



**Central Services Classified Senate  
Tuesday, March 26, 2019  
10:00 a.m.  
ETS Training Room and Zoom**

**AGENDA**

- I. Approval of January 22, 2019 Minutes. Please note: The February meeting was canceled due to lack of quorum.
- II. Treasurer's Report
- III. Removal of Christopher Dubeau from the bank account to the agenda (Per Section 4 of the Bylaws)
- IV. 2019/2020 Elections:
  - Confirming that current officers and senators want to continue next year.
  - Request for nominations for vacant positions, including president-elect.
- V. Morale Boosters for Central Services:
  - Feedback on Valentine's Grams.
  - Other Ideas?
- VI. Classified Staff Professional Development Day Update
- VII. District Committee Reports
  - District Budget Advisory Committee (DBAC) – See Handout
    1. The state is considering implementation of a deficit factor to the current year budget of up to five percent, a \$7.5 million reduction to the district's budget for 2018-19. A model of the impact to the district of a five percent and three percent deficit factor is available here [http://www.fhda.edu/about-us/participatorygovernance/dbac/03.19.2019\\_DBAC\\_Budget\\_Update.pdf](http://www.fhda.edu/about-us/participatorygovernance/dbac/03.19.2019_DBAC_Budget_Update.pdf). There are also discussions happening at the state level about changing aspects of the Student Centered Funding Formula. Apparently, there is not enough money to fund districts under the formula as it stands and property taxes and enrollment fees

statewide are coming in lower than projected. Susan believes the deficit factor will be lower than five percent but says we may not know what we are facing until June.

- Chancellor's Advisory Council (CAC) – See Handout
  1. Call for opening day presentations. Please share with their groups.
  2. Request for feedback on the draft Claims against the District policy and procedure.
- Educational Technology Advisory Committee (ETAC)
- Business Process Alignment Task Force (BPATF)
- Human Resources Advisory Committee (HRAC)/District Diversity and Equity Advisory Committee (DDEAC)

VIII. Other Business

IX. Bylaws Final Review

X. Adjournment





**Central Services Classified Senate**  
**Tuesday, January 22, 2019**  
**10:00 a.m.**  
**ETS Training Room**

**Minutes**

**Attendance:**

Monica Garcia, President  
Pam Eberhardt  
Marty Kahn  
Kevin Metcalf  
Paula Norsell  
Lindsay West  
Becky Bartindale

**I. Approval of Nov. 27, 2018, Minutes**

Minutes of the Nov. 27, 2018, meeting were approved by consensus.

**II. Treasurer's Report**

Lena Nguyen has left the District. Mandy Thai was approved by the committee as the new Treasurer. She was unable to attend the meeting, but provided a balance report via email:

**Wells Fargo: \$4,565.46**

**CSCS Fund 114000: \$5,000.00**

**Foundation Fund 844933: \$4422.49**

**(Check 1034, 1035, & 1036 Reimbursement for Holiday Potluck-Wells Fargo)**

**III. Morale Boosters for Central Services**

A meeting was held, prior to the Holiday Break, to discuss the state of staff morale and what might be done to improve it. The committee's follow up discussion included actions to be taken, Judy Miner's responses, and whether another meeting should be held. Chancellor Miner is planning a video for opening day 2019 that would be based on upbeat comments from staff and faculty. It was suggested that we interview students for opening day as well. A decision has not yet been made regarding dates to "drop in" and chat with the Chancellor.

Planning for a Valentine's Day moral booster began with discussions of chocolate vs. candy hearts. The consensus was that chocolate would be the more popular choice, and that Dove chocolate hearts would be purchased, a label would be attached and the chocolates would be sent via inter-office mail to all Central Services Staff. There was no determination as to whether it should be milk or dark chocolate (a critical issue.)

#### **IV. Classified Staff Professional Development Day**

Monica mentioned the development of a committee to plan for Professional Development Day in May 2019. Monica, Pam and Marty volunteered to join the planning group that will meet on Thursday mornings. Past Development Days had been held at De Anza, due to the availability of the Campus Center meeting rooms A and B. It was mentioned that the choice of location may have reduced the participation of Foothill staff, and that we might consider moving the event to Foothill. It was also suggested that we consider webcasting or "Zooming" the Keynote Address to increase participation.

#### **V. District Committee Reports**

The *District Budget Advisory Committee* (DBAC) is set to discuss new state budget changes. Paula will report back after the meeting, which will be held later this afternoon.

*Chancellor's Advisory Council* (CAC) included a discussion of high school dual enrollment from a local technical high school. Most college classes will be taught on the high school campus, some on the Foothill campus. Partnership is with Foothill; De Anza is very interested. This project is part of the AB288 bill. Chancellor Miner went over the Governor's budget. Both good and bad news: no funding for part time faculty offices, more funding for STIRS budget liability. Committee purpose was modified to include more communication and feedback from constituents, review of policies and procedures for policy updates.

*Educational Technology Advisory Committee* (ETAC)

Discussion included update on Banner 9, and Self Service Banner (SSB) access time before being logged off.

*Business Process Alignment Task Force* (BPATF) – no reports at this time

*Human Resources Advisory Committee* (HRAC) and *District Diversity and Equity Advisory Committee* (DDEAC) – We have a new director – Laura Savage.

Director of Equity, Professional Development and Employment. Meetings will begin soon.

Detailed information about some of the above committees can be found online at these addresses:

*1-11-19 Chancellor's Advisory Council* <http://www.fhda.edu/about-us/participatorygovernance/011119CACagendapacket.pdf>

*1-22-19 District Budget Advisory Committee* <http://www.fhda.edu/about-us/participatorygovernance/dbac/01.22.2019-DistrictBudgetAdvisoryCommitteeAgendaHandouts.pdf>

#### **VI. Determine Date for Bylaws Final Review**

It was decided that the committee will devote its next meeting toward completion of the latest draft of the CSCS Bylaws. The meeting will be extended to ninety minutes in order to ensure completion of this task.

#### **VI Other Business**

No significant business was discussed.

#### **VII Adjournment**

The meeting adjourned at 10:59 a.m.

