

# HANDBOOK FOR NEW ADMINISTRATORS AND SUPERVISORS



**FOOTHILL-DE ANZA  
Community College District**

Office of Human Resources and Equal Opportunity  
12345 El Monte Road, Los Altos Hills, CA 94022-4599  
Phone: (650)949-6244; Fax: (650)949-2831  
<http://www.fhda.edu>

SEPTEMBER 2010



# TABLE OF CONTENTS

---

Introduction.....	1
At a Glance.....	2
- Organization Charts (See Appendix 1)	
- Address & Telephone Numbers	
- Website Address	
Who Knows the Rules?.....	4
- Board Policy Manual	
- Administrators Handbook	
- Collective Bargaining <i>Agreements</i>	
- Confidential Employees Handbook	
Office Locations & Departments.....	5
- Access to Office Buildings	
Getting Started With Technology.....	6
- Using the District Telephone System	
- Using Voice Mail	
- Cellular Phones	
Using Basic District Tools.....	8
- Meeting Maker	
- Email – (Eudora and Thunderbird)	
- SPAM Control	
- World Wide Web/Internet/Browsers	
Using the District Administrative Systems.....	10
- My Portal	
- Hyperion/ARGOS	
- Banner Finance	
- Banner Human Resources/Payroll	
- Banner Student	
Requesting Access to the Administrative Systems.....	11
Obtaining Training Assistance and Phone Support.....	11
Obtaining Support for Desktop Computers.....	12
- Purchasing Computers and Installing Software	
- Getting Assistance for Software	
Computer Use Policy.....	12
Accessing the District Network.....	13
- Wireless vs. Hard-Wired	
- Personally Owned Electronic Devices	

Getting Technical Assistance.....	13
Obtaining Help with Research.....	14
Sending & Receiving Mail.....	15
- Mail Services	
o U.S. Mail	
o Interoffice Mail	
o Email	
- Fax Machines	
How Much Money Do I Have?.....	16
- Budget Process	
- Frequently Asked Questions	
- Training Support	
How Do I Spend The Money?.....	18
- Standard Purchasing Process	
- Open Purchase Orders	
- Other Purchasing Methods	
- Warehouse/Stores	
- Business Cards	
- Independent Contractors	
- Surplus Equipment	
- Central Receiving and Property Control	
Travel Information.....	21
- Travel Arrangements	
- Per Diem	
- Personal Automobile Transportation	
- ProCard	
- FAQ's on District Expenses	
- Board Policy 4176 International Travel	
How Do I Get Paid?.....	23
- Time Reports	
- Direct Deposit	
- Voluntary Deductions	
How Do I Get Things Fixed?.....	24
- Service Requests	
What If I Have An Emergency?.....	26
- Emergency Numbers	
- Station Locations	
- Emergency Procedures Flip Chart	
- Talking with the Media	
- Workplace Violence	

Parking Regulations .....	28
- Staff Parking Permits	
- Summary of Parking Regulations	
How Do I Get Stuff Printed? .....	29
- Copying Machines	
- Printing Services	
Where Do I Get Something to Eat on Campus? .....	30
- Food Services at De Anza	
- Food Services at Foothill	
What Are the Key Dates to Remember? .....	31
- Academic Calendar	
- District/Senate Flex Day and College Day	
- Drop/Add Dates	
- Board Meeting Dates/Agenda Submittal Deadlines	
- Year-End Closing Dates – Accounting and Purchasing	
- Professional Achievement Awards (PAAs)	
- Professional Development Leaves (PDLs)	
- Administrative Leave	
- Staff Development Leaves	
- Training/Retraining Stipend Requests	
- District Holidays	
Health & Safety Policies .....	33
- No Smoking	
- Drug-Free Workplace	
- Tuberculosis Examination	
- Fingerprinting of Employees	
- Emergency Preparedness	
Benefits in a Nutshell .....	35
- Medical	
- Prescription Drugs	
- Dental	
FHDA Participatory Governance .....	40
Should I Sign This? What Happens If I Do/Don't? .....	41
What Does APM Stand For? .....	42
<b>APPENDICES</b> .....	47
Appendix 1 – Organization Charts	
Appendix 2 – Campus Maps	
Appendix 3 – Academic Calendars	
Appendix 4 – Board Calendar	
Appendix 5 – State and National Community College Related Organizations	
Appendix 6 – Key Board Policies	



Welcome to the Foothill-De Anza Community College District! We are very pleased that you have joined our management team. We take great pride in our District and hope you will enjoy your work here.

To help with the orientation process, the Human Resources Office has developed this *Handbook for New Administrators* as a reference guide for you. This handbook provides information on some of the services offered in Central Services and on the campuses to make your transition in the District easier. A list of contacts is provided for each department to aid you in locating the person who can best answer your questions or provide you with the information you need.

A glossary is also included. We hope it will help you to navigate through the jargon and acronyms unique to us and/or the community college system.

Again, welcome aboard. We look forward to working with you!

Founded on January 15, 1957, the Foothill-De Anza Community College District is one of the largest community college districts in the United States and has distinguished itself as a leader among California's 110 community colleges. The District serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Sunnyvale, and portions of Santa Clara and San Jose.

The District is composed of two colleges - De Anza College in Cupertino and Foothill College in Los Altos Hills. The District currently serves more than 43,000 students and employs more than 2,000 full-time and part-time faculty and staff. The president of De Anza College is Brian Murphy, Ph.D., and the president of Foothill College is Judy C. Miner, Ed.D.

The District is governed by a five-member elected Board of Trustees. The Trustees are elected to serve 4-year terms. The current membership of the board is:

- Joan Barram
- Betsy Bechtel
- Pearl Cheng
- Laura Casas Frier
- Bruce Swenson

There are also two student Trustees, one from each college, who serve one-year terms. Their votes on the Board are advisory.

The District is headed by Linda M. Thor, Ed.D., who became chancellor in 2010. Included in the District is a Central Services operation located in the District Office on the Foothill campus. Central Services consists of the following departments:

- Chancellor's Office
- Human Resources and Equal Opportunity
- Business Services
- Accounting Services
- Payroll Services
- Risk Management
- Plant Services
- Purchasing Services
- Educational Technology Services (ETS)
- Foundation

### **Organization Charts**

Organization charts for Central Services, De Anza and Foothill are located in Appendix 1.



## **Address & Telephone Numbers**

The addresses and main telephone numbers for Foothill-De Anza include:

Foothill College and District Office  
12345 El Monte Road  
Los Altos Hills, CA 94022-4599  
(650) 949-7777

De Anza College  
21250 Stevens Creek Boulevard  
Cupertino, CA 95014-5793  
(408) 864-5678

Foothill College also provides instruction at the Middlefield Campus, located at the Cubberley Community Center in Palo Alto. The address and main telephone number for the Middlefield Campus is:

Foothill Middlefield Campus  
4000 Middlefield Road  
Palo Alto, CA 94303-4739  
(650) 949-6950

## **Website Address**

The District website is <http://www.fhda.edu/>. Refer to the website address for information about Foothill and De Anza colleges and for specific information about the various departments and services provided in Central Services.

### **Board Policy Manual**

The *Board Policy Manual* contains all of the District's board policies. The manual is available online and can be accessed via the District's website at <http://www.fhda.edu/>. If you need help accessing the manual contact the Chancellor's Office at ext. 6106.

### **Administrators Handbook**

The *Administrators Handbook* contains the policies and procedures mutually agreed to by the board, chancellor, presidents and members of the Administrative Management Association (AMA) that create, define and affect the terms and conditions of employment for administrators in the District. Administrators in the District are represented in "meet and confer" discussions on salary and benefits by the AMA. For more information about the AMA contact: AMA President, Rob Mieso, De Anza College; Secretary, Cindy Castillo, De Anza College; Treasurer, Bernata Slater, Central Services; Foothill College Representative, John Mummert; De Anza College Representative, Caron Blinick; Central Services Representative, Marsha Kelly; Past President, Kurt Hueg, Foothill College. Visit the AMA web site at [www.deanza.edu/ama/](http://www.deanza.edu/ama/) for more information about the organization.

An online copy of the *Administrators Handbook* is located at <http://hr.fhda.edu/personnel/administrators>.

### **Collective Bargaining Agreements**

The Human Resources Office is responsible for collective bargaining with each of the District's five bargaining units:

- Faculty Association (FA)
- Association of Classified Employees (ACE)
- California School Employees Association, Chapter 96 (CSEA, Unit A)
- Teamsters, Local 287 (Supervisors)
- Operating Engineers 3 (Police)

Each bargaining unit has a collective bargaining agreement with the District.

### **Confidential Employees Handbook**

The District has a "meet and confer" relationship with confidential employees. The *Confidential Employees Handbook* defines the working conditions, rights and privileges granted to confidential employees in the District.

#### **WHO TO CONTACT:**

For copies of collective bargaining agreements/handbooks or other resources such as the *Hiring Process Manual* and *Performance Evaluation Manual*, call Human Resources at ext. 6210 or 6224 or check online at <http://hr.fhda.edu/personnel>.

## OFFICE LOCATIONS & DEPARTMENTS

---

Campus maps to assist you in locating your office or department and other locations on the campuses and in the District office are provided in Appendix 2. Maps are also available online at [http://www.fhda.edu/about\\_us/directions](http://www.fhda.edu/about_us/directions) (District Office), <http://www.foothill.fhda.edu/news/maps.html> (Foothill College), and <http://www.deanza.fhda.edu/map/> (De Anza College).

### **Access To Office Buildings**

To acquire necessary keys to your building, department, and/or office location, De Anza employees can call College Services at ext. 8758 or access online key request form at <http://153.18.97.126/newkeyrequest1.html>. Foothill employees can call John DuBois at ext. 7343 and Central Services employees should call Chris Fliehm at ext. 6164.

## **Using the District Telephone System**

- **General**

The main telephone number for Foothill College and the District offices is (650) 949-7777 and the main telephone number for the De Anza campus is (408) 864-5678. The Chancellor's office telephone number is (650) 949-6100. All campus extensions are four digits. De Anza College extensions begin with either an "8" or "5," Foothill College extensions begin with a "7," District office and Middlefield Campus extensions begin with a "6".

When making calls between the campuses and the District office, call the four-digit extension of the party you are attempting to reach. When making outside calls press "9" for an outside line and dial the number of the party you are attempting to reach.

Part-time employees at Foothill have extensions that begin with a "4", and De Anza part-time employees have extensions that begin with a "3". These are only voice mailboxes, not actual telephones. To call a part-time employee's extension, you must first dial the appropriate campus voicemail system. For example, if you want to call x4321 on the Foothill campus, you must first dial 949-7999, follow the prompts to leave a voice message. On the De Anza campus, you must dial 864-8999.

- **Getting Help in an Emergency - Dial 911:**

There is no need to dial '9' and then 911, although dialing 9911 will produce the same result.

If you accidentally dial 911, DO NOT HANG UP, STAY ON THE LINE and wait for someone to answer and tell them it is a mistake. The police may arrive to your site anyway because the situation is unknown to them and the caller could be under duress.

- **Calling Long Distance**

An 'authorization code' is required to make long distance calls.

Your manager needs to send a request to the Call Center at [techhelp@fhda.edu](mailto:techhelp@fhda.edu) or call ext. 8324 to request a long distance authorization code for you. This code can be used from any phone at the District to make a long distance call. To make a long distance call dial 9 to obtain an outside line, then dial the long distance number. A message on the telephone display will appear asking for an authorization code. Press keys on the keypad on the telephone to enter your authorization code and your call will be connected. Do not share this authorization code with anyone.

- **Finding Telephone Numbers**

There is an online directory that you may use to access phone numbers through your portal account; navigate to <http://directory.fhda.edu> on your Web browser to search employees by last name.

## **Using the Voice Mail System**

The voicemail system allows you to send, receive, forward and transfer phone messages. To access your voicemail box to listen to, record, save, delete, forward, or transfer messages or to change your personal options, you must dial the direct access number. The direct access number for Foothill and the District Offices is x7999. The direct access number for De Anza is x8999.

When you are at your own telephone in your office and your message waiting light is blinking, you can access your voice mail messages and your voicemail box features by just picking up the handset and pressing the button that is blinking red. You will be connected automatically to the voicemail system. You will be asked to authenticate yourself by entering your password before listening to messages, recording messages, etc.

You may access your voicemail box from any district telephone using the direct access number as long as you know your extension and password. To access voicemail from the outside, dial 650-949-7999 for a Foothill or District office telephone work number and 408-864-8999 if you have a De Anza telephone work number.

If you are a new employee, your manager or supervisor should have already requested a telephone and phone number for you. If this is not the case, please ask your department's administrative assistant to make the request through the ETS Call Center at x8324 or email [techhelp@fhda.edu](mailto:techhelp@fhda.edu). If your phone is not working, or if you have a problem that requires phone or data service, contact the ETS Call Center at x8324.

You can access a complete guide to using the district phones and voicemail services at [http://ets.fhda.edu/call\\_center/phones](http://ets.fhda.edu/call_center/phones).

## **Requesting Cellular Phones**

District administrators may request a cell phone. For additional information on phone models, prices and monthly fees or to order a phone, contact Steve Schmidt, in Plant Service at x6168. ETS does not manage these phones or the associated services.

When placing an order, a budget code (FOAP) must be provided. The monthly fees are paid directly by Plant Services and charge-backs are processed to debit the appropriate budget code on a monthly basis.

As a new administrator or supervisor there are four software systems that you should become familiar with: Meeting Maker, Email, Internet browsers and MyPortal (<https://myportal.fhda.edu>). MyPortal is the user's interface into our new administrative system (Banner) for automated Human Resources, Finance, Financial Aid and Student related business processes and information. MyPortal will be discussed in the next section.

### **Meeting Maker**

Meeting Maker is an electronic group-scheduling tool that lets you maintain your personal calendar, keep a prioritized to-do list; and arrange meetings in available meeting rooms with other Meeting Maker users. All administrators and supervisors will need to use Meeting Maker for scheduling and obtaining information about meetings. This software will be installed on your District computer for you. Visit [http://ets.fhda.edu/call\\_center/meetingmaker](http://ets.fhda.edu/call_center/meetingmaker) to learn more about this program.

To access your calendar when away from your District computer, you can launch a browser such as Firefox from any computer. Go to the URL <http://meetingmaker.fhda.edu> and login with your Meeting Maker login name and password. Almost all features are available through this web interface. If you do not know your user name and password, contact the Call Center. Additionally, when your new computer is delivered to you, ETS staff will be able to assist with any questions you may have.

### **Email**

- **Email Client (Thunderbird / Eudora):**

The District is now using two email clients. The legacy email client is Eudora. Eudora is no longer being updated by the vendor and it no longer works correctly on our newer Apple computers.

For this reason, the District chose a new email client called Thunderbird and all new users are being provisioned with this software. Thunderbird software will be installed on your District computer for you. Visit [http://ets.fhda.edu/call\\_center/email](http://ets.fhda.edu/call_center/email) to learn more about our email system.

- **Off Campus Email Access:**

To access your email when you are away from your District computer, you can launch a browser such as Firefox from any computer and navigate to the URL <http://mail.fhda.edu>. Login with your District provided login name and password. Some employees and references refer to District provided login name as the "ugly name." This webmail interface connects you directly to the email system server.

When using webmail, you will need to populate the address book in this tool yourself. You can access the District directory from any browser using <http://directory.fhda.edu>. If you do not know your email login name and password, contact the Call Center.

Please *be aware* any attachments you download will continue to reside on the computer you are using unless you dispose of them otherwise. Know where the attachments are being saved on the local computer and make sure to delete any confidential files once you are finished using the computer. This is especially important when using public computers. You do not want to leave a copy of your monthly pay stub on a public computer!

If you have a District provided laptop and plan on connecting to the Internet from home, you may need to contact your Internet Service Provider (ISP) to configure the 'outgoing SMTP mail server' to be able to send email through the ISP's network. Note that without this reconfiguration, you will still be able to receive email from the district on your laptop at home, but unless the ISP changes settings on the 'outgoing SMTP mail server', you will not be able to send email.

If you are unable to obtain the information from your ISP or unable to make it work, then use the webmail interface instead at <http://mail.fhda.edu>. Please note that any email sent through webmail will be left on the server and will not permanently reside on your local computer (unless you download or copy). One technique is to 'blind copy' yourself when sending messages through webmail to have a copy of the email placed in your inbox that will be available when you sign into your computer at work. For further assistance, contact the Call Center.

### **SPAM Control**

The District currently makes use of two SPAM email prevention systems. The legacy system (Barracuda) is still active, but you do not have to interact with this application. The second system we have implemented is Abaca. You will receive emails from the Abaca system on a daily basis that will show any SPAM messages that have been captured by the system and placed into quarantine. You have the opportunity to review the list of emails caught by the Abaca system and you may release them to your email inbox individually or delete all messages residing in the quarantine. You may also *white-list* senders so that their messages do not get caught in the quarantine again.

For further information on the Abaca spam filtering solution go to the ETS web site at [http://ets.fhda.edu/call\\_center/email](http://ets.fhda.edu/call_center/email).

### **World Wide Web/Internet/Browsers**

The World Wide Web is the graphical, multimedia segment of the Internet. District standard web browsers that are used to explore or "surf" the web are Mozilla Firefox (for Macintosh and Windows), Internet Explorer (for Windows only), and Safari (for Macintosh only). Many District services are provided through web browsers. Since vendors have not yet agreed to adhere to a single browser standard, you may want to visit the ETS web site at <http://ets.fhda.edu> or ask a colleague which browser is best for each District tool.

## USING THE DISTRICT ADMINISTRATIVE SYSTEMS

---

Educational Technology Services (ETS) maintains and operates a number of computer systems for Foothill-De Anza staff, faculty and students for handling automated administrative functions at the colleges and district.

### Main administrative system components

- **MyPortal**

The District has a portal environment that you can access to use web-based district tools and resources, view your pay stub and access other information and online resources. This portal acts as a gateway to *SunGard Higher Education's* Banner software. The portal is customized for your personal needs and provides a single sign-on environment to the many modules of the administrative system. To access the administrative system, navigate to <https://myportal.fhda.edu>. For help on accessing and using the district portal contact the ETS Call Center at x8324.

- **Hyperion/ARGOS**

Hyperion and ARGOS are software query tools that allow users to customize reports from the administrative systems. For support call the ETS Call Center at x8324.

- **Banner Finance**

Banner Finance is the financial accounting software used to track budgets, revenues, expenditures and account balances. Budgets for "A budget" items such as salaries and benefits are loaded into Banner Finance at the district level; "B budget" items are loaded at the campus level. The Banner Finance module receives load and productivity information from Banner Student and salary and benefit information from Banner Human Resources. All three major modules are integrated and use a single identity for all employees / students to access and process data.

Banner Finance allows viewing of prior year and current year information on line. On any given day, an authorized user can view budget balances and access information on the nature of expenditures incurred to date.

- **Banner Human Resources / Payroll**

Banner Human Resources is used to track employee assignments for faculty, classified, administrative, temporary/short-term and student employees. This is a comprehensive system that receives faculty assignment information from Banner Student and, after processing the payroll, sends the labor and benefit cost information to Banner Finance.

