed to colleges, universities, high schools, public libraries and other agencies in the area served by the district colleges, catalogs will be available for use by potential enrollees and the businesses and industries of the community in the college libraries and Student Services offices. Copies will also be available for purchase in the college bookstores.

Approved 12/17/63  
Amended 3/8/72,11/15/93

## **Public Performance by Students**

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**1200**

Public performance by student groups is endorsed and encouraged with the requirement that such participation will not exploit students or interfere unduly with other educational requirements established at the Colleges.

The administration will insure that participation before community groups, with the attendant preparation and travel for such performances does not violate the academic and other regulations of the Colleges.

Approved 10/6/60  
Amended 11/15/93

Many organizations sponsor contests which are intended to promote a particular value, idea, or belief. Such contests may or may not have educational value commensurate with the time required for representative participation.

The administration is empowered to evaluate each request for contest to determine if it is to be approved. The primary criteria to be used as a guide in such determination will be:

Would the sanctioning of participation by District students assure educational value commensurate with the effort to be expended by the students and by the Colleges?

Approved 10/6/70  
Amended 3/8/72; 11/15/93

Even though the students of the Colleges are encouraged to participate in worthwhile community activities, it is the responsibility of the administration to determine that participation in activities sponsored by the college does not interfere with the primary function of the Colleges — that of education. Therefore, the following guidelines are established:

1. That organized participation of students in community services or projects will be sanctioned and sponsored by a College if both values are apparent:
  - a. That the students will receive educational benefit because of such participation.
  - b. That there is a worthwhile community need which merits College participation.
2. That the administration will rotate the services authorized equitably among the communities comprising the District.
3. That preference will be given to services which have social benefits for the community instead of commercial value to a limited group.
4. That the Colleges will not sponsor student participation in any type of community services which are conducted solely for profit.

Approved 10/6/60

Amended 11/15/93

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