**Central Services Classified Senate  
Treasurer's Report**

**Statement Period February 01, 2019 through February 28, 2019**

**Summary of Business Checking Account - 8680 Wells Fargo Bank**

**Bank Statement Period: we don't have the bank statement for this month yet**

Beginning Balance - 02/01/2019		\$	4,619.46
Add Deposits			
Deposit: PR Contribution - FEB 2019	+ \$	54.00	
Deposit :	+ \$	82.00	
Deposit:	+		
Deposit:	+		
Bank Service Charge Refund	+ \$	-	
<u>Total Deposits:</u>			<u>\$ 136.00</u>
Minus Payments			
Check 1037 Reimbursement for CSCS Appreciation Day	- \$	122.54	
Donnas for Staff Appreciation Week	- \$	-	
<u>Total Expenses:</u>			<u>\$ 122.54</u>
Ending Balance - 02/28/2019		\$	<b>4,632.92</b>

**CSCS Fund/Program Codes - 114000 - 672000**

**Organization Code: 411009 - CSCS**

Beginning Balance FY19 as of July 01, 2017	\$	5,000.00	
Beginning Balance - 02/01/2019		\$	5,000.00
Minus - May 18, 2018 Staff Dev Contribution	-	-	
Minus - Plaque for Service Excellence Award	-	-	
Minus -	-		
Ending Balance - 02/28/2019		\$	<b>5,000.00</b>

**CS - Classified Senate Scholarship Foundation fund 844933-561000**

Beginning Balance FY19 as of July 01, 2016	\$	3,790.74	
Beginning Balance - 02/01/2019		\$	2,885.44
Add : Scholarship Donation	+	110.00	
Add: Scholarship Donation	+		
Minus: Assessment Fee	-		
Minus: CS Scholarship	-	-	
Minus: FH Scholarship	-	-	
<u>Total Activities</u>		<u>\$ 110.00</u>	
Ending Balance - 02/28/2019		\$	<b>2,995.44</b>

**TOTAL ENDING BALANCES AS OF Feb 2019**

**\$ 12,628.36**



**Central Services Classified Senate  
Officers, Senators, Subcommittee Chairs, District Committee  
Representatives  
2018-2019**

Office	Officeholder	Term
President	Monica Garcia	2018-2019
President-Elect	Paula Norsell	2019-2020
Treasurer	Lena Nguyen	2017-2018/2018-2019
Co-Treasurer	Raine Phan	2017-2018/2018-2019
Secretary	Marty Kahn	2016-2017/2017-2018
Past President	Lindsay West	2018-2019
Senator, Accounting & Foundation	Sally Tong	2017-2018/2018-2019
Senator, ETS Systems & Applications	Vacant	
Senator, ETS Network & Client Services	Pam Eberhardt	2017-2018/2018-2019
Senator, Human Resources & Chancellor's Office	Becky Bartindale	2017-2018/2018-2019
Senator, Purchasing & Plant Services	Jeannette Garcia	2017-2018/2018-2019
Senator, Safety & Security	Sarvjit Dhillon	2017-2018/2018-2019

Subcommittee	Chair
Publications	Lindsay West
Employee of the Quarter	Hong Nguyen
New Hire	Pam Eberhardt/Araceli Kaliangara/Kris Lestini
Scholarship	Thuy Quach

<b>Committee</b>	<b>Representative</b>	<b>Alternate(s)</b>
Board of Trustees	Lindsay West	Paula Norsell
District Budget Advisory Committee	Araceli Kaliangara	Paula Norsell
Chancellor's Advisory Council	Lindsay West	Paula Norsell
Educational Technology Advisory Committee	Lindsay West	Pam Eberhardt
Human Resources Advisory Committee	Becky Bartindale	
Business Process Alignment Task Force	Pam Eberhardt	
Foothill Classified Senate	Becky Bartindale	All

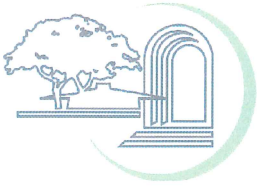


## Budget Reduction Summaries

Judy Miner

Sent: Sunday, March 24, 2019 9:23 PM

To: Judy Miner



**FOOTHILL-DE ANZA**  
**Community College District**

Dear Colleagues,

The past two years have been incredibly painful as the colleges and district office have spent countless hours in developing and implementing plans to reduce our general fund by \$17.6 million. We are nearly finished with reorganizations and employee transfers and can now share the lists of budget reductions from Central Services, Foothill, and De Anza. Please click the link below to access the district web page with this information.

[http://business.fhda.edu/downloads/Districtwide\\_Summary\\_Reductions.pdf](http://business.fhda.edu/downloads/Districtwide_Summary_Reductions.pdf)

Sincerest thanks to all of you who participated in the governance deliberations that helped us come together to reach consensus on these difficult choices. The downsizing will leave us with regrettable gaps in personnel who provide valuable programs and services, and part-time faculty have been particularly burdened by our unfortunate need to reduce course sections.

In the coming weeks, we will share projections on the ending balance for 2018-19 and the initial budget estimates for 2019-20. We also will engage in districtwide discussions of enrollment management strategies that support what we proudly declare in our district mission statement:

**“The mission of the Foothill–De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.”**

As we tackle the challenges before us, I take comfort in knowing that it is my privilege and good fortune to be working with all of you.

Warmest regards,

Judy



# Districtwide Summary Reductions

Updated as of 3/22/19

Title	Elimination	Transfer	Other Budget Reductions & Additions	Total Reduction
<b>Foothill College</b>				
<b>Tier 1 - Effective 7/1/18</b>				
Theater & Fine Arts Fac Coord	48,432	-	-	48,432
Library Technician, Senior	109,931	-	-	109,931
Program Coordinator I	6,434	-	-	6,434
Instructor	123,831	-	-	123,831
Instructor	142,069	-	-	142,069
Instructor	142,069	-	-	142,069
Instructor	130,189	-	-	130,189
Instructor	118,239	-	-	118,239
Instructor	175,352	-	-	175,352
Instructor	134,173	-	-	134,173
Instructor	130,189	-	-	130,189
Instructor	114,255	-	-	114,255
AVP, Workforce Dev & CTE	-	177,603	-	177,603
Dir, Facilities & Special Proj	-	68,776	-	68,776
Printing Services Coordinator	-	61,605	-	61,605
Administrative Assistant, Sr	-	45,756	-	45,756
Office Coordinator	-	21,098	-	21,098
<b>Foothill College Tier 1 Reductions:</b>	<b>1,375,162</b>	<b>374,838</b>	<b>-</b>	<b>1,750,000</b>
<b>Tier 2 - Effective 7/1/19 -DRAFT*</b>				
Dean, FHDA Education Center	208,660	-	-	208,660
Div Dean, Biol & Health Scienc	212,987	-	-	212,987
VP, Student Services	255,541	-	-	255,541
Dir, Facilities & Special Proj	140,184	-	-	140,184
Disability Resource Ctr Supv	115,110	-	-	115,110
Instructional Associate	68,275	-	-	68,275
Graphic Design Technician	83,176	-	-	83,176
Division Administrative Asst	119,985	-	-	119,985
Admissions & Records Assistant	117,651	-	-	117,651
Division Administrative Asst	116,676	-	-	116,676
Division Administrative Asst	95,165	-	-	95,165
Administrative Assistant II	79,289	-	-	79,289
Instructional Associate	110,988	-	-	110,988
Publ, Publicity & Editorial Coor	128,406	-	-	128,406
Library Technician	60,002	-	-	60,002
Articulation Specialist	77,802	-	-	77,802
Mobility Assistant/Driver	70,776	-	-	70,776