Banner Human Resources is also used to produce the payroll for all employees. The individual employee assignments, time input screens, deductions and benefits are all contained within Banner Human Resources to produce monthly paychecks and the related payroll records, including labor distribution, which is fed to Banner Finance.

Employees can access their leave balances, pay stubs, and other related HR information with MyPortal through a 24 x 7 on-line, secure environment.

- **Banner Student**

Banner Student is a computerized system of student records that handles student registration, grade



processing, transcripts and student enrollment reporting.

The Banner Student system also allows the administrative staff to maintain academic calendars, course catalogues and scheduling information to process student registration on-line for each term.

---

## REQUESTING ACCESS TO THE ADMINISTRATIVE SYSTEMS

---

To request a username and password to Banner (MyPortal), have your supervisor / manager contact the ETS Call Center at x8324 to submit (and approve) a request for access.

To obtain access into any of the secure areas of Banner modules, contact the appropriate staff person listed below:

<u>Area</u>	<u>Contact Person</u>	<u>Phone</u>
Banner Finance (all employees)	Hector Quinonez	x6250
Banner HR (all employees)	Kris Lestini	x6222
Banner Student (Foothill and Central Services)	Shawna Aced	x7771
Banner Student (De Anza)	Kathleen Moberg	x8292

---

## OBTAINING TRAINING ASSISTANCE AND PHONE SUPPORT

---

Training assistance and phone support are available for Banner users. Periodic user training classes are provided for employees as needed. Additional information for the Banner portal can be found at [http://ets.fhda.edu/call\\_center/portal](http://ets.fhda.edu/call_center/portal). Call the individuals listed above for training information and for phone support. Training and phone support are also available through the Staff Development Centers on each campus. For a detailed description of services provided, De Anza employees can call x8366; Foothill and Central Services employees can call x7025.

## OBTAINING SUPPORT FOR DESKTOP COMPUTERS

---

- **Purchasing Computers and Installing Software**

The district establishes desktop hardware and software standards that all users are expected to follow in purchasing computers. The *Hardware and Software Standards Committee*, a subcommittee of the shared governance *Educational Technology Advisory Committee* (ETAC), reviews these standards on a regular basis. The current standards are available for viewing and download at <http://fhdafiles.fhda.edu/downloads/etsfhda/Standards.pdf>.

All forms of technology and computer equipment and software are processed through the Purchasing Services department. Please do not purchase any District-funded technology equipment through the college bookstores or by using your District credit card, also called the "Procard". Managers and supervisors will be trained on the Banner Purchase Requisition and Electronic Approval system. Foothill, De Anza, and Central Services have slightly different workflows for initiating and processing purchase requisitions. Contact your manager and FF&E (Furniture, Fixtures, & Equipment) coordinator for more information.

If you need to order non-standard hardware or software, contact your FF&E Coordinator for further assistance or call the Call Center.

- **Getting Assistance for Software**

Online help is available for District standard software at <http://ets.fhda.edu>. For other questions regarding software purchases contact the ETS Call Center at x8324 or email at [techhelp@fhda.edu](mailto:techhelp@fhda.edu).

---

## COMPUTER USE POLICY

---

### **Knowing the Technology Related District Policy and Procedures**

- **BP 3250 / AP 3250 Computer Use: Rights and Responsibilities**

The District policy recognizes that computers and networks can provide access to resources on and off campus as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the right of other users, respect the integrity of the systems and related physical resources, and observe all relevant board policies, laws, regulations and contractual obligations, including copyright law. The Internet has made it very easy to download copyrighted material, especially music and videos. Owners of copyrighted materials hire firms to *crawl* the Internet looking for evidence of illegal downloading activities. They can and do contact the District when they identify suspicious activities at our sites; the District has an obligation to investigate and take appropriate action.

## ACCESSING THE DISTRICT NETWORK

---

- **Accessing the Network with Wireless Versus Hard-Wired**

All employee offices have one or more hard-wired network ports that you should use to connect to the district network for official business. Accessing the campus network through a hard-wired port will provide greater levels of security and speed versus a wireless connection.

The District wireless network was implemented primarily for student use although employees can use the wireless network when needed. Faculty may use the wireless network in the classroom setting. Employees and vendors may use it in conference rooms during meetings. As a security concern, be aware that using the wireless network at the district has no more protection than using wireless access in any other public place, such as a cafe or public library. It is not a 'secure' and protected network connection.

You are required to 'authenticate' before you use the District wireless network. For information on how to use the District Wireless network please go to <http://ets.fhda.edu/wireless>.

- **Accessing the Network Through Personally Owned Electronic Devices**

Most advanced personal communication devices today such as the Blackberry, iPhone, iPad and Palm can access the Internet through a Wi-Fi connection. Connecting to the District's wireless network with a personally-owned device is possible but the service is offered only as '**use at your own risk**'. You will need to use the browser on these devices, similar to using a laptop, to authenticate and establish a connection.

## GETTING TECHNICAL ASSISTANCE

---

### General

The Educational Technology Services (ETS) Call Center is your one-stop source for technology information and support. Check out the ETS website for a rich source of information about ETS and technology at <http://ets.fhda.edu/>. Please contact the Call Center for all technology support requests. To request assistance or support submit your request in any of the following methods:

Call: TECH (x8324); From off campus: (408) 864-8324  
E-mail: [techhelp@fhda.edu](mailto:techhelp@fhda.edu)  
Website: <http://ets.fhda.edu/> (click on the Getting Help link)

### Handling Technology Emergencies in the Classroom

If an instructor encounters a problem with District provided classroom technology either right before or while conducting a class, s/he may contact the Call Center, press 3, provide the appropriate details of the problem, location, contact person and phone number and **an urgent notification will be sent to ETS personnel**. ETS personnel respond to emergency notifications during daytime business hours, Monday through Thursday from 8:00 AM to 6:30 PM and on Friday from 8:00 AM to 5 PM.

After 6:30 PM, for evening classes, instructors must contact their Evening Coordinator / Dean. This individual will know who is available in ETS that evening to assist with classroom emergencies and will contact them immediately.

## OBTAINING HELP WITH RESEARCH

---

The Office of Institutional Research and Planning at FHDA provides reports, research, and institutional data that enable administrators, faculty and staff to support the mission and achieve the goals of the district. The office provides leadership for integrating research and planning into college activities including enrollment management, program review, curriculum development, class offerings, and resource allocation. The Office has a staff of four that includes a College Researcher assigned to each college, a District Director, and a Senior Research Analyst responsible for external reporting.

Major functions of the office are:

- Maintaining a research Web site <http://www.research.fhda.edu/> that provides district and college information,
- Developing and conducting user surveys,
- Providing expertise in research design, survey methodology, and analysis and interpretation of data,
- Preparing detailed reports including student demographics and enrollment trends, faculty load and productivity, socioeconomic and labor market trends and projections at the local and state issues.

### **Mail Services**

The District's Shipping & Receiving Department provides a complete range of services for processing and handling incoming and outgoing U.S. Mail and inter-office mail.

- **U.S. Mail**

Services provided for handling domestic and international mail are comparable to those offered by the U.S. Postal Service; however, postage stamps are not offered for sale through the District. Special services are provided such as handling registered or certified mail and UPS and Federal Express. Before preparing bulk mail, contact the mail center for instructions. Employees may not have personal mail delivered to the District.

Mail pick-up and delivery runs are made twice daily to the District Office, and De Anza and Foothill College mailrooms. All mail, including stamped personal mail, picked up from the mailroom is processed and delivered to the U.S. Post Office the same day.

- **Interoffice Mail**

The District uses interoffice mailing envelopes. To ensure efficient delivery, clearly write the complete name of the person receiving the mail and the location. Inter-office mail collected in the morning pick-up will be delivered to its destination the same afternoon. Inter-office mail picked up in the afternoon will be delivered the following morning.

- **Email**

Information on obtaining access to email is listed on page 7.

#### **WHO TO CONTACT:**

For any mail or delivery-related questions call Shipping & Receiving at ext. 6171.

### **Fax Machines**

Fax machines are generally available for use in the division office or department. Fax machines are also located in the administration building on each campus and in the District Office. The main fax number for the District Office is (650) 941-1638. The main fax number for Foothill College is (650) 949-7375. The De Anza College main fax number is (408) 864-8329.

#### **WHO TO CONTACT:**

For fax-related questions and inquiries, call College Services at De Anza, ext. 8758; Office Services at Foothill, ext. 7253; or Business Services at the District Office, ext. 6200.

## **Budget Process**

The District's fiscal year is from July 1 through June 30. Each year in the fall, the District Budget Committee starts the process of reviewing the previous year's actuals (revenue and expenses) and developing the parameters and assumptions for the next year's budget. After much discussion and review, budget committee recommendations are forwarded to the Chancellor's Advisory Council and eventually to the Board of Trustees.

In addition to the District Budget Committee, each college has a budget committee. At Foothill, the Planning & Resource Council (PaRC) reviews requests from individual program administrators and forwards recommendations to the President's Cabinet. At De Anza, the Campus Budget Team reviews requests from the program budget teams and forwards recommendations to College Council. At Central Services, the vice-chancellors meet to address budget issues and forward recommendations to Chancellor's Staff.

## **Frequently Asked Questions**

- ***What are "A", "B budgets?***

"A" budgets are items that are agreed upon, often contractual, that come off the top of the budget. "A" budget is strictly controlled. Examples are contracted salaries and benefits, utilities, telephone, audit costs, mandatory transfers to other funds, etc.

"B" budgets are discretionary items such as salaries for student and casual employees, materials and supplies, operating expenses and capital equipment.

- ***What is a FOAP? How are account codes used?***

The district uses a six digit **F**und code, six digit **O**rganization code, four digit **A**ccount code and six digit **P**rogram code to make up the full FOAP. This FOAP string tells us the source of the funds, who is responsible for the funds, the type of expenditure, and to which instructional or non-instructional program this expense belongs.

Each area of expenditure is assigned a four-digit account code. Within each range of accounts, revenues and expenses are classified by type of activity; for example, in the Materials & Supplies category (4000-4999), 4085 would be used for A/V materials, 4060 for printing, and 4900 for Procard:

8100-8910	Revenues
1000-1999	Certificated Salaries
2000-2999	Classified Salaries
3000-3999	Benefits
4000-4999	Materials & Supplies
4085	A/V Materials
4060	Printing-General
4900	Procard Charges
5000-5999	Operating Expenses
6000-6999	Capital
8930,7400/8940,7410	Transfers In/Transfers Out
8950/7501	Other Sources and Uses

- ***Why is my revised budget different than the original budget?***  
Revisions are made to your budget to carry forward balances from the previous year both in unspent funds and to match encumbrances carried forward. Revisions may also occur if you authorize a budget transfer to or from your account.

- ***What is float?***  
Float is created when there is a vacant position or a position in which an employee is on unpaid leave. Each month that a position is vacant, one month's worth of salary and benefits lapses and is transferred from the position's FOAP to the college or central services salary lapse FOAP.

The campuses and Central Services each has a process whereby float can be requested to backfill a temporary position or working out of class costs while a position is vacant. The Chancellor must approve use of management float.

**Note:** We are currently working with our ETS department to automate float transactions for Funds 114 and 122 (General Purpose Fund and Special Ed Fund). We are expecting to have this process completed and working during fiscal year 2010/11.

- ***What is 1320?***  
This is the account code for part-time teaching faculty. It is an "A" expense and must be charged to either Fund 114 (General Purpose) or Fund 122 (Special Ed).

### **Training Support**

Training is available to help you develop a basic understanding of the budget process. Interested employees should contact any one of the following individuals for assistance:

- Bernata Slater (District Office), ext. 6261
- Joni Hayes (District Office), ext. 6174
- Laureen Wong (Foothill), ext. 7363
- Teri Gerard (De Anza) ext. 8938

### **Banner**

In fiscal year 2009/10 Foothill-De Anza implemented the Banner Finance System. We are still working on addressing several issues that will make Banner Finance more user-friendly, and we will continue to do so in the coming months. We will keep the colleges updated on the status of these changes/improvements and we will, in time, provide additional training.

## HOW DO I SPEND THE MONEY?

---

**Material and Purchasing Services** is the Central Purchasing Department for Foothill-De Anza Community College District, Foothill College, and De Anza College. It is administered by the Director of Material and Purchasing Services who reports to the District's Vice Chancellor for Business Services. Buyers and Senior Buyers on the Purchasing Services staff solicit competitive quotations or bids and award purchase orders in accordance with applicable laws and policies. Purchasing Services also stores and sells surplus property. Additionally, its Warehouse Workers provide central shipping and receiving services, mail delivery, and property control tags. The Purchasing Services Warehouse, also known as Stores, stocks supplies and forms including Stores Requisition Form 23480.

*NOTE:* See Board Administrative Procedure 3140 and the Delegation Resolutions online at <http://purchasing.fhda.edu/policies> for details including bidding requirements and the authority to sign purchase orders and contracts. Legal reference: Public Contract Code, sections 20650-20662; Education Code sections 81641-81656.

### **Standard Purchasing Process**

Submit Purchase Requisitions (PR's) to Purchasing Services as follows: Go to <https://myportal.fhda.edu/cp/home/displaylogin>. Log in and click on the Banner tab. Create an electronic PR in either Internet Native Banner or Self-Service Banner. *After* the PR is approved in Banner by the assigned Approver(s), the PR will be forwarded to Purchasing Services for processing. Purchasing Services does not receive PR's until after they are fully approved in Banner by the designated Approver(s).

Purchase Requisitions (PR's) must clearly describe the desired items in terms of quantity, quality, features, functions, and required delivery date. PR's can also list possible sources or vendors. If the estimated cost including sales tax, delivery, installation, and all other related fees is less than \$15,000 for Public Projects or less than \$78,500 for supplies, materials, equipment, or maintenance services Purchasing Services will usually obtain quotations, select a vendor, and issue a Purchase Order (PO) for the requested items within 10 to 20 business days after receipt of the approved PR. **If the estimated cost exceeds these limits, Purchasing Services will need at least 90 days to advertise for competitive bids as required by law and to obtain Board authorization to issue a PO to the lowest responsible and responsive bidder.**

FHDA departments wanting to know whether their PR has been received by Purchase Services or to otherwise learn about the status of a particular Purchase Requisition, may go to home page of the Purchasing website <http://purchasing.fhda.edu> and click on "Requisition Tracking System."

### **Open Purchase Orders for Repetitive Payments to One Vendor**

Each Open Purchase Order (also known as "Standing Order") is issued by Purchasing Services to a specific vendor for a designated amount of money and a specific period of time to allow requestors to make repetitive purchases of miscellaneous low cost supplies or to pay for lease/rentals and maintenance contracts throughout the current fiscal year. Open purchase orders cannot be used to buy capital equipment.

Requestors must submit a new Purchase Requisition each Spring in order to establish or renew an Open Purchase Order for the next fiscal year. The Open Purchase Order is only valid for purchases up to the dollar amount requested on the Purchase Requisition, therefore the Purchase Requisition should request a dollar amount based upon expected total expenditures for the entire fiscal year.



## **Other Purchasing Methods**

Low cost purchases of supplies can be made quickly by using one of the following methods, but purchases of capital equipment must follow the standard purchasing process shown above:

- **Petty Cash**

Employees should request reimbursement from the campus cashier for expenditures of \$100.00 or less.

- **District Procurement Card**

This District credit card, also known as a “pro-card”, is available to full-time employees to facilitate "low-cost" purchases of supplies and travel expenditures provided when they comply with the District’s Procurement Card Policies and Procedures. The Policies and Procedures are posted online at [http://business.fhda.edu/accounting/stories/storyReader\\$13](http://business.fhda.edu/accounting/stories/storyReader$13).

*Items purchased with a pro-card should be delivered directly by the seller to the requestor; they should not be sent to District Shipping and Receiving. Contact Craig Gawlick at extension 6200 for a Procurement Card application and more information.*

- **Direct Pay Requests**

**IF A PROCUREMENT CARD CANNOT BE USED** and if an employee has Board sufficient delegated purchasing authority and approval by management, the employee may be able to pay for a purchase using a Direct Pay Request. The Direct Pay form and information about Direct Pay Requests is available at the following Accounting Services web page: <http://business.fhda.edu/accounting/bannerforms>.

**Direct Pay Requests should not be used to purchase capital equipment or independent contractor services.**

## **Warehouse/Stores**

- Some District forms, paper, and supplies are available through the Central Stores Catalog. The Central Stores Catalog can be viewed at the following Purchasing Services web page: <http://purchasing.fhda.edu/stores>.
- To request items from Stores, complete Stores Requisition Form 23480 and forward it to Purchasing Services for processing.

## **Business Cards**

For Foothill College employees, business cards should be ordered through the Marketing & Communications Office at ext. 7362. Foothill business card order forms are available on-line at <http://www.foothill.edu/staff/card.order.php>. For De Anza College and Central Services employees, business cards should be ordered through Printing Services at De Anza College at ext. 8861.

## **Independent Contractors (I.C.)**

- Contracts must be in writing on the District’s Agreement for Services or I.C. form and signed by a Board-authorized District or Campus Representative *prior to the commencement of contract services*. Such contracts must be submitted to the Board of Trustees for review within sixty days.

- Any contract in excess of \$20,000 must be presented to the Board of Trustees for approval prior to contract commencement unless the contract has been authorized by the Vice Chancellor of Business Services, or by the Chancellor, prior to contract commencement as well as ratified by the Board of Trustees within 60 days thereafter.
- See Board Administrative Procedures AP3140 and AP3143 for details.

### **Surplus Equipment**

Complete Surplus Disposal Form 23500 and the required Attachment. Submit the completed forms to Purchasing Services for coordination of materials pick up and disposal. The forms and more information are available at the following web site: [http://purchasing.fhda.edu/stories/storyReader\\$86](http://purchasing.fhda.edu/stories/storyReader$86) (Reference Board Policy 3211 and Education Code 81450-81460.)

### **Central Receiving and Property Control**

- Materials Services receives items ordered by Purchasing Services and delivers them to the requesting departments. Computer hardware and peripherals are delivered to the designated campus ETS department prior to delivery by ETS to the end-user.
- Material Services applies property control tags to incoming capital equipment. (See Board Policies 3142, 3210.)
- Contact the Warehouse at x6171 for Fed Ex and UPS pickup schedules.

### **Purchasing Services Staff:**

Carmen Redmond, C.P.M., Director: (650) 949-6166, [redmondcarmen@fhda.edu](mailto:redmondcarmen@fhda.edu)

Linda Mahi, Executive Assistant, (650) 949-6193, [mahilinda@fhda.edu](mailto:mahilinda@fhda.edu)

Annette Perez, Senior Buyer, Measure E and Measure C Construction, Facilities Maintenance, Repair, and Construction: (650) 949-6165, [perezannette@fhda.edu](mailto:perezannette@fhda.edu)

Eric Olague, Buyer, Facilities Maintenance Supplies, Instructional Supplies and Equipment, Surplus Property, Independent Contracts, and Custodial Supplies: (650) 949-6163, [olagueeric@fhda.edu](mailto:olagueeric@fhda.edu)

Frank Greco, Senior Buyer, Office Technology, Copiers, Computers, Software, Furniture, Printing, Office Supplies, and Leases for Office & Classroom Space. (650) 949-6284, [grecofrank@fhda.edu](mailto:grecofrank@fhda.edu)

Dawn Allshouse, Senior Buyer, Furnishings, Fixtures, & Equipment for New or Renovated Buildings, Measure C Construction, Moving Services, and Vehicles. (650) 949-6162, [allshousedawn@fhda.edu](mailto:allshousedawn@fhda.edu)

Dave Jones, Warehouse Work II, and Robert Covington, Warehouse Worker I, District Receiving and Warehouse: (650) 949-6171, [jonesdavid@fhda.edu](mailto:jonesdavid@fhda.edu) or [covingtonrobert@fhda.edu](mailto:covingtonrobert@fhda.edu)

On leave 8-30-10 through 5-30-11: Gina Bailey, Senior Buyer, Measure E and Measure C Construction, Facilities Maintenance, Repair, and Construction: (650) 949-6165, [baileygina@fhda.edu](mailto:baileygina@fhda.edu)

### **Additional Information:**

For additional information, see the Purchasing Services website <http://purchasing.fhda.edu>

### **Travel Arrangements**

When traveling on District business, employees may make travel arrangements, including airline reservations, hotel reservations and car rental reservations at the travel agency of their choice.

### **Per Diem**

The meal per diem, periodically adjusted for inflation, is presently \$55 per day as follows:

- Breakfast \$10
- Lunch \$15
- Dinner \$30
- Total \$55**

### **Personal Automobile Transportation**

When an employee elects to use a personal automobile for out-of-district transportation, the employee will be reimbursed at the current IRS statutory limit for the first 300 miles. Beyond that mileage, the employee will be reimbursed at the “economy” airfare to/from that location. The current mileage reimbursement rate is 50 cents per mile.

To be reimbursed for travel expenses (i.e. hotel, air, car rental, business related telephone calls, per diem, mileage), employees must complete the *Trip Reimbursement Voucher Form*. To be reimbursed for mileage only, employees must complete the *Mileage Reimbursement Voucher Form*. Both forms should be submitted to Accounting Services. NOTE: Except when claiming per diem, all “original” receipts for any item over \$25.00 must accompany a claim for reimbursement.

*Trip Reimbursement Voucher Forms* can be found on the Business Services web site.  
<http://business.fhda.edu/accounting/bannerforms>.

Claims for reimbursement are to be submitted within 90 calendar days following the trip. Claims for expenses incurred in the months of April, May, or June must be submitted by July 15. Please note that claims from a prior fiscal year will not be paid.

### **Who to Contact:**

Direct all travel reimbursement and per diem questions to Accounting Services at ext. 6252.

### **ProCard**

In order to expedite the purchase and accounting of low cost and frequently needed items, the District issues “procurement cards” (ProCard) to certain employees authorized to purchase on behalf of the District. This card works just like a credit card. The card is intended for small purchases and may not be used for capital equipment purchases. Normally, the maximum is \$1,000 per transaction and \$2,000 per month. To request a ProCard application or for more information, call Business Services at ext. 6200.

## **FAQ's on District Expenses**

### **Can we use district funds (petty cash, procard, expense reimbursement) to purchase gift cards to honor staff or students?**

No, a gift card represents a “gift of public funds” there are a few exceptions where gift cards can be used for categorical programs as direct aid to students as specifically authorized by the State. Bret Watson in our grants office knows the specific programs where this authorization has been granted by the State.

### **Can we use district funds (petty cash, expense reimbursement) to purchase food for meetings?**

Perhaps, in some cases where there are daylong interview committees as an example, we feel it would be appropriate to purchase salads or sandwiches if the meeting runs through the lunch hour. The final decision will be influenced by the college policies, available funds and common sense. Remember that if you submit a request for reimbursement for food, you need to indicate the participants and the purpose of the meeting which required food. But, you cannot use procard for food expense at all, that card is limited to office supplies.

### **Can I claim a higher meal allowance than the per diem allowance if I have the receipts?**

No, the per diem allowance is intended to offset most, but not all of the meal expenses. The only time you would need to submit a receipt is if you have paid for a meal for other staff members while traveling, but generally all staff members should request their own per diem allowance when traveling. Remember, that if the conference registration fee includes meals, you cannot also submit a per diem. You need to adhere to ethical practices when traveling on public expense. Alcohol is never allowed to be reimbursed under any circumstances.

### **How do I compute mileage reimbursement if I am driving to the off site location from my house and not from the college?**

In that situation, mileage reimbursement is computed and paid assuming the college location **is the starting point or your home address is the starting point, whichever** is less.

## **Board Policy 4176**

### **International Travel Authorization College Related Business Board Policy 4176**

The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the District. Except for the staff members employed within the Office of International Students and approved academic programs at FHDA, the Board of Trustees, in advance of the travel, must approve all international travel, which is funded from General fund.

***BOARD APPROVAL IS REQUIRED BEFORE MAKING TRAVEL ARRANGEMENTS***

All employees are paid monthly. Contract employees are paid on the last working day of the month. Classified Hourly, temporary and student employees are paid on the 15<sup>th</sup> of each month.

### **Time Reports**

Time reports are important legal documents that serve as permanent employment records. Each classified staff member submits an *Employee Monthly Time Report*. Each administrator submits an *Employee Monthly Leave Report*. Faculty employees do not submit a report every month. They submit a *Leave Report for Faculty Employees* when they are absent due to illness, personal leave, jury duty, etc. Faculty Leave reports must be submitted to the division office within 10 school days after returning from an absence. Time and leave reports are due in Payroll on the 15<sup>th</sup> of each month.

Classified Hourly, temporary and student employees submit a WEB time card indicating the hours actually worked each time period. WEB time cards are due on the 5<sup>th</sup> calendar day of each month. No pay is generated for these employees unless the hours worked are reported to Payroll by the due date.

ETS is working to convert all Time Reports and Leave Reports into PDF documents via <https://myportal.fhda.edu>.

### **Direct Deposit or Pay Check**

Employees are eligible to have paychecks deposited directly into bank or credit union accounts. The net pay goes into the employee's checking and/or saving account and is available on payday. Payroll sends the employee an email to his/her District email address when the Direct Deposit Advice (DDA) stub is available to view online. The DDA stub lists the same information as a paycheck stub (gross pay, taxes, deductions, net pay, etc.).

Direct deposit is convenient, dependable and safe. Employees interested in direct deposit must complete a *Direct Deposit Authorization* via self service on My Portal.fhda.edu. It normally requires two pay cycles to activate a live Direct Deposit.

For employees who do not have direct deposit, paychecks are mailed to the employee's permanent address on file in the Banner Human Resources System. Employees are responsible for updating all address changes via self service on MyPortal.fhda.edu

### **Tax withholding certificate and Voluntary Deductions**

Employees may change tax withholding allowances or authorize certain voluntary deductions (e.g., for professional association dues, donations, or tax sheltered annuities [403(b) and 457 plans]) to be withheld from paychecks. Employees with tax withholding certificate (W4 and or DE4) and voluntary deduction questions or concerns should call (650) 949-6263 or 6264.

### **Who to Contact**

For other payroll-related questions or concerns, please call Payroll Services at (650) 949-6262.

## **Service Requests**

Employees who experience a maintenance problem with room temperature, plumbing, electrical, carpentry, entry or other lock problems, should follow these procedures for the initial submission of a Service Request. Follow-up on previously reported service requests to resolve problems or other issues should be referred to the Facilities Management Team.

## **Routine Service Request**

Routine Service Request should be submitted through the On-line Work Order System. The system may be accessed at: <http://fhdawo.com>.

## **Emergency Service Requests**

Emergency Service Requests are conditions that pose an immediate threat of serious injury to personnel or damage to property. Examples of an emergency are:

- Gas or burning smell
- Burst pipe
- Overflowing toilet
- Exposed live electrical wire

Facility Emergencies should be reported as described here:

### **Foothill Facility Emergencies:**

During regular working hours/Monday - Friday, 7:00 am - 3:30 pm

1. 650-949-6156
2. 650-949-6154
3. 650-949-6153
4. 650-949-7313

After Hours, Weekends or Holidays:  
650-949-7313

### **De Anza Emergencies:**

During regular working hours/Monday - Friday, 7:00 am - 3:30 pm

1. 408-864-5438
2. 408-864-5828
3. 408-864-5437
4. 408-864-5555

After Hours, Weekends or Holidays:  
408-864-5555

**Urgent Service Requests:**

Urgent Service Requests are non-emergency conditions that directly impact the educational mission. Examples of urgent facility needs are conditions resulting in:

- Cancellation of classes
- Disruption of traffic flow
- Building closure

Urgent facility needs should be reported in the same manner as emergencies.

## WHAT IF I HAVE AN EMERGENCY?

---

### Emergency Numbers

- If there is an **EMERGENCY** requiring POLICE, FIRE or MEDICAL response, employees should call 911. You DO NOT need to press “9” before dialing 911.
- In **non-emergency** situations (i.e. reporting non-violent crimes such as theft, non-injury vehicle accidents or minor disturbances such as loud music; requesting assistance with unlocking doors, jump-starting a car, obtaining a nighttime police escort, inquiring about parking issues, fingerprinting, lost and found items, and general District Police information) employees should call the Dispatch Center at ext. 7313.

### Station Locations

The Foothill-De Anza Community College District Police Department maintains a presence on both campuses. Both campuses are patrolled by District Police Officers from 6 AM to Midnight 7 days a week and by the Santa Clara Sheriff's Deputies after hours.

#### **Foothill Campus Main Station:**

Campus Center, Room 2103  
12345 El Monte Road  
Los Altos Hills, CA 94022  
Phone: (650) 949-7313

#### **De Anza Campus Substation:**

Hinson Campus Center, Lower Level  
De Anza College  
21250 Stevens Creek Boulevard  
Cupertino, CA 95014  
Phone: (408) 864-5555

**Houses:** Patrol, Police Records Division,  
Parking, LiveScan services, and District Police  
Officers

**Houses:** Parking & Special Events Division

#### **Office Business Hours:**

7 a.m. – 11 p.m., Monday through Friday  
9 a.m. – 1 p.m., Saturday  
Closed Sunday and all District holidays

#### **Substation Business Hours:**

7:30 a.m. – 4:30 p.m., Monday through Friday  
Closed Saturday, Sunday and all District  
holidays

### Emergency Procedure Flip Chart

Emergency procedure flip charts containing the most pertinent emergency phone numbers are posted at Central Services and on the campuses in classrooms, division offices, and other buildings. If there is no flip chart posted in your area, call District Police, ext. 7313 for a copy.

### Talking with the Media

When contacted by the media, immediately refer the media to the college Marketing and Communications Office. At De Anza call Marissa Spatafore at ext. 8672; at Foothill call Kurt Hueg at ext. 7645; and at Central Services, contact Becky Bartindale at ext. 6107.



If you anticipate being contacted by the media for any reason notify Marketing and Communications personnel.

Administrators and supervisors should never comment to the media on any personnel issue regardless of the circumstances.

### **Workplace Violence**

It is the District's policy to strictly prohibit acts and threats of workplace violence. Employees with immediate concerns about workplace violence should contact District Police **at 9-1-1**.

## **Staff Parking Permits**

Parking in Staff Lots is strictly enforced and your vehicle must display a valid Staff Parking Permit. To obtain a parking permit, De Anza employees should contact District Police at ext. 5555, and Foothill and Central Services employees should contact District Police at ext. 7313.

## **Summary of Parking Regulations**

The following information is a brief summary of District vehicle operation and parking policies. Detailed information is available from District Police on each campus. It is the responsibility of each employee to obey all regulations regarding the operation and parking vehicles on campus.

- The District regulates all District parking facilities, including visitor and pay lots. Campus parking and vehicle regulations are enforced by District Police on each campus.
- Traffic violations are enforced under provisions of the California Vehicle Code through the municipal traffic courts. Violations may include speeding, seatbelt regulations, improper registration, driving under the influence of drugs or alcohol, reckless driving, or vehicle accidents.
- Parking violations are handled as civil violations and are reviewed by administrative appeal (three step process, ending with judicial review).
- Failure to display a staff parking permit will result in a parking citation.
- Employees are issued up to two (2) permanent permits at no cost.
- Staff parking permits are the property of the District and shall not be given or transferred to another person. Unauthorized use of a staff permit may result in confiscation by District Police.
- If your permit is lost or stolen, you must report the loss to the District Police immediately.

### **WHO TO CONTACT:**

All parking-related questions should be directed to District Police. De Anza College employees should call ext. 5555; Foothill and Central Services employees should call ext. 7313.

## HOW DO I GET STUFF PRINTED?

---

### **Copying Machines**

Photocopiers are generally available for use in the division office or department. Copy machines are also located in the administration building on each campus but are restricted and require a copy card or access code.

The main copier located in the De Anza administration building mailroom requires the use of an access code. To request an access code, call Printing Services at ext. 8861 or 8331. The main copier located in the Foothill administration building requires an access code. To request an access code, call Office Services at ext. 7253. When requesting an access code, a budget code must be provided to allow for monthly charge-backs.

Copy machines are also available for self-service use at De Anza Printing Services and the Student community Services Building, Room 109. An access code is needed to operate these machines.

### **Printing Services**

The Foothill College Print Shop and De Anza College Printing Services Office offer a centralized copy service to all employees for small and large printing orders. Account numbers are required for all District printing orders.

Requests for printing services at **De Anza** can be submitted electronically via email [daprint@fhda.edu](mailto:daprint@fhda.edu) or can be dropped off at Printing Services.

Requests for printing services at **Foothill** can also be submitted electronically via email at: [printshop@foothill.edu](mailto:printshop@foothill.edu) or dropped off in the campus mailroom. Requests for printing services not submitted electronically, must be submitted on a Quick Copy Form. These forms are available in Division Offices, or can be ordered through the Print Shop.

### **WHO TO CONTACT:**

For additional information on the services, hours of operation, and the process for submitting print requests, De Anza employees call Printing Services at ext. 8861 or 8331; Foothill and Central Services employees call the Print Shop at ext. 7299 or Office Services at ext. 7253.

## WHERE DO I GET SOMETHING TO EAT ON CAMPUS?

---

### **De Anza Dining and Food Services**

Dining Services is located in the Campus Center. The Food Court is open from 7:00am to 8:30pm Monday to Thursday and 7:00am to 2:00pm on Friday. It is closed daily from 2:00pm to 2:35pm for cleaning.

The award winning food court has a wide selection of foods that are prepared and cooked to order. Stations include the following: Organic Salad Bar, Hot and Cold Sandwiches, Wraps, Tossed Salad Station, Exhibition Pasta Station, Pizza Station, Grab 'n' Go Salads, Sushi and our famous Burger Bar.

There are also four vendors in the campus center: Una Mas Mexican Cuisine, Hong Fu Chinese Cuisine, Specialty Coffee Services and Le Café.

Dining service is the only authorized caterer on the campus with a wide range of catering services available. For more information please check out the website at <http://www.deanza.edu/diningservices/> or contact the Dining Service office at 408-864-8515

### **Foothill College Food Services:**

#### **Fresh and Natural**

Campus Center

Monday–Thursday, 7:00 a.m. –8:00p.m.

Friday, 7:00 a.m. – 2:30 p.m.

#### **KJ's Café a la Carte Espresso Bar**

Campus Center

Monday-Thursday, 7:30 a.m. – 7:00p.m.

Friday, 7:30 a.m – 2:30 p.m

#### **KJ's Café a la Carte Espresso Bar II**

**Located in the breezeway of the 6000 building between the upper and lower campus**

Monday-Thursday, 7:30 a.m. – 7:30 p.m.

Friday closed

**KJ's Café office number for catering or general info: 650 • 853 • 0886 or email:**

[kjscafe@earthlink.net](mailto:kjscafe@earthlink.net).

Vending Machines are located in various locations throughout the Foothill campus.

## WHAT ARE THE KEY DATES TO REMEMBER?

---

### **Academic Calendar**

The District and the Faculty Association negotiate the academic calendar. Refer to Appendix 3 for current calendars. A “college year” is the same as the fiscal year - July 1 through June 30. The “academic year” is that portion of the college year beginning with the first day of Fall quarter and ending with the last day of Spring quarter.

### **District/Senate Flex Day and College Day**

The first day of Fall quarter is designated the District/Senate Flex Day. Activities are held either at Foothill or De Anza (on an alternating basis) for all employees in the District. Contract and regular faculty are required to attend. Part-time faculty are encouraged to attend. District/Senate Flex Day is a regular workday for classified staff and they are encouraged to attend.

The second day of Fall quarter is College Day during which each college offers welcoming activities and events. This is also a mandatory day for contract and regular faculty. Part-time faculty are encouraged to attend and are paid a stipend for attending. Classified employees are also encouraged to attend. Time is usually provided for deans and directors to meet with their division/department. Classes do not meet on District/Senate Flex Day or College Day.

### **Drop/Add Dates**

Information pertaining to drop and add dates is listed in the *Schedule of Classes* and online at <http://www.fhda.edu/>, <http://www.foothill.edu/> and <http://www.deanza.edu/calendar>. To obtain a printed copy of the De Anza *Schedule of Classes* visit the De Anza College Bookstore or call ext. 8701. For the Foothill *Schedule of Classes* visit the Foothill College Bookstore in Room 3526 or call ext. 7305.

### **Board Meeting Dates/Agenda Deadlines**

The Board of Trustees normally meets on the first Monday of the month at 6 p.m. in the District Board Room at the District office facility. Board meetings are open to the public and District employees are encouraged to attend. Agendas and minutes are available online at the District website (<http://www.fhda.edu>). Board items are submitted through the presidents’ offices on each campus or through Central Services. Agenda items are due eight (8) working days prior to the board meeting. Appendix 4 contains the board calendar.

### **Year-End Closing Dates – Accounting and Purchasing**

Each year, the Purchasing department sends a memo to notify District employees of year-end accounting and purchasing closing dates.

### **Professional Achievement Awards (PAA)**

July 1 is the deadline for faculty to apply for a PAA. See Article 38 in the *FA/District Agreement* for detailed information.

### **Professional Development Leave (PDL)**

October 15 is the deadline for faculty to apply for a PDL. See Article 17 in the *FA/District Agreement* for detailed information.

### **Administrative Leave**

A written application must be filed in Human Resources at least six (6) months prior to the commencement of the leave. See Chapter VII, Section M of the *Administrators Handbook* for detailed information.

### **Staff Development Leave**

December 15 is the deadline for classified employees to apply for a staff development leave. See Article 10 in the *ACE Agreement*, Article 8 in the *CSEA Agreement*, Article 8 in the *Teamster Agreement*, Article 10 in the *OE3 Agreement* and Chapter 7 of the *Confidential Employees Handbook* for detailed information.

### **Training/Retraining Stipend Requests**

*Faculty* deadline dates are established annually (normally early in Spring quarter) by the Professional Development Leave Committee.

*Administrators* who wish to apply for a Training/Retraining Stipend have two application dates: April 1 and December 1.

### **District Holidays**

There are 16 paid holidays each year, including all legal school holidays. These are:

1. Independence Day
2. Cesar Chavez Day (Friday before Labor Day)
3. Labor Day
4. Veterans Day
5. Thanksgiving (two days)
6. Christmas Eve
7. Christmas Day
8. Day after Christmas
9. December Holiday
10. New Year's Eve
11. New Year's Day
12. Martin Luther King, Jr. Day
13. Lincoln's Day
14. Washington's Day
15. Memorial Day

NOTE: When the holiday falls on a Sunday, it shall be observed on the following Monday. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls within an employee's vacation, the holiday will not count as a day of vacation.