# Districtwide Summary Reductions

Updated as of 3/22/19

Title	Elimination	Transfer	Other Budget Reductions & Additions	Total Reduction
Theatre & Fine Arts Assistant	36,008	-	-	36,008
Instructors (12)	1,194,517	-	-	1,194,517
Office Services Supervisor	-	72,678	-	72,678
Printing Services Coordinator	-	30,847	-	30,847
Enrollment Services Specialist	-	123,389	-	123,389
Administrative Assistant II	-	82,842	-	82,842
Graduation & Evaluation Coord	-	134,255	-	134,255
Program Coordinator II	-	66,273	-	66,273
Accountant	-	27,742	-	27,742
Admissions & Records Assistant(s)	-	172,918	-	172,918
Division Administrative Asst	-	32,860	-	32,860
Enrollment Services Specialist	-	112,589	-	112,589
Administrative Assistant II	-	88,209	-	88,209
Writer/Editor/Web Content Dev	-	147,777	-	147,777
Counselor	-	115,387	-	115,387
B Budget and Other Adj's**	-	-	(88,965)	(88,965)
<b><i>Foothill College Tier 2 Reductions:</i></b>	<b><i>3,291,198</i></b>	<b><i>1,207,767</i></b>	<b><i>(88,965)</i></b>	<b><i>4,410,000</i></b>
<b>Foothill College Total Tier 1 &amp; 2 Reductions:</b>	<b>4,666,361</b>	<b>1,582,605</b>	<b>(88,965)</b>	<b>6,160,000</b>

# Districtwide Summary Reductions

Updated as of 3/22/19

Title	Elimination	Transfer	Other Budget Reductions & Additions	Total Reduction
<b>De Anza College</b>				
<b>Tier 1 - Effective 7/1/18</b>				
Admissions & Records Coord, Sr	140,944	-	-	140,944
Admissions & Records Assistant	79,806	-	-	79,806
Counselor	136,352	-	-	136,352
Counselor	93,394	-	-	93,394
Counselor	166,329	-	-	166,329
Counselor	154,967	-	-	154,967
Counselor (DSPS)	138,826	-	-	138,826
Instructor	94,338	-	-	94,338
Instructor	114,255	-	-	114,255
Instructor	94,338	-	-	94,338
Instructor	106,288	-	-	106,288
Instructor	94,338	-	-	94,338
Instructor	94,338	-	-	94,338
Instructor	110,271	-	-	110,271
Instructor	94,338	-	-	94,338
Instructor	158,370	-	-	158,370
Instructor	94,338	-	-	94,338
Instructor	109,573	-	-	109,573
Instructor	158,370	-	-	158,370
Assoc VP, Comm & External Rel	-	25,000	-	25,000
Postal Services Assistant	-	47,954	-	47,954
Custodian III	-	1,784	-	1,784
Custodian II	-	102,307	-	102,307
School Relations Specialist	-	89,183	-	89,183
<b>De Anza College Tier 1 Reductions:</b>	<b>2,233,772</b>	<b>266,228</b>	<b>-</b>	<b>2,500,000</b>
<b>Tier 2 - Effective 7/1/19 -DRAFT*</b>				
Dean, Counseling & Student Suc	203,050	-	-	203,050
Assoc VP, Student Services	179,767	-	-	179,767
Grounds Supervisor	117,034	-	-	117,034
Instructional Associate	70,857	-	-	70,857
Instructional Associate	70,857	-	-	70,857
Student Activities Specialist	108,837	-	-	108,837
Program Coordinator I	119,538	-	-	119,538
Financial Aid Assistant	70,248	-	-	70,248
Cashier, Senior	70,248	-	-	70,248
Learning Mgmt Systems Admin	142,008	-	-	142,008

# Districtwide Summary Reductions

Updated as of 3/22/19

Title	Elimination	Transfer	Other Budget Reductions & Additions	Total Reduction
Administrative Assistant I	72,006	-	-	72,006
Testing Technician	95,586	-	-	95,586
PE/Wellness Assistant	105,791	-	-	105,791
Custodian I	62,838	-	-	62,838
Technology Training Specialist	98,140	-	-	98,140
Executive Director, KCES/ESA	48,123	-	-	48,123
Sign Language Interpreter II	64,331	-	-	64,331
Instructors (11)	1,297,179	-	-	1,297,179
Counselor (1)	146,484	-	-	146,484
Assoc VP, Comm & External Rel	-	24,467	-	24,467
Assoc VP, College Operations	-	77,673	-	77,673
Manager, Operations - DA	-	50,046	-	50,046
Admissions & Records Assistant	-	53,165	-	53,165
Administrative Assistant II	-	87,935	-	87,935
Web & Print Comm Design Coord	-	16,476	-	16,476
Administrative Assistant, Sr	-	103,441	-	103,441
Testing Technician	-	75,297	-	75,297
Evaluation Specialist, Senior	-	124,853	-	124,853
Evaluation Specialist	-	93,529	-	93,529
Office Assistant	-	19,961	-	19,961
Administrative Assistant, Sr	-	122,269	-	122,269
Custodian III	-	98,282	-	98,282
Writer/Editor/Web Content Dev	-	13,242	-	13,242
Grounds Gardener III	-	51,225	-	51,225
Custodian I	-	66,781	-	66,781
Admissions & Records Assistant	-	104,180	-	104,180
Division Administrative Asst	-	113,105	-	113,105
Testing Technician	-	101,480	-	101,480
Instr Support Tech, Discipline	-	97,665	-	97,665
Office Assistant	-	6,091	-	6,091
Museum Programs Coordinator	-	34,600	-	34,600
Counselor-Variou	-	407,766	-	407,766
Coordinator, Student Activities	-	77,063	-	77,063
Instructors-Variou	-	1,086,812	-	1,086,812
B Budget and Other Adj's**	-	-	49,676	49,676
<b>De Anza College Tier 2 Reductions:</b>	<b>3,142,923</b>	<b>3,107,400</b>	<b>49,676</b>	<b>6,300,000</b>
<b>De Anza College Tier 1 &amp; 2 Reductions:</b>	<b>5,376,696</b>	<b>3,373,628</b>	<b>49,676</b>	<b>8,800,000</b>