### **No Smoking**

Foothill and De Anza are smoke free campuses. See Board Policy 3217.

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor and outdoor campus locations, with the exception of designated parking lots.

- **Vehicles**  
Smoking is prohibited in District vehicles.
- **Signs**  
“No Smoking” signs are conspicuously posted at building entrances and in employee lounges, restrooms, locker rooms, dressing areas, cafeterias, lunchrooms, and stadium and sports facilities. In addition, designated parking lot areas for smoking areas are clearly marked.
- **Implementation**  
This policy relies on the consideration of smokers and non-smokers. It is the responsibility of all members of the District to observe and follow the policy. This policy shall be communicated to all employees annually and published in the Colleges’ *Schedule of Classes*, handbooks, websites, and other appropriate locations. Both campus Student Health offices provide smoking cessation clinics.

### **Drug-Free Workplace**

Foothill-De Anza Community College District recognizes the dangers of drug use in the workplace. It is, therefore, the policy of the District to provide a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace or on District business is prohibited. Any violation of this policy by an employee of the District may result in (1) the District, at its option, requiring the employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program; (2) disciplinary action, up to and including termination under applicable District policies and collective bargaining agreements.

Further, federal law requires that an employee notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. If the employee works in a program which receives money from a federal contract or grant, the District is required to notify the federal contracting or granting agency within ten (10) days of receiving notice of such a conviction and within thirty (30) days to take appropriate disciplinary action, up to and including termination or to require the employee to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

Employees who need drug counseling or rehabilitation are encouraged to use the employee assistance plan, if eligible, or contact one of the campus health offices for referral to a community counseling or rehabilitation program.

## **Tuberculosis Examination**

The District will enforce the Education Code requirements that faculty, administrators, and classified employees shall have on file a valid certificate indicating freedom from active tuberculosis. This certification must be submitted at least once in each four-year period.

## **Fingerprinting of Employees**

Each employee hired by the Foothill-De Anza Community College District, with the exception of student employees, shall be fingerprinted and such fingerprints shall be submitted to the Department of Justice. It is further directed that any information received in response to this policy shall be handled in a confidential manner consistent with the District's personnel practices.

## **Emergency Preparedness**

### **A. Emergency Operations Plan**

The District has an emergency operations plan that is compliant with Federal and State regulations. Each college and the District offices have a specific plan for their location and the three parts compose the total plan. Each plan is reviewed and practiced annually by each college campus and the District office.

### **B. Emergency Notification System**

The District has implemented an Emergency Notification System. Every student, faculty and staff member is included in the system's database. In case of an incident such as a power failure, earthquake or other emergency, communication will be sent by voicemail, email and text messaging. The ENS is also tested periodically to ensure proper operation.

### **C. Evacuation Plans**

Each college has an evacuation plan and these plans are tested annually. Each workplace/classroom should have the evacuation plan posted for easy reference.



### MEDICAL

The District offers four (4) options:

- 1) **Kaiser Foundation Health Plan (HMO)**
- 2) the **Preferred Provider Organization (PPO) Medical Plan**
- 3) the **Exclusive Provider Organization (EPO) Medical Plan**
- 4) Opt out of Health Plan Option: Evidence of other group coverage is required

Note: Both PPO and EPO plans are self-funded and administered by the Third Party Administrator, UnitedHealthcare.

#### A. Kaiser Foundation Health Plan (HMO)

Kaiser is a Health Maintenance Organization (HMO) that provides medical care through participating doctors at Kaiser facilities. The plan emphasizes day-to-day preventive care, and most services and supplies are provided at little or no cost to the employee. There is a \$20 co-payment per physician office visit per person. For additional information, visit the website: [www.kaiserpermanente.org](http://www.kaiserpermanente.org). (Group Number – 857).

- Primary Care Office Visit Co-pay: \$20
- Specialist Office Visit Co-pay: \$20
- Urgent Care Office Visit: \$20
- Mental Health/Substance Abuse Office Visit Co-pay: \$20/individual or \$10/group
- Chiropractic Care/Acupuncture Office Visit Co-pay: \$15
- Annual Deductible: **N/A**
- Co-Insurance You Pay: **0%**
- Out-of-Pocket Maximum: \$1,500/person, or \$3,000/family
- Preventative Care: 100% paid by Plan, \$0 Co-pay
- Vaccination: 100% paid by Plan, \$0 Co-pay
- Lifetime Maximum: **None**
- Prescription for 30 days supply: \$5 Co-pay (Tier 1); \$10 Co-pay (Tier 2)
- Prescription Mail Order for 100 days supply: \$10 Co-pay (Tier 1); \$20 Co-pay (Tier 2)

#### B. The Exclusive Provider Organization (EPO) and In-Network Benefits (PPO) -UnitedHealthcare CHOICE Health Plan

The EPO option offers you better choices, greater flexibility and more control over your health care. The UnitedHealthcare Choice plan gives you the freedom to see any doctor in the UnitedHealthcare National Network, which includes over 750,000 physician locations, 420,000 physicians and 4,300 hospitals nationwide. You decide what doctor to see—even a specialist without a referral. With **UHC Choice plan**, the vast majority of your health care needs are covered with less expense to you when you visit a network doctor or facility. UnitedHealthcare Choice gives participants the freedom to see any health care professional in the network (including specialists) without a referral and without designating a primary physician. With limited exceptions such as level 1 emergency services, there is **no coverage for non-network providers**. You are responsible for checking with your network and service provider to confirm network participation. Obtain preauthorization for hospitalization or surgery 7 to 10 days in advance of procedure date.

For information regarding the EPO/UHC CHOICE Health Plan, and physician referrals, please contact UHC Customer Care at 1-800-510-4846. For list of current contract providers, please access the website: [www.provider.UHC.com](http://www.provider.UHC.com). (Group Number – 708611).

- Primary Care Office Visit Co-pay: \$25
- Specialist Office Visit Co-pay: \$30
- Urgent Care Office Visit: \$30
- Mental Health/Substance Abuse Office Visit Co-pay: \$25
- Chiropractic Care/Acupuncture Office Visit Co-pay: \$25
- Emergency Room Visit (not level 1): \$100 Co-pay +10% coinsurance after deductible
- Annual Deductible: \$350/person or \$1,050/family
- Co-Insurance You Pay: 10%
- Out-of-Pocket Maximum: \$1,000/person, or \$3,000/family
- Preventative Care: 100% paid by Plan, \$0 Co-pay
- Vaccination: 100% paid by Plan, \$0 Co-pay

### C. The Preferred Provider Organization (PPO) Medical Plan – Open Access Program (Out-of-Network): UnitedHealthcare CHOICE PLUS Health Plan

The PPO option, also known as the UnitedHealthcare Choice Plus health plan gives you the freedom to see any doctor in the UHC Choice network, including specialists, without a referral. With UHC CHOICE PLUS plan, the vast majority of your health care needs are covered with less expense to you when you visit a network doctor or facility. Plus, when you visit network doctors and hospitals, there are no claim forms or bills to worry about. You may visit any out-of-network physician and still enjoy your benefits with somewhat higher deductibles and coinsurance.

- Primary Care Office Visit Coinsurance: Plan pays 70% of U&C after Deductible
- Specialist Office Visit Coinsurance: Plan pays 70% of U&C after Deductible
- Urgent Care Office Visit Coinsurance: Plan pays 70% of U&C after Deductible
- Mental Health/Substance Abuse Office Visit Coinsurance: Plan pays 70% of U&C after Deductible
- Chiropractic Care/Acupuncture Office Visit Coinsurance: Plan pays 70% of U&C after Deductible
- Emergency Room Visit (not level 1): Plan pays 70% of U&C after Deductible and \$100 Co-pay
- Annual Deductible: \$700/person or \$2,100/family
- Co-Insurance You Pay: 30%
- Out-of-Pocket Maximum: \$3,000/person, or \$9,000/family
- Preventative Care: Plan pays 70% of U&C after Deductible
- Vaccination: Plan pays 70% of U&C after Deductible

NOTE: U&C stands for Usual, Customary and Reasonable

### PRESCRIPTION DRUG PLAN FOR SELF-FUNDED MEDICAL PLANS

The District self-funded medical plans offer a **Three-Tier Prescription Drug** program through UHC **Advantage Prescription Drug List (PDL)**, and **Specialty Drugs** provided by **UnitedHealth Pharmaceutical Solutions**. A **Prescription Drug List (PDL)** is a list of Food and Drug Administration (FDA)-approved brand name and generic medications. For list of Advantage PDL, please access: <http://hr.fhda.edu/benefits/>.

Your three-tier prescription benefit gives you choice over which medications you use while also balancing costs. To do this, the benefit breaks prescription medications into three categories or tiers:

- Generic
- Formulary brand name
- Non-formulary

You have coverage for all three categories. What you pay, your co-pay - depends on which medication (or tier) you and your doctor choose. Generics cost the least and non-formulary medications cost the most with a three-tier prescription benefit design.

<b>Three-Tier Rx Benefits:</b>	<b>RETAIL</b>
Tier 1	\$10 Co-pay/30 days
Tier 2	\$25 Co-pay/30 days
Tier 3	\$50 Co-pay/30 days
	<b>MAIL ORDER</b>
Tier 1	\$20 Co-pay/90 days
Tier 2	\$50 Co-pay/90 days
Tier 3	\$100 Co-pay/90 days
*HALF TAB PROGRAM	1/2 of the cost of the regular Co-pay
**SPECIALTY DRUGS	Co-pay varies by tiers for 30 days supply only

*Note: Both self-funded plans have \$1,000/person annual cap on mail order co-pay*

**IMPORTANT:** Starting July 1, 2010, the "Dispense as Written" (DAW) provision is removed. Furthermore, even if the provider requests the medication (DAW), the member **will pay the Tier 2 or Tier 3 co-pay plus the ancillary charges (difference in cost between generic and the tier of drug in question) as specified by UHC Formulary.**

**SPECIALTY DRUGS:**

The Specialty Pharmacy Program takes a comprehensive approach to patient care and cost management, through clinical programs and a network of specialty pharmacies. The goal is to help make specialty medications accessible and affordable for our groups and members. Specialty medications are typically more than \$250 per prescription; produced in an injectable or oral form; prescribed to treat rare or complex diseases; and typically require additional clinical support for better health outcomes.

**DENTAL**

The District Dental Plan administered by Delta Dental, known as Delta Premier Plan pays 70% to 100% up to \$1,500 per year of the reasonable cost for most services, including preventive care, fillings, extractions, crowns, periodontics and root canals. Bridges and dentures are covered at 50%. Orthodontia is paid at 50%, up to a maximum lifetime benefit of \$1,000. Additionally, the Delta Preferred Provider Organization (PPO) Option services are payable up to an annual maximum of \$1,700.

**VISION CARE**

The District Vision Care Plan is administered by the California Vision Service Plan (VSP). The vision care plan provides eye exams, lenses, and frames within specified time periods and cost limitations. If employees use participating ophthalmologists or opticians, they pay only a \$10.00 deductible for an eye exam.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Administered by OptumHealth, EAP is a confidential short-term counseling service for employees and their families. This service covers personal life/health problems such as stress, alcohol and drug-related problems, marital or emotional concerns, and financial or legal assistance. In some cases individuals may be referred to another resource. The District pays for up to five (5) counseling visits. For additional information, contact OptumHealth at 1-866-248-4105; 24 hours/day, 7 days/week or access the website: <http://www.liveandworkwell.com>, Access Code: 61570

## **BASIC LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE**

Administered by The Hartford, the District provides, at no cost to the employee, a basic life insurance benefit of \$50,000 for all contract employees and \$5,000 for their dependents. The plan also includes accidental death and dismemberment (AD&D) coverage that pays an amount equal to the basic life insurance benefit in the event that an accident causes death, or a percentage of that amount for accidental loss of sight or limb(s). (Group Number 677313).

## **LONG-TERM DISABILITY**

Administered by The Hartford, the District's long-term disability plan pays a monthly benefit of up to 66 2/3% of the employee's basic monthly earnings - to a maximum benefit of \$6,000 per month. Benefits are payable while the employee is totally disabled, in accordance with certain time limits and conditions specified in the policy.

## **SUPPLEMENTAL LIFE AND ACCIDENT INSURANCE (Optional)**

Employees and eligible dependents may purchase additional life and AD&D coverage through the supplemental life plan via annual open enrollment. Note supplemental life plan (AD&D may not be purchased separately; it must be purchased in conjunction with supplemental life policy). The amount of coverage is varied from \$50K to a maximum \$150K. The TERM LIFE policy ends at age 70. The plan pays an AD&D benefit equal to the supplemental life amount for accidental death, or a percentage of that amount for accidental loss of sight or limb(s).

All voluntary benefits are optional and are subject to approval by the insurance company. The District does not determine the eligibility; the insurance company has the final say in accepting or rejecting the application based on medical evidence

## **FLEXIBLE BENEFITS SPENDING ACCOUNTS (Optional)**

Enrolling in this plan allows you to pay for various health care or dependent care expenses on a pre-tax basis. Your health care plan premium will be deducted automatically on a pre-tax basis from your monthly paycheck. Health care expenses have a minimum deduction of \$500 up to a maximum of \$3,000 per year. Dependent care expenses have a minimum deduction of \$500 up to a maximum of \$5,000 per year. You must re-enroll each year during the Open Enrollment month of April. This program is administered by UnitedHealthcare. (Group Number—709593).

## **RETIREMENT BENEFITS**

All employees are eligible to participate in the California Public Employees Retirement System (CalPERS) or the California State Teachers' Retirement System (CalSTRS). Participation is mandatory with benefits based on years of service, age at retirement, and average annual salary paid during the highest 12 consecutive months of performed creditable service. Employees participating in CalPERS contribute 7 percent of their annual salary and the district contributes 10.71% for Plan Year 10/11 (the percentage may vary from year to year). Employees participating in CalSTRS contribute 8 percent of their annual salary and the district contributes 8.25 percent. Employees who terminate from the district prior to being vested (5 years) receive only the employee contribution plus interest and not the District contributions. For additional questions regarding CalPERS call (877) 720-7377 or (800) 352-2238. Web site is [www.calpers.ca.gov](http://www.calpers.ca.gov). For additional questions regarding CalSTRS call (408) 341-7265 or (800) 228-5453. Web site is [www.calstrs.ca.gov](http://www.calstrs.ca.gov).

## **EXTENDED COVERAGE**

Terminating employees and dependents who lose eligibility for coverage have the option to purchase extended health care coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA),

## **WHO TO CONTACT**

Direct all employee benefit related questions to Christine Vo, Benefits Manager, at (650) 949-6225 or via email at [VoChristine@fhda.edu](mailto:VoChristine@fhda.edu).

# FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

## PARTICIPATORY GOVERNANCE

---

The Foothill-De Anza Community College District offers many opportunities for faculty, classified staff, administrators, and students to participate in the governance of the colleges and the District. Shared or participatory governance is a way to involve those who are affected by decisions in the decision-making process and is mandated by law. Title 5 regulations state that faculty, classified staff, and students have the “right to participate effectively in governance.” Participation in decision-making does not necessarily imply total agreement nor is the same level of involvement by all parties necessary in every decision. The ultimate responsibility for all policy decisions rests with the Board of Trustees.

Administrators and supervisors are full participants in the governance of the colleges and the District. Some administrators and supervisors are members of participatory governance teams by virtue of their positions; others are placed on committees to represent the Administrative Management Association (AMA) or the Teamsters. Other committees may call for volunteers to serve. All administrators and supervisors in the District are expected to participate in participatory governance at both the college and the District level.

There are three (3) primary governance committees: Chancellor’s Advisory Council, The Planning and Resource Council at Foothill, and the College Council at De Anza.

- **The Chancellor’s Advisory Council** advises and consults with the Chancellor on district-wide matters of policy and governance, acts as a steering committee for District committees (Budget, Human Resources and Technology), serves as a clearing house for policies before they are forwarded to the Board, and ensures that all constituencies are fully informed about District matters. Membership includes the leadership of the De Anza and the Foothill Academic and Classified Senates; Central Services Classified Senate; leadership representatives of employee bargaining units (FA, ACE, CSEA, OE3 and Teamsters); the president of the AMA; a representative of the Multicultural Staff Association; the presidents of the De Anza Student Body (DASB) and the Associated Students of Foothill College (ASFC); and the Presidents of the colleges and the Vice Chancellors of the District.
- **The Planning and Resource Council (PaRC) at Foothill** is an advisory group to the president that oversees and drives institutional planning agendas for each academic year including the Strategic Plan Commitments, Instructional/Student Services/Administrative Program Plans and Reviews as they relate to the Strategic Initiatives and to increasing student learning; ACCJC Recommendations, Accreditation Planning Agendas, Facilities Plans, Technology Plans, Student Equity Plans and DSPS Plans.
- **The College Council at De Anza** is an advisory group to the president. It is primarily responsible for advising the president on matters of policy, governance and resource allocation as well as proposing and recommending annual and multi-year goals. The Council oversees college strategic planning process, achievement of outcomes, efficiency standards and budget policies and procedures. Members represent the leadership of the academic and classified senates and collective bargaining units as well as the three major divisions of the college: Instruction, Student Services, and Finance and College Services.

## SHOULD I SIGN THIS? WHAT HAPPENS IF I DO/DON'T?

---

As an administrator, you will be asked to sign a number of forms/documents on a fairly routine basis and others on a less frequent or ad hoc basis. These include the following:

### **FORM**

### **IMPLICATION OF SIGNATURE**

Add/Drop Cards

Authorize students to add and drop classes.

Check Request

Authorize payment/issuance of a check

Contract Change Form

Authorize changes to current employee assignments/contracts and/or information regarding a position

PAA Application

Sign for receipt/recommend for approval/denial.

Professional Development Leave (PDL) Application

Comments advising PDL Committee of value of plan to the division, college and/or District.

Performance Evaluations

Verify that process was completed and that material has been discussed with employee.

PGA Units

Verify attendance, membership, participation in activity (committee, workshop, etc.).

Staffing Requisitions

Authorize a division or department to initiate posting and recruitment for a position.

TEAs

Authorize employment of a temporary/short-term employee.

Time/Leave Report

Verify time worked/leave taken.

Training/Retraining Stipend Application

Comments advising appropriate committee of department needs for training/retraining.

## WHAT DOES APM STAND FOR?

---

### **ACE**

Association of Classified Employees is the exclusive bargaining representative for classified employees in Unit 1

### **AMA**

Foothill-De Anza Administrative Management Association. This organization represents all administrators in creating, defining and affecting the terms and conditions of employment for administrators.

### **APM**

Academic and Professional Matters Committee. Academic Senate leadership and the Chancellor, Presidents and Vice Presidents of Instruction meet to discuss academic issues and concerns.

### **ASFC**

Associated Students of Foothill College. The student government for Foothill College students.

### **BANNER**

The SunGard Higher Education's Banner System is the Educational Information System for the District. It consists of Banner Finance, Banner Human Resources and Banner Student.

### **“B” Budget**

Represents discretionary funding, used for supplies, casual hourly and all other operating expenses such as repairs, travel, postage, etc.

### **CalPERS (see PERS)**

California Public Employees Retirement System – A state retirement system for all classified employees of the District.

### **Catalyst**

A module course management system that enables faculty to develop, publish, manage and deliver courses online.

### **CCCCO**

California Community Colleges Chancellor's Office

### **Central Services**

Central Services is located in the District Office and is sometimes referred to as “the District.” It includes the following: Chancellor's Office, Human Resources and Equal Opportunity, Business Services, Accounting Services, Payroll Services, Risk Management, Operations, Plant Services, Purchasing Services, the Foundation and Educational Technology Services.

### **Confidential Employees**

Employees who have as a part of their classified duties, access to information relating to employer-employee relations in the district. These employees are not members of a classified bargaining unit.

### **CSEA**

California School Employees Association. CSEA is a statewide organization that represents Unit A classified employees of the District. These include service and skilled crafts workers.



**DASB**

De Anza Student Body. The student government for De Anza College students.

**De Anza Night Of Magic**

The FHDA Foundation staff work with the two college Commissions (comprised of community volunteers) to organize an annual major event at each campus. De Anza's Night of Magic is held in October. Each year the events have provided support to different programs across the campuses as directed by the college Presidents. The community and all faculty and staff are invited to participate. These events serve as fundraisers as well as friendraisers for the colleges.

**ED CODE**

Contains California law governing education in the state. The sections most frequently referenced dealing with employees in community colleges are 87000 through 88270.

**ETAC**

Educational Technology Advisory Committee

**ETS**

Educational Technology Services.

**ETUDES**

Easy To Use Distance Education Software is a course management system that enables faculty to develop, publish, manage and deliver courses via the internet.

**EUDORA**

The District uses two email clients. Eudora is the legacy email client and is no longer being updated by the vendor and it no longer works correctly on newer Apple Computers. (See Thunderbird)

**FA**

Faculty Association. The Foothill-De Anza Faculty Association is the collective bargaining agent for all faculty employees in the District.

**FF&E**

Furniture, Facilities and Equipment. There is a FF&E Coordinator on each campus.

**Float**

Budgeted salary dollars accumulated between the time an individual leaves a position and a replacement is hired. A portion is designated to fund recruitment costs for the replacement and a portion may be used to hire temporary or interim replacements.

**FOAP**

The FOAP string (**F**und code, **O**rganization code, **A**ccount code, **P**rogram code) displays the source of the funds, who is responsible for the funds, the type of expenditure, and to which program the expense belongs.

**Foothill Summer Gala**

The FHDA Foundation staff work with the two college Commissions (comprised of community volunteers) to organize an annual major event at each campus. Foothill's Summer Gala is held in July. Each year the events have provided support to different programs across the campuses as

directed by the college Presidents. The community and all faculty and staff are invited to participate. These events serve as fundraisers as well as friendraisers for the colleges.

**FTEF**

Full time Equivalent Faculty

**FTES**

Full time Equivalent Student – the number of students in attendance as determined by actual count for each class hour of attendance or by prescribed census periods.

**Fund 114**

This is the general operating fund of the district. This is the fund that receives state apportionment and property taxes for income. The fund also pays most of the expenses of the teaching and support staff as well as all the operating expenses (“B” budget, utilities, etc.)

**Gilbane**

Gilbane is the project management company hired by the District to oversee all Measure E construction.

**HRAC**

The Human Resources Advisory Committee meets to discuss employee issues/concerns that are not subject to negotiations.

**IEP**

Individualized Education Plan. A pre-planned selection of classes, formulated with a counselor that will lead to the attainments of a student’s educational goal.

**Load**

Load includes such things as class size, load factor, number of preparations per quarter, number of classes per year, and other such assignments as they pertain to hours of employment. See Article 9 in the *Agreement* between the District and FA for detailed information.

**Measure C**

\$488 million bond issue passed in 2006

**Measure E**

\$248 million bond issue passed in 1999.

**Measure E (2010)**

Parcel Tax proposal on November 2, 2010 ballot. If approved the ballot measure would provide approximately \$7 million a year so that Foothill College and De Anza College can offer the courses students need to transfer to four-year universities and the job training required to meet Silicon Valley’s demand for a highly skilled workforce.

**MER**

Monthly Expense Reports.

**OE3**

Operating Engineers, Local 3 is the exclusive bargaining representative for all police officers in the District. This unit is also referred to as the POA.

**PAA**

Professional Achievement Award for faculty. See Article 38 of the *Agreement* between the District and FA for details.

**Part-time Faculty Employee**

Any faculty employee who is employed pursuant to Ed. Code Section 87482.5 for no more than 67% of the annual load of scheduled duties for a full-time regular employee having comparable duties. See Article 7 of the *Agreement* between the District and the FA for more detail.

**PDL**

A Professional Development Leave. See Article 17 of the *Agreement* between the District and the FA.

**PERS**

Public Employees Retirement System. A state retirement system for classified employees, including classified administrators and supervisors.

**POA**

Police Officers Association represented by the Operating Engineers, Local 3.

**Productivity**

The amount of Weekly Student Contact Hours (WSCH) per full Time Equivalent Faculty (FTEF).

**PSA**

Project Stabilization Agreement. An agreement between the District and contractors and/or subcontractors, the Santa Clara and San Benito Counties Building & Constructions Trades Council and local unions, the purpose of which is to promote efficiency of construction operations for Foothill-De Anza projects and provide for peaceful settlement of labor disputes/grievances.

**Respect in the Workplace Project**

A district-wide effort to discuss and cultivate respect in the workplace. The District's Human Resources Office, the Human Resources Advisory Committee, and the Classified and Academic Senates are working together to help define appropriate workplace behaviors and identify the core issues and behaviors of disrespect.

**Staffing Requisition**

The form used by a division or department to initiate posting and recruitment for a position. The "Staffing Req" is used for all permanent, leave replacement and grant funded (categorical) positions.

**STRS**

State Teachers Retirement System. The state retirement system for faculty employees and educational administrators.

**TEA**

Temporary Employee Authorization. The form used by a division or department to initiate the hiring of a temporary employee.

**Teamsters**

The Teamsters Union, Local 287 represents supervisory employees in the District.

**Temporary Employees**

Non-faculty short-term, temporary and substitute employees who are paid hourly. These employees are (by Education Code definition) not in the classified service.

The Education Code provides a series of definitions and restrictions on the use of these categories of employees. As a general guideline, persons employed as temporary or short-term employees are limited to seasonal employment (not to exceed 6 weeks per quarter), intermittent employment (up to 45 days/year) or temporary employment in specific projects with a definite beginning and ending date (not to exceed 180 days/year). These positions are sometimes referred to as “casual” or “024” employees.

**Thunderbird**

The current District email client. Thunderbird software will be installed on your District computer for you. Visit [http://ets.fhda.edu/call\\_center/email](http://ets.fhda.edu/call_center/email) to learn more about this system.

**Title 5**

Title 5 is the Education Title of the California Code of Regulations. A regulation is a rule adopted by a state regulatory agency to implement, interpret, or make specific the law enforced or administered by it or to govern its procedures. Title 5 regulations have the force of law. Regulations for community colleges are found in Division 6 beginning with §50001

**UHC**

United Healthcare. The District Medical Plan PPO and Administrator for self-funded medical insurance program.

**WSCH**

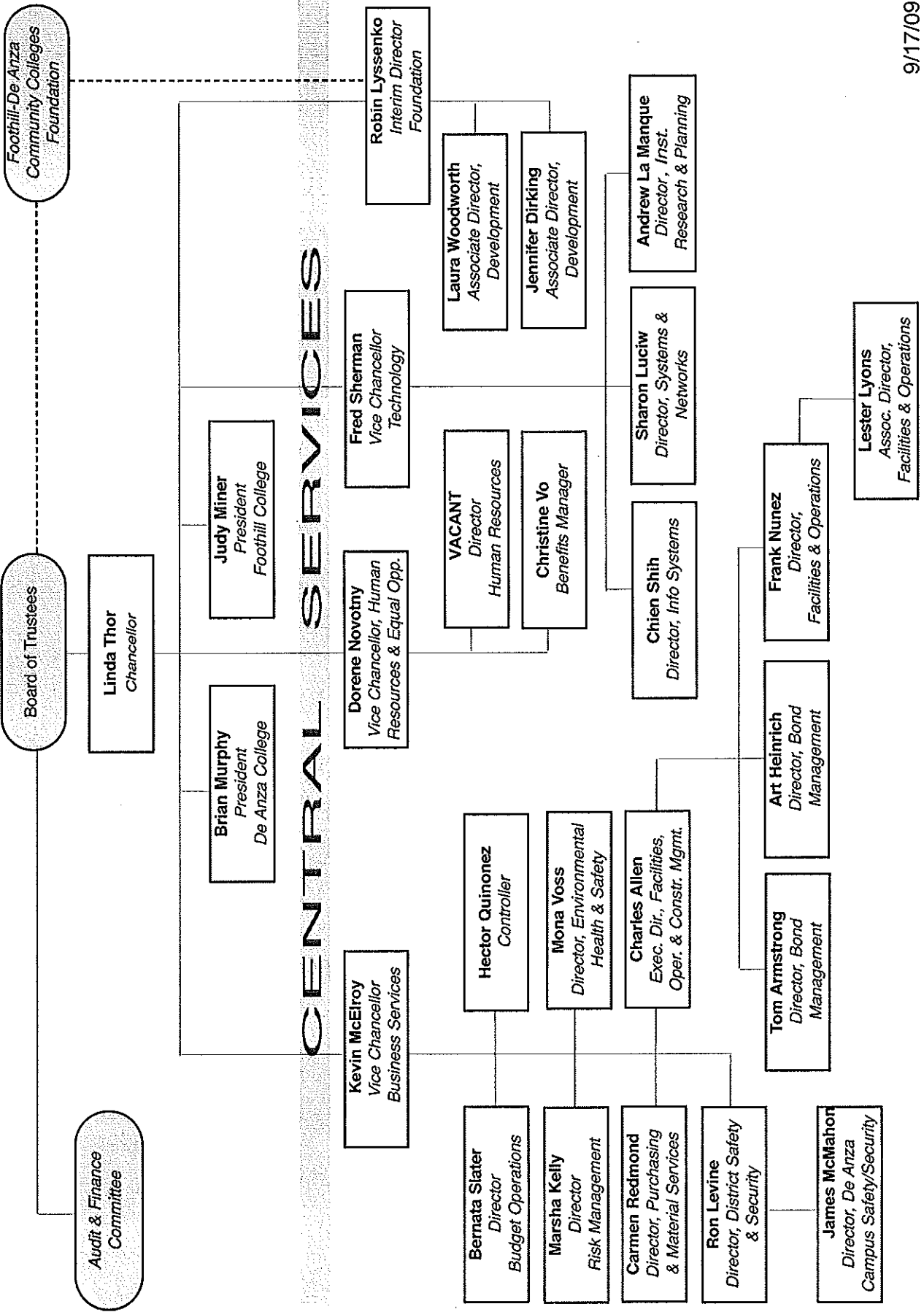
Weekly Student Contact Hours.