# Districtwide Summary Reductions

Updated as of 3/22/19

Title	Elimination	Transfer	Other Budget Reductions & Additions	Total Reduction
<b>Central Services</b>				
<b>Tier 1 - Effective 7/1/18</b>				
Dir,Equity,Emp Rel, Empl Svcs	(199,067)	-	-	(199,067)
Dir, Equity & Emp Relations	237,460	-	-	237,460
Mgr, Class, Comp & Employment	157,331	-	-	157,331
Computer Project Coordinator	150,125	-	-	150,125
Environmental Specialist	118,382	-	-	118,382
Wkst & Systems Support Tech II	96,833	-	-	96,833
Police Officer Trainee	69,286	-	-	69,286
B Budget Adjustments	-	-	119,650	119,650
<b>Central Services Tier 1 Reductions:</b>	<b>630,350</b>	<b>-</b>	<b>119,650</b>	<b>750,000</b>
<b>Tier 2 - Effective 7/1/19 -DRAFT*</b>				
Director, Risk Management	163,637	-	-	163,637
Assistant Chief of Police	183,822	-	-	183,822
Journey - Heat,Vent, Air Cond	131,620	-	-	131,620
Systems & Network Programmer I	150,216	-	-	150,216
Electrician, Apprentice I	85,607	-	-	85,607
Accounts Payable Assistant	76,484	-	-	76,484
Journey - Carpenter	132,236	-	-	132,236
Network & Communications Tech	162,236	-	-	162,236
Database Administrator, Sr	152,768	-	-	152,768
Network & Communications Admin	169,842	-	-	169,842
Maintenance Worker	79,250	-	-	79,250
Dir, Purchasing, Contracts &RM	-	20,148	-	20,148
Exec Dir, Fiscal Services	-	8,141	-	8,141
Director, Budget Operations	-	5,405	-	5,405
Manager, Accounting	-	5,698	-	5,698
Payroll Supervisor	-	5,309	-	5,309
Accounts Payable Supervisor	-	4,224	-	4,224
Accounting Technician, Sr	-	2,804	-	2,804
Accountant	-	3,904	-	3,904
Buyer, Sr - Special Projects	-	14,657	-	14,657
Payroll Technician II	-	2,737	-	2,737
Payroll Technician, Senior	-	3,188	-	3,188
Accounts Payable Assistant	-	2,203	-	2,203
Payroll Technician, Senior	-	3,903	-	3,903
Accountant, Senior	-	4,656	-	4,656
Accounts Payable Assistant	-	2,547	-	2,547

# Districtwide Summary Reductions

Updated as of 3/22/19

Title	Elimination	Transfer	Other Budget Reductions & Additions	Total Reduction
Buyer	-	10,852	-	10,852
Buyer, Sr - Special Projects	-	17,440	-	17,440
Payroll Technician II	-	2,687	-	2,687
Administrative Assistant II	-	8,965	-	8,965
Accounts Payable Assistant	-	2,354	-	2,354
Buyer	-	10,852	-	10,852
Dist Financial Analyst, Lead	-	4,537	-	4,537
B Budget and Other Adj's**	-	-	255,071	255,071
<b>Central Services Tier 2 Reductions:</b>	<b>1,487,719</b>	<b>147,210</b>	<b>255,071</b>	<b>1,890,000</b>
<b>Central Services Total Tier 1 &amp; 2 Reductions:</b>	<b>2,118,069</b>	<b>147,210</b>	<b>374,721</b>	<b>2,640,000</b>
<b>Districtwide Total Reductions:</b>	<b>12,161,125</b>	<b>5,103,443</b>	<b>335,432</b>	<b>17,600,000</b>

\* NOTE - Subject to change until implementation on 7/1/19

\*\* Foothill, De Anza and Central Services are in the process of refining some of their reductions; this number may be adjusted as part of that process.

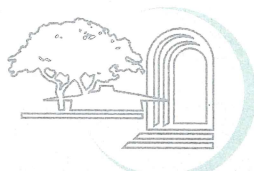
# District Budget Update

(as of 03/11/2019)

## District Budget Advisory Committee – (DBAC)

March 19, 2019

Susan Cheu  
Interim Vice Chancellor, Business Services



**FOOTHILL-DE ANZA**  
Community College District



# Metrics for the Student Centered Funding Formula (SCFF)

<u>Base Allocation</u>		<u>Supplemental Allocation</u>	<u>Student Success Allocation</u>	
<u>Metric</u>		<u>Metric</u>	<u>Metric</u>	
Basic Allocation		Pell Grant	Associate Degrees	All Students
Base FTES	Credit	AB540		Pell Grant Students
	Noncredit	Promise Grant		Promise Grant Students
	CDCP			
Special Admit FTES	Credit		Associate Degrees for Transfer	All Students
Inmates FTES	Credit			Pell Grant Students
	Noncredit			Promise Grant Students
			Credit Certificates	All Students
				Pell Grant Students
				Promise Grant Students
			Nine or More CTE Units	All Students
				Pell Grant Students
				Promise Grant Students
			Transfer	All Students
				Pell Grant Students
				Promise Grant Students
			Transfer Level Math and English	All Students
				Pell Grant Students
				Promise Grant Students
			Regional Living Wage	All Students
				Pell Grant Students
				Promise Grant Students

**Foothill-De Anza Community College District**  
**DRAFT Multi-Year Projections For General Purpose Fund (Fund 114)**

**2018-19 5% Deficit with 2 Yr-1,300 FTES and 3% Supplemental/Success Metrics Decline**

*Note: Projected amounts are estimates only and subject to change as new information becomes available.*

Description	2018-19	2018-19	2019-20
	Adopted Budget	Current Projection	Projection
Resident FTES (F/T Equiv Student)	24,484	23,184	21,884
3Yr Avg for New Funding Formula	23,788	23,816	22,210
FTES Decline	0.00%	-5.30%	-5.60%
COLA	2.71%	2.71%	3.00%
<b>Revenues</b>	<b>\$185,373,975</b>	<b>\$184,986,675</b>	<b>\$183,668,275</b>
<b>Expenses/Net Transfers Out</b>	<b>(194,773,902)</b>	<b>(194,773,902)</b>	<b>(185,813,740)</b>
<b>Structural Surplus/(Deficit)</b>	<b>(\$9,399,927)</b>	<b>(\$9,787,227)</b>	<b>(\$2,145,465)</b>
One-Time and Temporary Revenue	7,515,925	7,403,204	14,141,700
<b>5% Deficit Factor</b>		<b>(7,596,100)</b>	
One-Time Expenditures & Transfers	(8,000,000)	(7,000,000)	1,000,000
<b>Net Change in Fund Balance</b>	<b>(\$9,884,002)</b>	<b>(\$16,980,123)</b>	<b>\$12,996,235</b>
<i>Beginning Fund Balance</i>	37,118,592	37,118,592	20,138,469
<i>Net Change in Fund Balance</i>	<b>(9,884,002)</b>	<b>(16,980,123)</b>	12,996,235
<b>Ending Fund Balance</b>	<b>\$27,234,590</b>	<b>\$20,138,469</b>	<b>\$33,134,704</b>
<b>Less: Carryforwards/Restricted</b>			
Colleges/CS/DW Carryforwards, 5% Reserves	23,003,140	23,003,140	22,105,132
<b>FHDA Stability Fund</b>	<b>\$4,231,450</b>	<b>(\$2,864,671)</b>	<b>\$11,029,572</b>