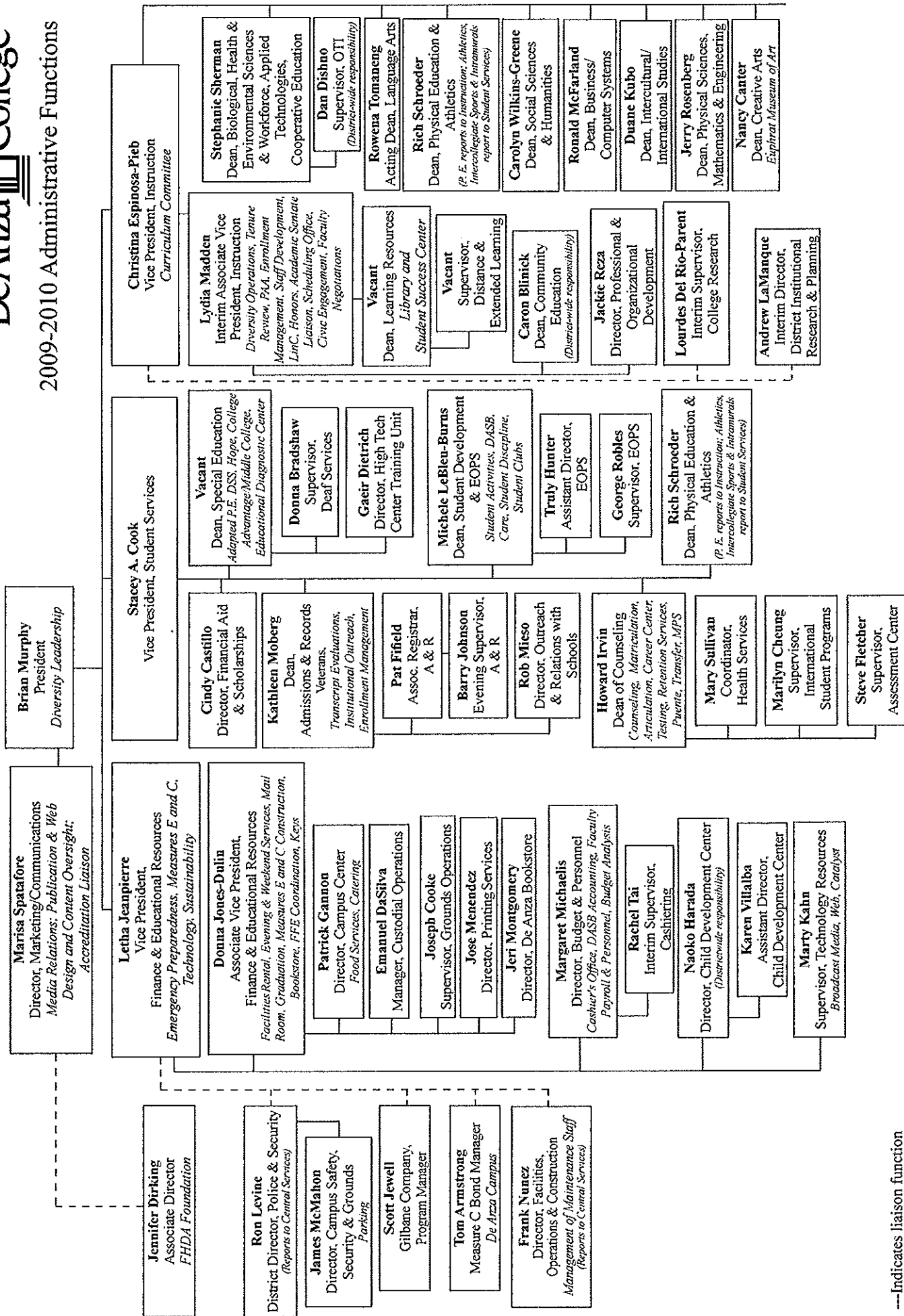
# *APPENDICES*

**APPENDIX 1**  
**ORGANIZATIONAL CHARTS**

---

# Foothill-De Anza Community College District

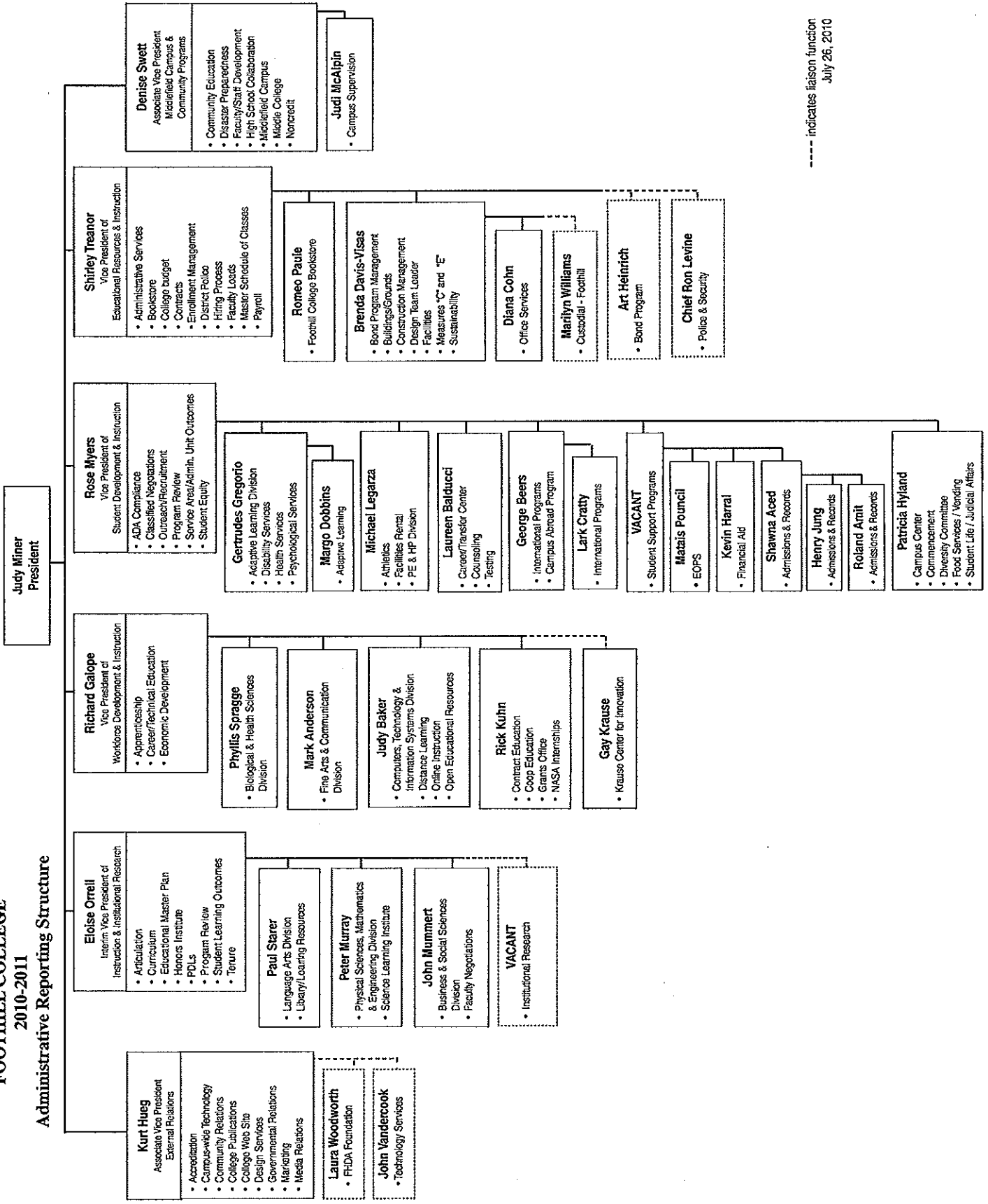




---Indicates liaison function



**FOOTHILL COLLEGE**  
**2010-2011**  
**Administrative Reporting Structure**



----- indicates liaison function  
 July 26, 2010

**APPENDIX 2**  
**CAMPUS MAPS**

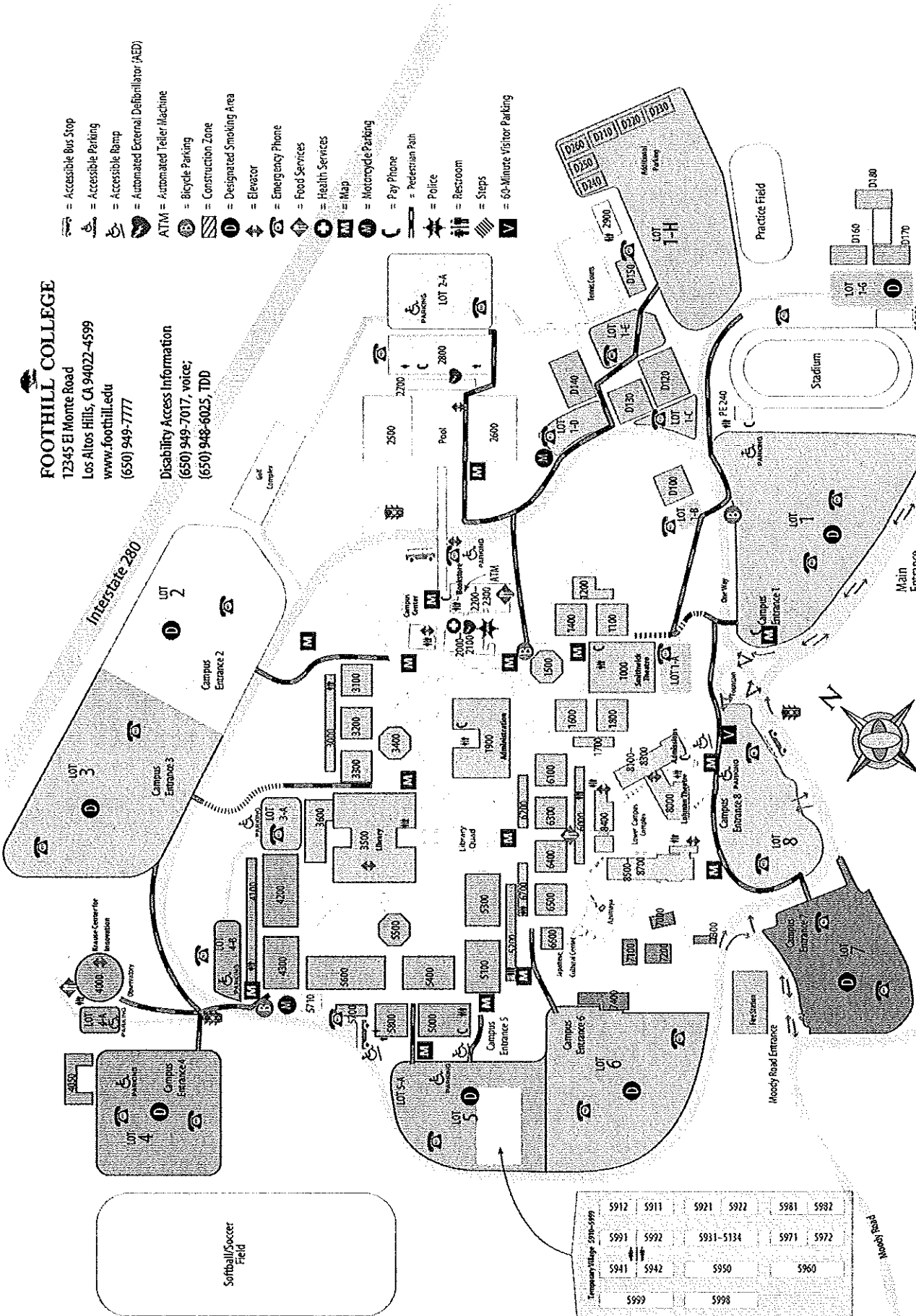
---

# FOOTHILL COLLEGE

12345 El Monte Road  
 Los Altos Hills, CA 94022-4599  
[www.foothill.edu](http://www.foothill.edu)  
 (650) 949-7777

Disability Access Information  
 (650) 949-7017, voice;  
 (650) 948-6025, TDD

- = Accessible Bus Stop
- = Accessible Parking
- = Accessible Ramp
- = Automated External Defibrillator (AED)
- = ATM
- = Bicycle Parking
- = Construction Zone
- = Designated Smoking Area
- = Elevator
- = Emergency Phone
- = Food Services
- = Health Services
- = Map
- = Motorcycle Parking
- = Pay Phone
- = Pedestrian Path
- = Police
- = Restroom
- = Steps
- = 60-Minute Visitor Parking



5999	5998	5912	5911	5921	5922	5981	5982
5991	5992	5931-5134	5971	5972			
5941	5942	5950	5960				

Moody Road | El Monte Road (from Interstate 280)

**Building & Program/Division**

D100-180	Chancellor's Office (D120) & District Central Services
1000	Smithwick Theatre
1100-1800	Fine Arts & Communication
1500	Appreciation Hall
1900	President's Office
2000	Student Activities Office & ASFC Smart Shop
2100	Intramurals, Middle College, Health Services & Police

2200	Food Services
2300	Bookstore, Heartside Lounge
2500-2800	Physical Education & Athletics
3000-3400	Business & Social Sciences
3500-3600	Library, Media Center & Intramural Center
4000	Krause Center for Innovation & Print Shop
4100-4300	Computers, Technology & Information Systems

5100-5500	Biological & Health Sciences
5312	Dental Clinic
5400-5700	Physical Sciences, Mathematics & Engineering
5800	Adaptive Learning & Disability Services
5900	Temporary Village
6000-6500	Language Arts
6600	Japanese Cultural Center

6700	Biological & Health Sciences
7000-7300	Environmental Horticulture & Design & Veterinary Technology
8000	Lotman Theatre
8100	Admissions
8200	EOPS, Financial Aid, Testing
8300	Counseling, Transfer Center
8500-8700	Biological & Health Sciences



21250 Stevens Creek Blvd.  
Cupertino, CA 95014 • 408.864.5678

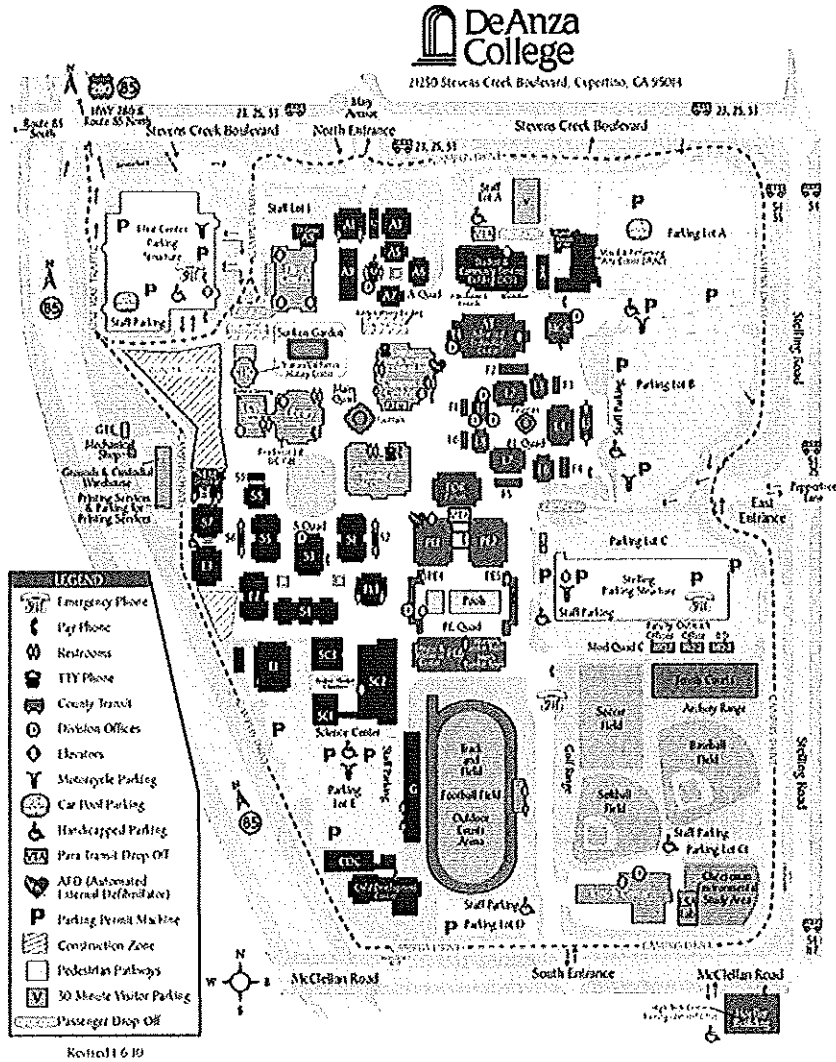
CAMPUS MAP  
Contact: [Marketing/Communications Office](#)

Campus Map » Home

## Campus Map, Directions and Parking

### AREA MAPS

Click on map below for detailed area maps.



**APPENDIX 3**  
**ACADEMIC CALENDARS**

---

**APPENDIX H1**  
**ACADEMIC YEAR 2010-2011**  
**(Article 27 - Calendar)**  
**Foothill-De Anza Community College District**

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Days Taught					
1											Labor Day 6	7	8	9	10	September 13	14	15	16	17		2				
2	20	21	22	23	24	27	28	29	30	1	October 4	5	6	7	8	11	12	13	14	15		20				
3	18	19	20	21	22	25	26	27	28	29	November 1	2	3	4	5	Veteran's Day						19				
4	15	16	17	18	19	22	23	24	25	26	Thanksgiving 29	30	1	2	3	December F I N A L S 6 (7) (8) (9) (10)						18				
5	W I N T E R R E C E S S										January 3					4	5	6	7			5				
6	10	11	12	13	14	Martin Luther King 17	18	19	20	21	24	25	26	27	28	February 31					1	2	3	4		19
7	7	8	9	10	11	Lincoln 14	15	16	17	18	Washington 21	22	23	24	25	March 28					1	2	3	4		18
8	7	8	9	10	11	14	15	16	17	18	F I N A L S 21 (22) (23) (24) (25)					SPRING RECESS 28 29 30 31					1			20		
9	April 4					5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		15
10	May 2					3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27		20
11	Memorial Day 30					31	1	2	3	6	7	8	9	10	13	14	15	16	17	F I N A L S 20 (21) (22) (23) (24)						19

BLOCKED = Holidays and Recesses; PARENTHESES = Finals; CIRCLED = Flex days (No Classes); \* = Instruction begins.

District Flex Day: Sept 16  
 College Flex Day: Sept 17

SPRING RECESS: Mar. 28 - Apr. 1

FALL QUARTER Instruction: Sept. 20 - Dec. 10  
 Finals: Dec. 7 - Dec. 10  
 Holidays: Nov. 12, 25, 26  
 Flex days: Sept 16, 17

SPRING QUARTER Instruction: Apr. 4 - Jun. 24  
 Finals: Jun. 21 - Jun. 24  
 Holiday: May 30

ACADEMIC YEAR Begins: Sept. 20  
 Ends: Jun. 24

WINTER RECESS: Dec. 13 - Dec. 31

WINTER QUARTER Instruction: Jan. 3 - Mar. 25  
 Finals: Mar. 22 - Mar. 25  
 Holidays: Jan. 17, Feb. 18, 21

Total Days Per Quarter:  
 Fall 57 days  
 Winter 57 days  
 Spring 59 days  
 Flex Days 2 days (2 Fall)  
 175 days

A Faculty Professional Development Day and two Faculty Conference Days may be utilized at any time of the academic year on an elective basis with prior approval (see H4).

Saturday/Sunday Classes: No classes held on Nov. 27, 28; Feb. 19, 20; and May 28, 29.

Summer session: June 27 - September 21, no classes held on July 2. Early Summer Session: Classes start no earlier than June 1 and end during the regular summer session; (at least 50% of the instructional time occurs during the regular summer session.)

**APPENDIX H2  
ACADEMIC YEAR 2011-2012  
(Article 27 - Calendar)**

Foothill-De Anza Community College District

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Days Taught	
1						<b>Labor Day</b> 5 6 7 8 9					12	13	14	15	16	<b>September</b> 19 20 21 (22) (23)					(2)	
2	*26	27	28	29	30	<b>October</b> 3 4 5 6 7					10	11	12	13	14	17	18	19	20	21		20
3	24	25	26	27	28	<b>November</b> 31 1 2 3 4					<b>Veterans Day</b> 7 8 9 10 11					14	15	16	17	18		19
4	<b>Thanksgiving</b> 21 22 23 24 25					<b>December</b> 28 29 30 1 2					<b>December</b> 5 6 7 8 9					<b>FINALS</b> 12 (13) (14) (15) (16)					18	
5	<b>W I N T E R R E C E S S</b>																					
	19	20	21	22	23	26	27	28	29	30	2	3	4	5	6	<b>January</b> *9 10 11 12 13					5	
6	<b>Martin Luther King</b> 16 17 18 19 20					<b>February</b> 23 24 25 26 27					<b>February</b> 30 31 1 2 3					6	7	8	9	10		19
7	<b>Lincoln</b> 13 14 15 16 17					<b>Washington</b> 20 21 22 23 24					<b>March</b> 27 28 29 1 2					5	6	7	8	9		18
8	12	13	14	15	16	19	20	21	22	23	<b>FINALS</b> 26 (27) (28) (29) (30)					<b>SPRING RECESS</b> 2 3 4 5 6					15	
9	<b>April</b> *9 10 11 12 13					16	17	18	19	20	23	24	25	26	27	<b>May</b> 30 1 2 3 4					20	
10	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	<b>Memorial Day</b> 28 29 30 31 1					19	
11	<b>June</b> 4 5 6 7 8					11	12	13	14	15	18	19	20	21	22	<b>FINALS</b> 25 (26) (27) (28) (29)					20	

BLOCKED = Holidays and Recesses; PARENTHESES = Finals; CIRCLED = Flex days (No Classes); \* = Instruction begins.

District Flex Day: Sept. 22  
College Flex Day: Sept. 23

SPRING RECESS: April 2 - April 6

FALL QUARTER Instruction: Sept. 26 - Dec. 16  
Finals: Dec. 13 - Dec. 16  
Holidays: Nov. 11, 24, 25  
Flex days: Sept. 22, 23

SPRING QUARTER Instruction: April 9 - June 29  
Finals: June 26 - June 29  
Holiday: May 28

ACADEMIC YEAR Begins: Sept. 22  
Ends: June 29

WINTER RECESS: Dec. 19 - Jan. 6

Total Days Per Quarter:

WINTER QUARTER Instruction: Jan. 9 - March 30  
Finals: March 27 - 30  
Holidays: Jan. 16, Feb. 17, 20

Fall 57 days  
Winter 57 days  
Spring 59 days  
Flex Days 2 days (2 Fall)  
175 days

A Faculty Professional Development Day and two Faculty Conference Days may be utilized at any time of the academic year on an elective basis with prior approval (see H4).

Saturday/Sunday Classes: No classes held on Nov. 26, 27; Feb. 18, 19; and May 26, 27.

Summer session: July 2 - Sep. 21, no classes held on July 4. Early Summer Session: Classes start no earlier than June 1 and end during the regular summer session; (at least 50% of the instructional time occurs during the regular summer session.)

**APPENDIX H3  
ACADEMIC YEAR 2012-2013  
(Article 27 - Calendar)**

**Foothill-De Anza Community College District**

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Days Taught										
1						Labor Day 3	4	5	6	7	September 10	11	12	13	14	17	18	19	20	21	2										
2	*24	25	26	27	28		1	2	3	4	5	October 8	9	10	11	12	15	16	17	18	19	20									
3							29	30	31	1	2	November 5	6	7	8	9	Veterans Day 12	13	14	15	16	19									
4				Thanksgiving 22	23		26	27	28	29	30	December 3	4	5	6	7	F I N A L S 10 (11) (12) (13) (14)					18									
5	W I N T E R   R E C E S S										January 17	18	19	20	21	24	25	26	27	28	31	1	2	3	4	January *7	8	9	10	11	5
6						Martin Luther King 21	22	23	24	25		28	29	30	31	1	February 4	5	6	7	8	19									
7				Lincoln 15		Washington 18	19	20	21	22		25	26	27	28	1	March 4	5	6	7	8	18									
8							18	19	20	21	22	F I N A L S 25 (26) (27) (28) (29)					S P R I N G   R E C E S S 1 2 3 4 5					15									
9	April *8	9	10	11	12		15	16	17	18	19	22	23	24	25	26	29	30	1	2	3	20									
10	May 6	7	8	9	10		13	14	15	16	17	20	21	22	23	24	Memorial Day 27	28	29	30	31	19									
11	June 3	4	5	6	7		10	11	12	13	14	17	18	19	20	21	F I N A L S 24 (25) (26) (27) (28)					20									

BLOCKED = Holidays and Recesses; PARENTHESES = Finals; CIRCLED = Flex days (No Classes); \* = Instruction begins.

District Flex Day:	Sept 20	SPRING RECESS:	Apr. 1 - Apr. 5
College Flex Day:	Sept 21	SPRING QUARTER	Instruction: Apr. 8 - Jun. 28 Finals: Jun. 25 - Jun. 28 Holiday: May 27
FALL QUARTER	Instruction: Sept. 24 - Dec. 14 Finals: Dec. 11 - Dec. 14 Holidays: Nov. 12, 22, 23 Flex days: Sept 20, 21	ACADEMIC YEAR	Begins: Sept. 24 Ends: Jun. 28

WINTER RECESS:	Dec. 17 - Jan. 4	Total Days Per Quarter:
WINTER QUARTER	Instruction: Jan. 7 - Mar. 29 Finals: Mar. 26 - Mar. 29 Holidays: Jan. 21, Feb. 15, 18	Fall 57 days Winter 57 days Spring 59 days Flex Days 2 days (2 Fall) <u>175 days</u>

A Faculty Professional Development Day and two Faculty Conference Days may be utilized at any time of the academic year on an elective basis with prior approval (see H4).

Saturday/Sunday Classes: No classes held on Nov. 24, 25; Feb. 16, 17; and May 25, 26.

Summer session: July 1 - September 19, no classes held on July 4, 5. Early Summer Session: Classes start no earlier than June 1 and end during the regular summer session; (at least 50% of the instructional time occurs during the regular summer session.)