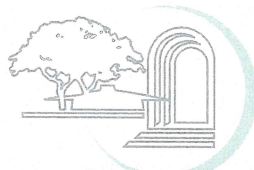
**Foothill-De Anza Community College District**  
**DRAFT Multi-Year Projections For General Purpose Fund (Fund 114)**

**2018-19 3% Deficit with 2 Yr-1,300 FTES and 3% Supplemental/Success Metrics Decline**

*Note: Projected amounts are estimates only and subject to change as new information becomes available.*

	2018-19	2018-19	2019-20
Description	Adopted Budget	Current Projection	Projection
Resident FTES (F/T Equiv Student)	24,484	23,184	21,884
3Yr Avg for New Funding Formula	23,788	23,816	22,210
FTES Decline	0.00%	-5.00%	-5.60%
COLA	2.71%	2.71%	3.00%
<b>Revenues</b>	<b>\$185,373,975</b>	<b>\$184,986,675</b>	<b>\$183,668,275</b>
<b>Expenses/Net Transfers Out</b>	<b>(194,773,902)</b>	<b>(194,773,902)</b>	<b>(185,813,740)</b>
<b>Structural Surplus/(Deficit)</b>	<b>(\$9,399,927)</b>	<b>(\$9,787,227)</b>	<b>(\$2,145,465)</b>
One-Time and Temporary Revenue	7,515,925	7,403,204	14,141,700
<b>3% Deficit Factor</b>		<b>(4,557,660)</b>	
One-Time Expenditures & Transfers	(8,000,000)	(7,000,000)	1,000,000
<b>Net Change in Fund Balance</b>	<b>(\$9,884,002)</b>	<b>(\$13,941,683)</b>	<b>\$12,996,235</b>
<i>Beginning Fund Balance</i>	37,118,592	37,118,592	23,176,909
<i>Net Change in Fund Balance</i>	<b>(9,884,002)</b>	<b>(13,941,683)</b>	12,996,235
<b>Ending Fund Balance</b>	<b>\$27,234,590</b>	<b>\$23,176,909</b>	<b>\$36,173,144</b>
<b>Less: Carryforwards/Restricted</b>			
Colleges/CS/DW Carryforwards, 5% Reserves	23,003,140	23,003,140	22,105,132
<b>FHDA Stability Fund</b>	<b>\$4,231,450</b>	<b>\$173,769</b>	<b>\$14,068,012</b>

# Questions?/Comments



**FOOTHILL-DE ANZA**  
**Community College District**

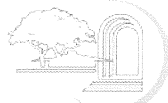


## Chancellor's Advisory Council Meeting Agenda – March 15, 2019

Foothill College  
Council Chambers (Room 2018)  
3:30-4:30 p.m.

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	<i>I</i> – Allow council members to identify each other by name and constituent group represented.	Judy Miner
2. Approval of February 22, 2019, meeting summary ( <i>attachment 2</i> )	<i>A</i> – Provide accurate record of previous meeting.	Judy Miner
3. Proposed new and revised board policies and administrative procedures (second reading) ( <i>attachment 3</i> ) <ul style="list-style-type: none"> <li>BP 5020 Nonresident Tuition (Revised)</li> </ul>	<i>D/A</i> – Discussion of feedback from constituencies/approval.	Judy Miner
4. Proposed new and revised board policies and administrative procedures (first reading) ( <i>attachment 4</i> ) <ul style="list-style-type: none"> <li>BP 3810 Claims Against the District (New)</li> <li>AP 3810 Claims Against the District (New)</li> </ul>	<i>D</i> – Provide information for council members to disseminate to constituents about proposed changes. Seek input/feedback from constituencies for discussion at next meeting.	Susan Cheu
5. Call for 9/19/19 District Opening Day workshop proposals ( <i>attachment 5</i> )	<i>I/D</i> – Request of council members to submit/solicit proposals for District Opening Day workshops to the Chancellor’s Office to encourage robust attendance and engaged participation from every employee group across the district.	Judy Miner
6. Enrollment management	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner
7. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> <li>District Budget Advisory Committee <a href="http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html">http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html</a></li> <li>Human Resources Advisory Committee/District/District Diversity and Equity Advisory Committee <a href="http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html">http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html</a></li> <li>Educational Technology Advisory Committee <a href="http://ets.fhda.edu/governance-committees/etac/index.html">http://ets.fhda.edu/governance-committees/etac/index.html</a></li> <li>Business Process Alignment Task Force <a href="https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&amp;feedId=14505859">https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&amp;feedId=14505859</a></li> </ul>	<i>I</i> – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All
8. Other information and updates	<i>I</i> – Share information for council members to disseminate to constituents.	All

*I – Information, D – Discussion, A – Action*



FOOTHILL-DE ANZA  
Community College District  
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL  
Meeting Summary  
February 22, 2019

Present: Judy Miner, William Baldwin (for Chris White), Anthony Cervantes, Isaac Escoto, Craig Gawlick, Carolyn Holcroft, Gracian Lecue, Kristy Lisle, Joe Moreau, Carolyn Nguyen, Chelsey Nguyen, Dorene Novotny, Tim Shively, Marisa Spatafore (for Christina Espinosa-Pieb), David Ulate

1. **Welcome and introductions**

Chancellor Miner welcomed council members and asked for self-introductions.

2. **Approval of January 11, 2019, Meeting Summary**

The January 11, 2019, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Proposed new and revised board policies (BP) and administrative procedures (AP) (second reading)**

BP 2315 Closed Session (Revised)

BP 2330 Quorum and Voting (Revised)

BP 3300 (formerly BP 1120) Public Records (Revised)

AP 3300 Public Records (New)

BP 6750 (formerly BP 3218 and 3218.5) Parking (Revised)

AP 6750 Parking (New)

The proposed new and revised board policies and administrative procedures by consensus.

4. **Proposed new and revised board policies (BP) and administrative procedures (AP) (first reading)**

BP 5020 Nonresident Tuition (Revised)

Judy asked that council members review the change to the nonresident tuition board policy and report any feedback from constituents at the next meeting.