**APPENDIX 4**  
**BOARD CALENDARS**

---



## Calendar

Board of Trustees

Chancellor

Measure C

Measure E

Directory

Archives

Directions

Participatory Governance



Search

Meetings are usually on the 1st Monday, 6:00 p.m. in the District Board Room, unless otherwise specified. **It is important to check the posted agenda for actual time and location.**

### 2010 -----

#### Feb. 1

Professional Development Leaves 2010-11  
Annual Review of B.P. 9110.1, Student Trustees (1st reading)

#### March 1

Citizens' Bond Oversight Committee Report  
Quarterly Listing of District Investments  
Quarterly Report of Transfers and Revisions  
Faculty Tenure  
Annual Fiscal Self-Assessment  
Annual Review of B.P. 9110.1, Student Trustees (2nd reading)

#### March 8

Administrator Contracts  
Open Educational Resources Update

#### April 5

Accreditation Update  
Foothill-De Anza Foundation Presentation  
CCCT Board Elections

#### May 3

Resolution Recognizing Classified Staff Week  
ASB Budgets  
Accountability Report for Community Colleges  
Instructional Materials Fees  
Facilities Use Fees for 2010-11

#### June 7 at De Anza College

De Anza State-of-the-College Presentation  
Seating of Student Trustees  
Tentative Budget (1st reading)  
Quarterly Listing of District Investment  
Quarterly Report of Transfers and Revisions

#### June 21 at Foothill College

Foothill State-of-the-College Presentation  
Adoption of Tentative Budget  
Gann Appropriation Limit

#### July 12

Board Evaluation  
Chancellor Evaluation  
Biannual Review of B.P. 92000, Conflict of Interest (1st reading)

**Aug. 2**

Board Study Session and Regular Meeting  
2010-11 Strategic Planning  
Measure C Progress Report  
Board Calendar  
Biannual Review of B.P. 9200, Conflict of Interest (2nd reading)

**Aug. 30**

Budget Hearing  
Appointment of Chief Negotiators  
Professional Achievement Awards (PAAs)

**Sept. 13**

Approval of Budget  
Quarterly Listing of District Investments

**Oct. 4**

Accreditation Report

**Nov. 1**

Environmental Compliance Annual Update  
Risk Management Report  
Quarterly Report of Transfers and Revisions  
Quarterly Listing of District Investments

**Dec. 6**

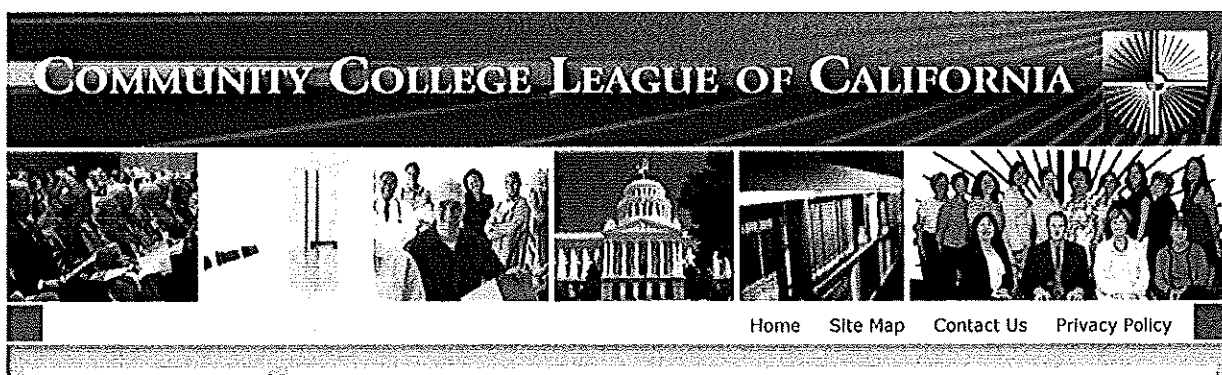
Annual Holiday Reception  
Organization Meeting  
Financing Corporation  
Audit Report  
Appointments to Citizens' Bond Oversight Committee  
Delegation of Authority Resolutions  
Resolution Authorizing Separate Bank Accounts  
Destruction of Records

Last Updated: Wednesday, January 20, 2010 at 3:47:20 PM

©2010 Foothill-De Anza Community College District

**APPENDIX 5**  
**STATE AND NATIONAL COMMUNITY COLLEGE RELATED**  
**ORGANIZATION**

---



Home Site Map Contact Us Privacy Policy

Events

Leadership  
Development

District Services

Corporate Partners

Governmental  
Relations

CC News

Publications

About the League

Links

Contact Us

Site Search

## State and National Community College-Related Organizations

Home > Links

### Academic Senate for the California Community Colleges—ASCCC

Jane Patton, President

Julle Adams, Executive Director

555 Capitol Mall, Ste. 525, Sacramento CA 95814

916-445-4753 • Fax: 916-323-9867

E-mail: [info2asccc.org](mailto:info2asccc.org)

[www.asccc.org](http://www.asccc.org)

### Accrediting Commission for Community and Junior Colleges—ACCJC

Barbara A Beno, President

10 Commercial Blvd Ste 204, Novato CA 94949

415-506-0234 • Fax: 415-506-0238

E-mail: [accjc@accjc.org](mailto:accjc@accjc.org)

[www.accjc.org](http://www.accjc.org)

### American Association of Community Colleges—AACC

George R. Boggs, President/CEO

One Dupont Circle NW Ste 410

Washington DC 20036

202-728-0200 x235 • Fax: 202-452-1461

E-mail: [gboggs@aacc.nche.edu](mailto:gboggs@aacc.nche.edu)

[www.aacc.nche.edu](http://www.aacc.nche.edu)

### American Association of Women in Community Colleges—AAWCC

Francine DeFrance, Region IX Director

c/o Cerritos College

562-860-2451 x2751 • Fax: 562-653-7810

E-mail: [fdefrance@cerritos.edu](mailto:fdefrance@cerritos.edu)

[www.aims.edu/aawcc/](http://www.aims.edu/aawcc/)

### Arizona Community College Association—ACCA

Kathy Boyle, Executive Director

2525 S Rural Rd #8N, Tempe AZ 85282

480-557-5732 • Fax: 408-557-5733

E-mail: [kathy.boyle@domail.maricopa.edu](mailto:kathy.boyle@domail.maricopa.edu)

[www.arizonacommunitycolleges.com](http://www.arizonacommunitycolleges.com)

### Asian Pacific Americans in Higher Education—APAHE

Audrey Yamagata-Noji, CC Chair

Mt San Antonio College

909-594-5611 x4505 • Fax: 909-468-4023

E-mail: [ayamagata-noji@mtsac.edu](mailto:ayamagata-noji@mtsac.edu)

[www.apahe.net](http://www.apahe.net)

### Association of California Community College Administrators—ACCCA

Marcia Wade, President

Susan Bray, Director of Operations

2017 O St, Sacramento CA 95814

916-443-3559 • Fax: 916-443-1817  
E-mail: [director@accca.com](mailto:director@accca.com)  
[www.accca.com](http://www.accca.com)

**Association of Chief Business Officials—ACBO**

Pegj Ard, President  
c/o Cabrillo College  
831-479-6406 • Fax: 831-479-6425  
E-mail: [peard@cabrillo.edu](mailto:peard@cabrillo.edu)  
[www.acbo.org](http://www.acbo.org)

**Association of Chief Human Resources and Equal Employment Officers  
—ACHRO-EEO**

Irma Ramos, President  
c/o Mt San Jacinto College  
951-487-3156 • Fax: 951-654-5971  
E-mail: [iramos@msjc.edu](mailto:iramos@msjc.edu)  
[www.achroeeo.com](http://www.achroeeo.com)

**Association of Colleges for Tutoring and Learning Assistance—ACTLA**

Maureen DuPont, President  
CSU San Marcos, Math Lab, Kellogg Library,  
San Marcos, CA 92096  
760-750-4122 • Fax: 760-750-3300  
E-mail: [mdupont@actla.info](mailto:mdupont@actla.info)  
[www.actla.info](http://www.actla.info)

**Association of Community and Continuing Education—ACCE**

Kerry Campbell-Price, President  
c/o Santa Rosa Junior College  
707-524-1546 • Fax: 707-527-4870  
E-mail: [kcampbell-price@santarosa.edu](mailto:kcampbell-price@santarosa.edu)  
[www.acceonline.org](http://www.acceonline.org)

**Association of Community College Trustees—ACCT**

J. Noah Brown, President/CEO  
1233 20th St Ste 301 NW  
Washington DC 20036  
202-775-4667 x119 • Fax: 202-223-1297  
E-mail: [nbrown@acct.org](mailto:nbrown@acct.org)  
[www.acct.org](http://www.acct.org)

**Black Caucus of the California Student Association of Community Colleges**

Marlene C. Hurd, President  
c/o Foothill College  
650-949-7389 • Fax: 650-949-7072  
E-mail: [cccblackcaucus@gmail.com](mailto:cccblackcaucus@gmail.com)

**California Academic & Research Libraries—CARL**

Tracey Mayfield, President  
University Library, CA State University,  
1250 Bellflower Blvd, Long Beach CA 90840  
562-985-8877 • Fax: 562-985-1703  
E-mail: [tmayfiel@csulb.edu](mailto:tmayfiel@csulb.edu)  
[www.carl-acrl.org](http://www.carl-acrl.org)

**California Association of Community College Registrars & Admissions  
Officers—CACCRAO**

Sherri Hancock, President  
c/o Skyline College  
650-738-4238 • Fax: 650-738-4200  
E-mail: [hancocks@smccd.edu](mailto:hancocks@smccd.edu)  
[www.caccrao.org](http://www.caccrao.org)

**California Association of Postsecondary Education and Disability—CAPED**

Scott Hamilton, President  
 71423 Biskra Rd, Rancho Mirage CA 92270  
 760-346-8206 • Fax: 760-340-5275  
 E-mail: [CAPED2000@aol.com](mailto:CAPED2000@aol.com)  
[www.caped.net](http://www.caped.net)

**California Association of School Business Officials—CASBO**

Brian Lewis, Exec Dir  
 700 N 10th St Ste 100, Sacramento CA 95814  
 916-447-3783 x24 • Fax: 916-447-3794  
 E-mail: [blewis@casbo.org](mailto:blewis@casbo.org)  
[www.casbo.org](http://www.casbo.org)

**California Child Development Administrators Association—CCDAA**

Kathy Lafferty, President  
 1107 2nd St Ste 320, Sacramento CA 95814  
 916-443-5919 • Fax: 916-443-5924  
 E-mail: [info@ccdaa.org](mailto:info@ccdaa.org)  
[www.ccdaa.org](http://www.ccdaa.org)

**California College & University Police Chiefs Association—CCUPCA**

Tom Bauer, President  
 915 L Street, Sacramento CA 95814  
 866-484-5308 • Fax: 909-337-0158  
 E-mail: [tbauer@ccupca.com](mailto:tbauer@ccupca.com)  
[www.ccupca.org](http://www.ccupca.org)

**California Colleges for International Education—CCIE**

Rosalind Latiner Raby, Director  
 20630 Romar St, Chatsworth CA 91311  
 818-882-9931 • Fax: 818-882-9837  
 E-mail: [rabyrl@aol.com](mailto:rabyrl@aol.com)  
[www.ccieworld.org](http://www.ccieworld.org)

**California Community College Association for Occupational Education  
 —CCCAOE**

Kim Schenk, President  
 321 Golf Club, Pleasant Hill CA 94526  
 925-685-1230 x2216 • Fax: 925-680-8291  
 E-mail: [kschenk@dvc.edu](mailto:kschenk@dvc.edu)  
<http://www.cccaoc.org>

**California Community College Chief Student Service Administrators  
 Association—CCCCSSAA**

Lynn Ceresino Neault, President  
 3375 Camino del Rio South,  
 San Diego CA 92108  
 619-388-6922 • Fax: 619-388-6970  
 E-mail: [ineault@sdccd.edu](mailto:ineault@sdccd.edu)  
[www.coc.cc.ca.us/host/csso/](http://www.coc.cc.ca.us/host/csso/)

**California Community Colleges Classified Senate—4CS**

Monica Souza, President  
 2017 O Street, Sacramento CA 95814  
 916-558-2155 • Fax: 916-558-2605  
 E-mail: [souzam@scc.losrios.edu](mailto:souzam@scc.losrios.edu)  
[www.ccccs.org](http://www.ccccs.org)

**California Community College Council for Staff & Organizational  
 Development—4C/SD**

Leslie Carr, Chair  
 26455 Rockwell Cyn Rd, Santa Clarita CA 91355  
 661-362-3100 • Fax: 661-362-5100  
 E-mail: [leslie.carr@canyons.edu](mailto:leslie.carr@canyons.edu)  
[www.4csd.org](http://www.4csd.org)

**California Community College Economic And Workforce Development Program—CCCEWD**

1410 Ethan Way, Sacramento CA 95825  
 800-344-3812  
[www.cccewd.net](http://www.cccewd.net)

**California Community College Ext Opportunity Programs & Services Directors Assoc—CCCEOPSA**

Paula Muñoz, President  
 c/o Ventura College  
 4667 Telegraph Rd, Ventura CA 93003  
 805-654-6400 x3144 • Fax: 805-648-8956  
 E-mail: [pmunoz@vcccd.net](mailto:pmunoz@vcccd.net)

**California Community College Independents—CCCI**

Richard Hansen, President  
 Faculty Association, c/o Foothill College  
 650-949-7539 • Fax: 650-941-7322  
 E-mail: [HansenRichard@fhda.edu](mailto:HansenRichard@fhda.edu)  
[www.cccindependents.org](http://www.cccindependents.org)

**California Community College Real Estate Education Center—CCCREED**

Michele Hagan, Director  
 Fred Martinez, Coordinator  
 800 Mission Rm 324, San Francisco CA 94103  
 415-267-6550  
 E-mail: [mhagan@ccsf.edu](mailto:mhagan@ccsf.edu)

**California Community College Student Affairs Association—CCCSAA**

Adrienne Thompson, President  
 1000 W Foothill Blvd, Glendora CA 91741  
 626-914-8603 • Fax: 626-857-4010  
 E-mail: [athompson@citruscollege.edu](mailto:athompson@citruscollege.edu)  
[www.cccsaa.org](http://www.cccsaa.org)

**California Community College Student Financial Aid Administrators Association—CCCSFAAA**

Kris Shear, President  
 1501 Mendocino Ave, Santa Rosa CA 95401  
 707-524-1579 • Fax: 707-527-4499  
 E-mail: [kshear@santarosa.edu](mailto:kshear@santarosa.edu)  
[www.cccsfaaa.org](http://www.cccsfaaa.org)

**California Community Colleges-Transfer Center Directors Association—CCC-TCDA**

Roberta Delgado, Government Liaison Offcr  
 1501 Mendocino Ave, Santa Rosa CA 95401  
 707-527-4776 • Fax: 707-522-2717  
 E-mail: [rdelgado@santarosa.edu](mailto:rdelgado@santarosa.edu)

**California Community College Trustees—CCCT**

Luis Villegas, President  
 Scott Lay, Chief Exec Ofcr  
 2017 O St, Sacramento CA 95814  
 916-444-8641 • Fax: 916-444-2954  
 E-mail: [scottlay@ccleaque.org](mailto:scottlay@ccleaque.org)  
[www.ccleaque.org](http://www.ccleaque.org)

**California Federation of Teachers—CFT**

Marty Hittleman, President  
 2550 N Hollywood Way Ste 400  
 Burbank CA 91505  
 818-843-8226 • Fax: 818-843-4662  
 E-mail: [MartyHitt@aol.com](mailto:MartyHitt@aol.com)  
[www.cft.org](http://www.cft.org)



**California Mathematic Council of Community Colleges—CMCCC**

Larry Green, President  
c/o Lake Tahoe Community College  
1 College Dr, S Lake Tahoe, Tahoe CA 96150  
530-541-4660 x341 • Fax: 530-541-7852  
E-mail: [greenl@lftcc.edu](mailto:greenl@lftcc.edu)  
[www.cmc3.org](http://www.cmc3.org)

**California Organization of Associate Degree Program Directors  
Northern/Southern**

Nancy Cowan, President North  
510-723-6871 • Fax: 510-723-7298  
E-mail: [ncowan@chabotcollege.edu](mailto:ncowan@chabotcollege.edu)  
Tammy Rice, President South  
949-582-4701 • Fax: 949-347-1533  
E-mail: [trice@saddleback.edu](mailto:trice@saddleback.edu)  
[www.chabotcollege.edu/nurs](http://www.chabotcollege.edu/nurs)

**California Postsecondary Education Commission—CPEC**

Murray J. Haberman, Exec Director  
770 L Street Ste 1160, Sacramento CA 95814  
916-445-1000 • Fax: 916-327-4417  
E-mail: [mhaberman@cpec.ca.gov](mailto:mhaberman@cpec.ca.gov) or  
[agomez@cpec.ca.gov](mailto:agomez@cpec.ca.gov)  
[www.cpec.ca.gov](http://www.cpec.ca.gov)

**California School Employees Assoc—CSEA**

Rob Feckner, President  
2045 Lundy Ave, San Jose CA 95131  
408-433-1260 • Fax: 408-922-6859  
E-mail: [rfeckner@csea.com](mailto:rfeckner@csea.com)  
[www.csea.com](http://www.csea.com)

**California Student Aid Commission—CSAC**

Diana Fuentes-Michel, Exec Dir  
PO Box 419026, Rancho Cordova CA 95741  
916-464-8271 • Fax: 916-464-8033  
E-mail: [kstanley@csac.ca.gov](mailto:kstanley@csac.ca.gov)  
[www.csac.ca.gov](http://www.csac.ca.gov)

**Chancellor's Office of the California Community Colleges—CCCCO**

Jack Scott, Chancellor  
1102 Q St, Sacramento CA 95814  
916-445-8752 • Fax: 916-323-9478  
E-mail: [jscott@cccco.edu](mailto:jscott@cccco.edu)  
[www.cccco.edu](http://www.cccco.edu)

**Chief Executive Officers of the California Community Colleges—CEOCCC**

Nicki Harrington, President  
Scott Lay, Chief Exec Ofcr  
2017 O St, Sacramento CA 95814  
916-444-8641 • Fax: 916-444-2954  
E-mail: [scottlay@ccleague.org](mailto:scottlay@ccleague.org)  
[www.ccleague.org](http://www.ccleague.org)

**Chief Information Systems Officers Association—CISOA**

Fred Sherman, President/VC/Chief Tech Ofcr  
12345 El Monte Rd, Los Altos CA 94022  
650-949-6120 • Fax: 650-941-6289  
E-mail: [shermanfred@fhda.edu](mailto:shermanfred@fhda.edu)  
[www.cisoa.org](http://www.cisoa.org)

**Chief Instructional Officers of the California Community Colleges—CIOCCC**

Lori Gaskin, President  
c/o Lake Tahoe Community College

530-541-4660 • Fax: 530-541-7852  
 E-mail: [gaskin@ltcc.edu](mailto:gaskin@ltcc.edu)  
[www.cccclo.org](http://www.cccclo.org)

**College Board, The**

Stephen J. Handel, Senior Director, Community College Initiatives and Student Academic Advancement  
 2099 Gateway Place Ste 550  
 San Jose, CA 95110  
 408-367-1428 • Fax: 408-367-1458  
 E-mail: [shandel@collegeboard.org](mailto:shandel@collegeboard.org)  
[www.collegeboard.org](http://www.collegeboard.org)

**Commission on Athletics—COA**

Kathleen Hodge, President  
 Carlyle Carter, Commissioner  
 2017 O St, Sacramento CA 95814  
 916-444-1600 • Fax: 916-444-2616  
 E-mail: [ccarter@coasports.org](mailto:ccarter@coasports.org)  
[www.coasports.org](http://www.coasports.org)

**Community College Association/CTA/NEA—CCA/CTA/NEA**

Ron Norton Reel, President  
 4100 Truxel Rd, Sacramento CA 95834  
 916-726-4207 • Fax: 916-726-4238  
 E-mail: [ronnortonreel@aol.com](mailto:ronnortonreel@aol.com)  
[www.ccafa.org](http://www.ccafa.org)