5. **Educational Technology Advisory Committee recommendation to explore blockchain technology**

Joe asked council members to endorse Educational Technology Advisory Committee's (ETAC) recommendation that the district actively explore opportunities to adopt



blockchain technology and encourage vendors to incorporate capabilities for blockchain in their systems. He described blockchain as an adaptable and immutable technology that will likely transform the way student records are managed in the next few years. Joe reported that the district is working on a pilot project using the technology with Arizona State University (ASU) to determine if students who transfer to ASU from Foothill-De Anza before earning an associate degree might be able to use units earned at ASU toward such.

Council members approved ETAC's recommendation by consensus.

**8. Enrollment management**

The committee discussed enrollment challenges related to implementation of AB 705 as well as preliminary student success data resulting from the changes. Suggestions to increase enrollment and retention included expanding internships, adding a pop up chat box to the colleges' websites, and providing access to a coach who could answer quick questions or direct students appropriately. Chelsea and Carolyn Nguyen suggested that new students would benefit from a centralized location for resources staffed by an approachable student, organized resources online, and the option to communicate by text.

**9. District governance committee/constituent group reports**

No reports provided.

District Budget Advisory Committee [http://www.fhda.edu/\\_about-us/\\_participatorygovernance/C-budget-advisory-committee.html](http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html)

Human Resources Advisory Committee/District/District Diversity and Equity Advisory Committee <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>

Educational Technology Advisory Committee <http://ets.fhda.edu/governance-committees/etac/index.html>

Business Process Alignment Task Force [https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in\\_group&feedId=14505859](https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&feedId=14505859).

**9. Other Information and Updates**

Carolyn Holcroft shared a proposal discussed at the most recent Academic and Professional Matters Committee meeting that the afternoon schedule for District Opening Day consist of cross-district department and division meetings. Judy and Isaac added that administrators and supervisors have asked for more opportunities for districtwide collaboration and discussion.

The meeting adjourned at 4:05 p.m.





**FOOTHILL-DE ANZA  
Community College District**

Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Nonresident Tuition
Code	BP 5020
Status	Up For Revision
Legal	<a href="#">California Code of Regulations, Title 5, Section 54045.5</a> <a href="#">Education Code Section 68050</a> <a href="#">Education Code Section 68051</a> <a href="#">Education Code Section 68052</a> <a href="#">Education Code Section 68130</a> <a href="#">Education Code Section 68130.5</a> <a href="#">Education Code Section 76140</a> <a href="#">Education Code 76141</a>
Adopted	January 4, 1999
Last Revised	May 4, 2015
Origin	formerly BP 5015 - Revised to reflect the legislative change in the deadline for adoption
Office	Vice Chancellor Business Services/College Presidents
Upload	February 18, 2015

Nonresident students shall be charged nonresident tuition for all units enrolled unless specifically required otherwise by law.

Not later than ~~February 1~~ **March 1** of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a fee to nonresident students that will be expended for purposes of capital outlay, maintenance, and equipment. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total full time equivalent students (FTES) in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to

remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

[See Administrative Procedure 5020 Nonresident Tuition](#)

Approved 1/4/99  
Amended and renumbered (formerly BP 5015) 5/4/15

Last Modified by Paula J Norsell on February 14, 2019



**FOOTHILL-DE ANZA  
Community College District**

Book	Board Policy
Section	Chapter 3 - General Institution
Title	Claims Against the District
Code	BP 3810
Status	New
Legal	Education Code Section 72502 Government Code Section 900 et seq. Government Code Section 910 et seq. Government Code Section 935
Origin	CCLC legally required. The district has not yet adopted this policy.

## **1. CLAIMS**

**Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.**

**1.1 Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.**

**1.2. Claims that are subject to the requirements of this policy include, but are not limited to, the following:**

**1.2.1 Claims by public entities: claims by the state or by a state department or agency or by another public entity.**

**1.2.2. Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.**

## **2. CONTACTS**

**The designated District offices for service of claims, lawsuits, subpoenas, and/or other types of legal process upon the District are:**

### **2.1 Claims against the district**

**Purchasing, Contracts & Risk Management Department**  
**Attn: Risk Management Unit**  
**Foothill-De Anza Community College District**  
**12345 El Monte Road**  
**Los Altos Hills, CA 94022**

### **2.2 Legal process (subpoenas, summons) and lawsuits**

**Office of the Vice Chancellor of Business Services**  
**Foothill-De Anza Community College District**  
**12345 El Monte Road**  
**Los Altos Hills, CA 94022**

**See Administrative Procedure 3810 Claims Against the District**

Last Modified by Paula J Norsell on February 4, 2019



**FOOTHILL-DE ANZA  
Community College District**

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Claims Against the District
Code	AP 3810
Status	New
Legal	<a href="#">Education Code Section 72502</a> <a href="#">Government Code Section 900 et seq.</a> <a href="#">Government Code Section 905</a> <a href="#">Government Code Section 910 et seq.</a> <a href="#">Government Code Section 911.2</a> <a href="#">Government Code Section 911.3</a> <a href="#">Government Code Section 911.4</a> <a href="#">Government Code Section 911.6</a> <a href="#">Government Code Section 911.8</a> <a href="#">Government Code Section 912.2</a> <a href="#">Government Code Section 912.4</a> <a href="#">Government Code Section 912.6</a> <a href="#">Government Code Section 912.8</a> <a href="#">Government Code Section 915.4</a> <a href="#">Government Code Section 935</a> <a href="#">Government Code Section 946</a>
Origin	CCLC template - Recommended as good practice. The district has not yet adopted this procedure or the associated legally required policy.

**A Liability Claim is a claim for damages filed by a third party (student or visitor) for bodily injury or property damages to the claimant resulting from the premises or operations of the Foothill–De Anza Community College District and its Colleges (“District”). See Government Code Section 905 for excluded claims under this procedure.**

**To the extent not inconsistent with the applicable Government Codes and board policy 3810, claims against the District for money or damages must be filed in accordance with the following procedures:**

**1. CLAIMANT PROCEDURE**

**Claims shall be presented and acted upon by the District as a prerequisite to a suit thereon.**

**1.1 Claims shall be presented based on the following time limitations:**



**1.1.1 Not later than six months after incident for claims relating to injury to a person, death or damage to personal property as per Government Code section 911.2.**

**1.1.2. Not later than one year after incident for claims relating to any other cause of action.**

**1.1.3 Late claims, Pursuant to Gov Code 911.4, any late claims to the above time limitations must be accompanied by a request to file a late claim (application) with reason for delay in presenting claim and must be filed not later than one year after the cause of action.**