**Community College Counselors/Advisors Academic Association for Athletics—3C4A**

Evans H. Roderick, President  
 c/o Mt San Antonio College  
 1100 N Grand Ave, Walnut CA 91789  
 626-222-8058 • Fax: 626-917-3973  
 E-mail: [eroderic@mtsac.edu](mailto:eroderic@mtsac.edu)  
[www.3c4a.org](http://www.3c4a.org)

**The Community College Foundation—CCF**

Richard B. Fowler II, President/CEO  
 1901 Royal Oaks Dr, Sacramento CA 95815  
 916-418-5100 • Fax: 916-418-5160  
 E-mail: [rfowler@communitycollege.org](mailto:rfowler@communitycollege.org)  
[www.communitycollege.org](http://www.communitycollege.org)

**Community College Internal Auditors—CCIA**

Tanla Walden, President  
 c/o Los Rios CCD  
 1919 Spanos Ct, Sacramento CA 95825  
 916-568-3083 • Fax: 916-568-3085  
 E-mail: [waldent@losrios.edu](mailto:waldent@losrios.edu)  
[www.theccia.org](http://www.theccia.org)

**Community College Leadership Development Initiatives—CCLDI**

E. Jan Kehoe, President  
 USD School of leadership and Ed Sciences  
 5998 Alcalá Park, San Diego CA 92110  
 619-260-7605 • Fax: 619-260-2756  
 E-mail: [ejkehoe@sandiego.edu](mailto:ejkehoe@sandiego.edu)  
[www.sandiego.edu/ccldi](http://www.sandiego.edu/ccldi)

**Community College League of California—CCLC**

Luis Villegas, President  
 Scott Lay, Chief Exec Ofcr  
 2017 O Street, Sacramento CA 95814  
 916-444-8641 • Fax: 916-444-2954

E-mail: [scottlay@ccleague.org](mailto:scottlay@ccleague.org)  
[www.ccleague.org](http://www.ccleague.org)

**Community College Public Relations Organization—CCPRO**

Peggy Cartwright, President  
 5885 Haven Ave, Rancho Cucamonga CA 91737  
 909-652-6115 • Fax: 909-652-6120  
 E-mail: [peggycartwright@chaffey.edu](mailto:peggycartwright@chaffey.edu)  
[www.ccpro.cc](http://www.ccpro.cc)

**Council of Chief Librarians—CCL**

Gregg Atkins, Executive Director  
 915 L Steet #C110, Sacramento CA 95814  
 707-678-1805  
 E-mail: [atkinsg@dixonlibrary.com](mailto:atkinsg@dixonlibrary.com)  
[www.cclccc.org](http://www.cclccc.org)

**Council of Classified Employees/CFT/AFT/AFL-CIO**

Robert Chacanaca, President  
 501 Mission #11, Santa Cruz CA 95060  
 831-425-1609 • Fax: 831-425-0821  
 E-mail: [hongqi@hotmail.com](mailto:hongqi@hotmail.com)  
[www.cft.org](http://www.cft.org)

**English Council of California Two-Year Colleges—ECCTYC**

Heidi Ramirez, President  
 Hartnell College  
 411 Central Ave, Salinas CA 93901  
 831-755-6942 • Fax: 831-759-6052  
 E-mail: [hramirez@jafar.hartnell.edu](mailto:hramirez@jafar.hartnell.edu)  
[www.ecctyc.org](http://www.ecctyc.org)

**Equal Employment Diversity & Equity Consortium-Southern Region  
 —EEDEC-SR**

Julie Kossick, Chair  
 4901 E Carson St, Long Beach CA 90808  
 562-931-4371 • Fax: 562-938-4364  
 E-mail: [jkossick@lbcc.edu](mailto:jkossick@lbcc.edu)

**Faculty Association of California Community Colleges—FACCC and FACCC  
 Education Institute—FACCC EI**

Jonathan Lightman CAE, Executive Director  
 1823 11th Street, Sacramento CA 95814  
 916-447-8555 x27 • Fax: 916-447-0726  
 E-mail: [jlightman@faccc.org](mailto:jlightman@faccc.org)  
[www.faccc.org](http://www.faccc.org)

**Foundation for California Community Colleges—FCCC**

Paul Lanning, President/CEO  
 1102 Q St 3rd Fl, Sacramento CA 95814  
 866-325-3222 • Fax: 916-325-0844  
 E-mail: [fccc@foundationccc.org](mailto:fccc@foundationccc.org)  
[www.foundationccc.org](http://www.foundationccc.org)

**International Consortium for Ed and Eco Development—ICEED**

Enrique Perez, Executive Director  
 2323 N Broadway Ste 201, Santa Ana CA 92706  
 714-564-5414 • Fax: 714-796-3905  
 E-mail: [perez\\_enrique@rsccd.org](mailto:perez_enrique@rsccd.org)  
[www.iceed.com](http://www.iceed.com)

**Intersegmental Coordinating Committee—ICC California Education Round  
 Table**

Penny Edgert, Executive Director  
 560 J Street Ste 290, Sacramento CA 95814  
 916-324-8593 • Fax: 916-327-9172

E-mail: [pedqert@cde.ca.gov](mailto:pedqert@cde.ca.gov)  
[www.certicc.org](http://www.certicc.org)

**Latina Leadership Network of California Community Colleges—LLNCCC**

María Ramirez, President  
 39399 Cherry St, Newark CA 94560  
 510-742-2346 • Fax: 510-742-3180  
 E-mail: [mramirez@ohlone.edu](mailto:mramirez@ohlone.edu)  
[www.latina-leadership-network.org](http://www.latina-leadership-network.org)

**League for Innovation in the Community College—League**

Gerardo E. de los Santos, President/CEO Int  
 4505 E Chandler Blvd Ste 250  
 Phoenix AZ 85048-7690  
 480-705-8200 • Fax: 480-705-8201  
 E-mail: [delossantos@league.org](mailto:delossantos@league.org)  
[www.league.org](http://www.league.org)

**National Council for Continuing Education and Training—NCCET**

Nancy Russell, SW Reg Director  
 VP Instruction, Pima Community College  
 401 N Bonita, Tucson AZ 85709  
 520-206-6424  
 E-mail: [nrussell@pima.edu](mailto:nrussell@pima.edu)  
[www.nccet.org](http://www.nccet.org)

**National Council of Instructional Administrators—NCIA**

Marilyn Rhinehart, President  
 Johnson County Community College  
 12345 College Blvd, Overland Park KS 66210  
 913-469-2527 • Fax: 913-469-2558  
 E-mail: [marilyn@jccc.edu](mailto:marilyn@jccc.edu)  
[www.nciaonline.org](http://www.nciaonline.org)

**National Council for Marketing and Public Relations—NCMPR**

Becky Olson, Executive Director  
 PO Box 336039, Greeley CO 80633  
 970-330-0771 • Fax: 970-330-0769  
 E-mail: [bolson@ncmpr.org](mailto:bolson@ncmpr.org)  
[www.ncmpr.org](http://www.ncmpr.org)

**National Council for Staff Program and Organizational Development  
 —NCSPOD**

Louanne Whitton, President  
 c/o Chemeketa Community College  
 4000 Lancaster Dr NE, Salem OR 97305  
 503-399-6987 • Fax: 503-399-8731  
 E-mail: [whil@chemeketa.edu](mailto:whil@chemeketa.edu)  
[www.ncspod.org](http://www.ncspod.org)

**National Council for Workforce Education—NCWE**

John E. Carnes Ph.D., President  
 St. Phillips College  
 1801 Martin Luther King Dr  
 San Antonio TX 78203  
 213-531-3445 • Fax: 213-531-4811  
 E-mail: [jcarnes@accd.edu](mailto:jcarnes@accd.edu)  
[www.ncwe.org](http://www.ncwe.org)

**National Institute for Staff and Organizational Development—NISOD**

Christy Lewis, Partnership Coordinator  
 University of Texas, Austin  
 Community College Leadership Program  
 1 University Station D5600, Austin TX 78712  
 512-471-4503 • Fax: 512-471-9426

E-mail: [colewise@mail.utexas.edu](mailto:colewise@mail.utexas.edu)  
[www.NISOD.org](http://www.NISOD.org)

**Network of California Community College Foundations—NCCCF**

Shiloh London, Exec Director  
1102 Q Street 3rd Fl, Sacramento CA 95814  
916-498-6709 • Fax: 916-325-0844  
E-mail: [jinfo@foundationccc.org](mailto:jinfo@foundationccc.org)  
[www.ncccfweb.org](http://www.ncccfweb.org)

**Research and Planning Group for California Community Colleges—RP Group**

Kathy Booth, Executive Director  
1528 Sacramento Street, Berkeley CA 94702  
510-931-7845  
E-mail: [KBooth@rpgroup.org](mailto:KBooth@rpgroup.org)  
[www.rpgroup.org](http://www.rpgroup.org)

**Service Employees International Union/CSC—SEIU**

Michelle Castro, Legis Advocate  
1007 - 7th St 4th Fl, Sacramento CA 95814  
916-442-3838 • Fax: 916-442-0976  
E-mail: [mcastro@seiucal.org](mailto:mcastro@seiucal.org)



T: 916-444-8641 • F: 916-444-2954 • E: [cclc@ccleague.org](mailto:cclc@ccleague.org)

**APPENDIX 6**  
**KEY BOARD POLICIES**

---

## DIVERSITY VISION STATEMENT

---

The Foothill-De Anza Community College District is committed to becoming a model District for the 21st century. We are building upon our rich history of innovation and student success to become a truly democratic, culturally pluralistic organization. All members of our District community understand and respect that our cultural diversity is one of our greatest strengths. The District welcomes and unites people of all ethnicities, genders, sexual orientation, socio-economic classes, religions, abilities and ages and empowers them as individual and as groups.

We believe that culturally diverse teams yield more creative, synergistic and effective outcomes. We are increasingly willing to accept and address the conflict that arises as a normal part of existence in a pluralistic environment in order to work towards acknowledging, addressing and confronting our differences positively. We recognize that we are part of a global community and that this informs our responsibility to our students. We recognize that the development and maintenance of a multicultural district is a journey not a final destination so we are prepared to learn and grow as issues emerge.

Finally we recognize that the attainment of this vision is not only possible, but critical to our viability, to meeting our potential as a District and most importantly, to the success of our students.

## **Cultural Diversity/Equal Opportunity Policy**

---

**4100**

The Foothill-De Anza Community College District Board of Trustees values the contributions that a culturally diverse community of faculty, staff, and administrators makes to all the students who study at Foothill and De Anza Colleges. The Board of Trustees desires for students and for all district employees an environment where diverse cultures, abilities, and needs are respected and where difference offers stimulating opportunities for learning and personal fulfillment. Therefore, the Board commits itself to develop policies and procedures and to act in such ways as to encourage a positive, harmonious work and learning environment.

With the intent to realize its commitments, the Board of Trustees supports equality in employment and educational opportunity. The Board believes that effective recruitment and hiring of a diverse faculty and staff and a vigorous outreach effort to recruit a similarly diverse student population are, along with appropriate support services, important means to cultural diversification of the college community and to the enrollment, retention, and transfer of all students.

The Board expressly solicits the cooperation of all district staff in providing an environment conducive to open discussion and free of intimidation, harassment, and unlawful discrimination. Through the cooperation and with the assistance of all district staff, the Board of Trustees assures all employees and applicants equal opportunity for employment and promotion--regardless of race, color, sex, religion, national origin, age, disability, status as Vietnam-era veterans, marital status or sexual orientation.

The Board directs the Chancellor and the college presidents to assume responsibility for implementing and communicating the Board's policy and commitment. Every department, division, or organizational unit head shall be responsible for the proper and effective implementation of the District Cultural Diversity/Equal Opportunity Policy. The Board requires that the district administrative staff and all agents acting on the Board's behalf make every effort to ensure that the recruitment, screening, selection, hiring, and promotional processes for all employment positions are in accordance with the principles of equal opportunity. Additionally, in keeping with support for student success, the Board directs that the principles and spirit of this Cultural Diversity/Equal Opportunity Policy be applied to student admissions and enrollment, financial aid, transfer, curriculum, and faculty and staff development.

In compliance with this Board policy and consistent with the regulations embodied in California and Federal Equal Opportunity legislation, the Board directs the staff to develop and to periodically update a Cultural Diversity/Equal Opportunity Plan. In this plan there shall be procedures to insure that there is strict compliance with the Board approved goals and all other aspects of the plan developed by District faculty, staff, and administrators.



*Foothill-De Anza Community College District  
Board of Trustees  
Board Policy Manual*

Approved 6/21/62  
Amended 6/7/72, 12/3/73, 11/21/77, 2/12/90, 11/18/96, 4/1/02  
Reaffirmed 5/5/03

## Mutual Respect Policy

4110

The Board of Trustees of the Foothill-De Anza Community College District is deeply committed to the premise that on college campuses full participation in the educational process must be in an environment that is free from harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or gender identity.

At the same time the Board is, as always, committed to protecting freedom of speech to guarantee the free exchange of ideas. Nowhere is this protection of greater importance than on our college campuses, where the free exchange of ideas fosters knowledge, individual growth, and tolerance for new and different ideas. However, speech or expression used as a weapon to harass specific victims is not to be tolerated and is to be condemned. Accordingly, the Board of Trustees adopts the following:

The Colleges shall take all steps necessary to provide a positive educational and employment environment which encourages equal educational opportunities. The Colleges will actively seek to educate staff and students on the deleterious effects of expressions of hatred or contempt based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or gender identity; and will promote equality and mutual respect and understanding among all groups and individuals.

The Board recognizes that the expression of certain ideas which might be regarded as unpopular or offensive is protected by the First Amendment. The Board will not, however, permit the harassment of an individual or specific individuals on the basis of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or gender identity. Standards of conduct for students and the applicable sanctions for violating the standards of student conduct are contained in the Student Handbook. Decisions regarding discipline of employees will be made in accordance with applicable legal and contractual provisions and procedures and may range from reprimand to dismissal.

Copies of the District's Administrative Procedures: *Investigation and Resolution of Complaints Regarding Harassment and Discrimination*, *Procedures to Resolve Student Complaints of Sexual Harassment and Discrimination*, and the District's *Unlawful Harassment and Discrimination Complaint* forms are available in the District Human Resources Office, the District Chancellor's Office, the President's Office at each campus, the Office of the Vice President for Student Services (De Anza), and the Office of the Dean of Instruction & Student Affairs (Foothill).

Approved 11/15/93  
Amended 7/25/94; 5/1/95; 8/28/06

Members of a college community, including students, faculty, staff and visitors, must be able to study and work in an atmosphere of mutual respect and trust. Foothill-De Anza Community College District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups. The Board of Trustees supports an educational and employment environment where diverse cultures, abilities and needs are respected and where diversity offers opportunities for learning and for personal and professional fulfillment. The District is committed to providing an educational and employment environment free of unlawful harassment and discrimination. Faculty, staff and students must be assured that the District will take action to prevent misconduct.

Accordingly, the Board adopts the following:

It is the Policy of the Foothill-De Anza Community College District to provide an educational and employment environment free of unlawful harassment and discrimination. The Board shall not discriminate against any person in the provision of any program or service based on ethnic group identification, race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or gender, age, sexual orientation, or any other legally protected status, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Anyone who engages in unlawful harassment or discrimination shall be subject to sanctions up to and including termination of employment or expulsion in accordance with applicable contractual, procedural and statutory requirements.

### **Harassment**

Harassment based on ethnic group identification, race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or gender, age, sexual orientation, or any other legally protected status, or harassment based on the perception that a person has one or more of these statuses or associates with a person or persons perceived as having one or more of these statuses constitutes unlawful harassment and violates District policy.

Unlawful harassment comes in many forms and may include but is not limited to the conduct described below:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other legally protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting, whistling, or propositions; demands for sexual favors; verbal abuse, threats or intimidation.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, unnecessarily brushing against or blocking another person, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's race, gender, sexual orientation, or other legally protected status. It may also include leering and staring.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or groups based on race, gender, sexual orientation, or other legally protected status. This may include, but is not limited to, posters, cartoons, drawing, graffiti, reading materials, computer graphics, or electronic media transmissions.

**Environmental:** A hostile academic or work environment exists where it is permeated by innuendo or insults or abusive comments directed at an individual or group based on race, gender, sexual orientation, or other legally protected status. An environment may in some circumstances also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others.

For an unlawful harassment or hostile environment claim to be valid, in general the conduct must be sufficiently severe or pervasive so as to alter the conditions of the employment or educational environment. Subjective perception alone is insufficient evidence for a claim to be valid; an objective appraisal must be considered as well. The conduct shall be evaluated from the objective viewpoint of a reasonable person facing the same conditions.

## **Sexual Harassment**

As noted throughout the preceding section of this Policy, sexual harassment may be verbal, visual, written, physical or environmental and, as such, is a form of unlawful harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status or progress.

"Quid pro quo" harassment occurs when submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

"Hostile environment" harassment occurs when the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment.

## **Retaliation**

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment or discrimination without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or discrimination or for participating in an investigation of such complaints. Such conduct is illegal and constitutes a violation of this Policy. All allegations of retaliation will be investigated. Any individual found to have violated this Policy will be subject to disciplinary sanctions, up to and including termination of employment or expulsion in accordance with applicable contractual, procedural and statutory requirements.

## **Academic Freedom**

While the Board recognizes that academic freedom does not allow harassment or any other form of unlawful discrimination, the Board reaffirms its commitment to academic freedom as established in Board Policy on Academic Freedom (4190). The lecture, content and discourse (including rhetorical strategies) that are an integral part of the course or which serve a legitimate pedagogical purpose shall in no event constitute harassment or other forms of unlawful discrimination. In cases involving questions of academic freedom, the District shall consult with the Academic Senates whenever possible or with other appropriate faculty representatives as needed, consistent with Administrative Procedures 4640.

## **Complaints**

Appropriate action shall be taken immediately against individuals determined to be in violation of this Policy. Any individual who believes that he or she has been a victim of harassment or discrimination or retaliation in violation of this Policy may file a complaint in accordance with the District's Procedures regarding investigation and resolution of complaints regarding harassment and discrimination.

The District has developed procedures to address complaints of discrimination, harassment and retaliation. Complaints are handled pursuant to the District's "Procedures to Resolve Complaints Regarding Harassment and Discrimination."

Complaints filed by students or employees regarding harassment or discrimination by third parties who are not themselves students or employees in the District shall be investigated. Additionally, the District shall forward written notice to the responsible party with a request for an investigation of the incident(s) and a report of the findings to be sent to the District.

Copies of the District's Procedures to Resolve Complaints Regarding Harassment and Discrimination and the District's Unlawful Harassment and Discrimination Complaint forms are available in the District Human Resources Office, the District Chancellor's Office, the President's Office at each campus, the Office of the Vice President for Student Services (De Anza), and the Office of the Vice President of Student Development and Instruction (Foothill).

Approved 5/3/82  
Amended 11/15/93; 5/1/95, 12/12/05, 3/3/09  
Approved 8/31/09

Reference: Education Code §§ 212.5; 44100; 66281.5  
Title IX, Education Amendments of 1972  
Title 5, §§ 59320 et seq.  
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000E  
Board Policy 4190

## **Prevention of Workplace Violence**

---

**4515**

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

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

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

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

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

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

Approved 10/21/96  
Amended 11/5/01