- **If the claim under the time limitation in Section 1.1.1 above is filed later than six months after the date of the incident and is not accompanied by a late application, the Vice Chancellor of Business Services, may within 45 days give written notice that the claim was not filed timely and that it is being returned without further action as per Government Code section 911.3.**
- **Approval or denial of late application is subject to the Board's discretion (while in closed session) as per Government Codes sections 911.6, 912.2, and notification as per 915.4.**
- **In the event the Board denies the late application, the District shall issue a written notice in the form set forth in Government Code section 911.8.**

**1.2. If a claim is not submitted on the designated form, it will be returned to the claimant, and any claim returned may be resubmitted using the proper form.**

**1.3 The Claim Information Form may be obtained by contacting the District's Risk Management Unit at (650) 949-6193.**

**1.4 The Claim Information Form shall include the following information:**

- **name, mailing address, contact information (phone and email),**
- **details of incident (date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted),**
- **general description of the alleged indebtedness, obligation, injury, damage or loss incurred, the name(s) of the employee(s) causing the alleged injury, damage or loss.**

**1.5 The completed Claim Information Form shall be submitted along with substantiating documentation to:**

**Foothill–De Anza Community College District**

**Attention: Risk Management Office**

**12345 El Monte Road**

**Los Altos Hills, CA 94022**

**or by email: [risk@fhda.edu](mailto:risk@fhda.edu)**

**1.6 Claims against the District are investigated by the District's legal and risk management advisors and shall be reviewed in consultation with Vice Chancellor of Business Services in accordance with authority levels specified in BP 3810.**

**1.7 The Board shall act in accordance with Government Code sections 912.4, 912.6, 912.8, and 946.**

**See Board Policy 3810 Claims Against the District**



**FOOTHILL-DE ANZA  
Community College District**

**CALL FOR  
DISTRICT OPENING DAY WORKSHOP PROPOSALS**  
Thursday, September 19, 2019  
Foothill College

We are seeking proposals for **two-hour applied equity workshops** that will provide participants with tools that can be employed in their daily work as well as **one-hour general workshops** covering topics such as tenure committee and technology training. We are especially interested in including workshops relevant to a districtwide audience and all employee groups. We encourage you to craft an inclusive workshop description to encourage diverse attendance.

**Proposal submission:**

To submit a proposal, please send the following information to Paula Norsell in the Chancellor's Office at [norsellpaula@fhda.edu](mailto:norsellpaula@fhda.edu):

1. Workshop title
2. Name(s) of presenter(s)
3. Brief description of the workshop for the District Opening Day announcement/flyer
4. Preferred room size and arrangement (e.g. 40 seats theater style, computer lab, tables for group work)
5. Technology requirements
6. Time required for workshop (i.e. one hour or two hours)

**Tentative District Opening Day Schedule**

7:30 – 8:15 a.m.	Continental Breakfast/Meet and Greet	Foothill College, patio outside Smithwick Theater
8:15– 9:30 a.m.	District Opening Day – General Session	Smithwick Theater
9:45 a.m.-noon	Districtwide Workshops (Combination of two-hour equity and one-hour training workshops)	Foothill College (various locations)
Noon – 1:00 p.m.	Lunch	Campus Center Plaza
1:00-5:00 p.m.	Joint Districtwide Department/Division Meetings	Foothill College (various locations)



## **Educational Technology Advisory Committee**

### **Agenda**

3/13/2019, 12:00 pm - 1:30 pm

via Zoom

Location: via Zoom

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/6509496120> Or

iPhone one-tap (US Toll): +14086380968, 6509496120# or +16468769923, 6509496120# Or

Telephone: Dial: +1 408 638 0968 (US Toll), +1 646 876 9923 (US Toll), +1 669 900 6833 (US Toll),

Meeting ID: 650 949 6120 Or Skype for Business (Lync): SIP:6509496120@lync.zoom.us

**Members:** Danny Acosta, Moaty Fayek, Nazy Galoyan, Monica Garcia, Manish Goel, Cecilia Hui, Joe Moreau, Mike Murphy, Dennis Shannakian, Tim Shively, Marisa Spatafore, Paul Szponar, Lene Whitley-Putz

#### **1. Welcome & Introductions (Joe)**

#### **2. Approval of the Minutes**

#### **3. Changes to the Agenda (All)**

#### **4. General News (All)**

- a. CAC Blockchain Recommendation (Joe)

#### **5. [Technology Plan Updates and Progress](#) - First Draft (Joe)**

#### **6. Classroom Technology Standards**

- a. Discontinuation of removable media players
- b. Incompatibility of Apple desktops
- c. Process for development of new standards

#### **7. Discussion of [MyPortal and Screen Lock Time-outs](#) Recommendation (Chien/Joe)**

#### **8. Worldwide Internet Connectivity (Joe)**

- a. Digital Learning Day 2020 - ideas for consideration

#### **9. Professional Development for Information Technology**

- a. 2019-20 agenda ideas

#### **10. ETS Projects (Chien & Sharon)**

(A brief report will be posted on the ETAC website with this agenda. Any questions/concerns will be addressed during the meeting.)

**11. HW/SW Standards Committee Meeting (Sharon)**

(If a meeting has taken place, a brief report will be posted to the ETAC website with this agenda. Any questions/ concerns will be addressed during the meeting.)

**12. Security Issues (Sharon)**

(A brief report will be posted on the ETAC website with this agenda. Any questions/concerns will be addressed during the meeting.)

- a. EXT communique for faculty and staff
- b. Network authentication
- c. Multifactor authentication

**13. Adjournment**

**Next Meeting:** Wednesday, April 10th, 2019, Location via Zoom

**District Technology Plan**  
**Revised Capabilities, Goals & Objectives**  
**March 2019**

Strategic Capabilities

Develop and maintain infrastructure and exostructure that supports the digital transformation of our colleges and Central Services organization.

Develop and maintain an agile product management methodology to support the efficient, effective, and timely completion of IT projects.

Partner with established and start-up technology firms to enhance the capabilities of the district and provide leading edge services for students, faculty, and staff.

Provide for the effective stewardship of district resources to promote efficiency, cost-effectiveness, privacy, and security.

3-Year Goals

1. Modernize district-wide applications to support greater access, efficiency and effectiveness along with mobility.
2. Improve district-wide infrastructure to support greater speed, reliability, and coverage.
3. Improve information security at all levels.
4. Utilize cloud technology to optimize fiscal and staff resources.
5. Help transform the institutional culture around the handling of data and information particularly regarding the requirements of FERPA, accessibility (ADA), copyright and fair use, and privacy and security.
6. Increase training and professional development opportunities for faculty and staff.

Proposed 2018/19 Objectives (1-year implementation plan)

Goal 1 - Modernization

1. Implement the Adobe Sign system and integrate with the Banner ERP to support digital distribution, workflow, and signature of a wide variety of college/district forms, contracts, and other documents.
2. Implement the Banner 9 Self Service platform.
3. Pilot business intelligence software for research.
4. Implement a managed print service system for all employee print output.
5. Implement a variety of productivity and support applications for both colleges and Central Services
6. Upgrade Windows machines district-wide to Windows 10.

Goal 2 - Infrastructure

7. Expand coverage of the wireless network and improve connection speeds at all district locations.
8. Assist in the upgrade and standardize of the De Anza electronic lock system.
9. Upgrade various network and server equipment.

### Goal 3 - Security

10. Consolidate and streamline the district's Active Directory identity management system.
11. Deploy the *Securing the Human* information security training for all employees.
12. Conduct a penetration test and Payment Card Industry (PCI) compliance assessment.
13. Provide standardized back-up for faculty and staff data files.

### Goal 4 – Cloud Technology

14. Migrate the key mission critical systems and infrastructure to the cloud.
15. Transform the internal support expertise to the cloud infrastructure.

### Goal 5 – Institutional Culture

16. Update data retention policy.
17. Provide training to all employees on compliance issues such as FERPA, accessibility, copyright, and privacy.

### Goal 6 – Training & Professional Development

**Education Technology Advisory Committee  
Recommendation on System Time-outs  
Draft – February 2019**

Background

System time-outs is a widely used method of helping secure computer systems of all types. A time-out automatically secures a device or a system after a period of inactivity by a user. For example, most online banking applications automatically log a user out of their account after fifteen to twenty minutes of inactivity and require the user to log in again to resume access to their account. This is done to help prevent users from walking away (literally or virtually) from a computer and leaving an important application open and unsecure.

In the Foothill-De Anza information technology environment the most valuable information system in use is the Banner Enterprise Resource Planning (ERP) system. The Banner ERP system contains highly sensitive and protected data in the Human Resources, Finance, and Student Information modules. It is critically important that the district exercise every available precaution to protect the data in this system. Effectively using system time outs is one of the best and most cost-effective precautions available.

In the context of the Banner system, there are a number of different time-out settings:

*Internet Native Banner Time-out*

Internet Native Banner (INB) is primarily used by district staff in a variety of areas including Admissions & Records, Financial Aid, Cashiering, Human Resources and the Business Offices. INB provides users with job-appropriate access to some of the district's most sensitive data. The current time-out setting for INB is 15 minutes. Banner 9 has its own timeout settings. The application pages and the navigator can be set independently. Many schools set the application navigator timeout to four (4) hours and administrative page timeout to eight (8) hours.

*Self-service Banner Time-out*

Self-service Banner (SSB) is the most commonly used interface to the Banner system. It is the primary method for students and faculty to access their accounts in the Banner system. Generally, data access via SSB is limited to that which is specific to an individual user. The time-out settings for SSB is two (2) hours. For faculty and staff Banner users accessing the system through MyPortal, the timeout is set for eight (8) hours. For student users the time out is thirty (30) minutes.

*End User Computing Device Screen Lock*

All computers are equipped with a screen lock function. This is generally coupled with a screen saver. After a period of inactivity specified by the user, the computer display will revert to an image or blank screen and the computer will "lock" requiring the user to enter a password to reactivate the it. Currently, the default screen lock setting for district provided computers is five (5) minutes. Each user may choose, or not, to use the screen lock and set the inactivity parameters individually.

## Recommendation

ETAC recommends that both system time-outs and computer screen locks be utilized to protect sensitive and protected district data. Specifically, ETAC recommends the following time-out and screen lock parameters be used on all district owned or controlled systems:

- INB Time-out: Two (2) hours.
- SSB Time-out: thirty (30) minutes
- MyPortal timeout for faculty and Banner users: two (2) hours
- MyPortal students and non-administrative users: thirty (30) minutes
- Screen Lock Settings for District Computers:
  - All district computers are configured with the screen lock activated by default and set to automatically activate after five (5) minutes of inactivity and users should *not* modify this setting.
  - All employees should manually activate their screen lock whenever they step away from their computer. Users may change how the screen lock is activated such as which corner of the screen (Mac specific function).

# Central Services Classified Senate Bylaws

(Revised 3/14/06)

## Article I - Name of Organization

The Central Services Classified Senate shall represent and include all classified staff who choose to participate regardless of classification, who are not management or certificated, as defined by Education Code Section 72400 and Foothill-De Anza Community College District Board Policy ~~2224~~ 2610.1.

## Article II - Purpose

It shall be the function of the Central Services Senate to participate in the governance of the Foothill-De Anza Community College District; to actively collect, evaluate, and disseminate information for the classified staff; and to represent the collective interest of the classified staff before or on any governance or committee.

The Classified Senate is organized to:

- a. Provide a centralized means of communication between classified staff and the rest of the district community.
- b. Promote the interests of classified staff in the development and formulation of policy and practice related but not limited to the following:
  1. The selection and retention of administration.
  2. ~~In-service education~~ **Professional development.**
  3. Facilities and services.
  4. Student/classified, faculty/classified, and management/classified relations.
  5. Finance and budget.
- c. Participate in the District's governance structure.
- d. Provide a body representing the needs, concerns and viewpoints of the classified staff.
- e. Select from its membership representatives to serve on governance and committees.
- f. Articulate the professionalism of the classified staff so that it is properly recognized and valued.
- g. Provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members.
- h. Promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff.

## Scope of Responsibility

The Classified Senate may make recommendations and take action for the classified staff.

The Classified Senate shall request and obtain information and/or recommendations on policies and procedures made by Central Services administration, or governance system, being sent to the Board of Trustees, in time to effectively consider the issues in those recommendations.

The Classified Senate may select a designee to appear before the Board of Trustees to express the views of the Classified Senate on issues relating to policy, procedures or governance.

# Central Services Classified Senate Bylaws

## Article III - Organization

### Section 1. Membership

The Classified Senate shall be comprised of all members of the contract classified staff who wish to participate regardless of their classification, and who are not management or certificated, in the hope of forming a broad base and inviting input from a diverse and knowledgeable membership. The Central Services Senate represents the following:

Accounting	District Service Center	Network & Communications
Accounts Payable	Educational Technology Services	Operations and Systems
Applications	Employment	Payroll
Auto Shop	Foothill De Anza Colleges Foundation	Personnel Services
Budget Operations	Grounds	Plant Operations
Business Services	Hardware	Plant Services Support Center FH & DA
Campus Police FH & DA	Human Resources	Purchasing Services
Call Center	Information Systems	Technical Services FH & DA
Construction	Institutional Research	
Custodial	Maintenance FH & DA	

#### Business Services

Accounting  
Accounts Payable  
Accounts Receivable  
Budget  
Environmental Health & Safety  
Facilities and Operations

- Auto Shop
- Custodial Operations
- Construction
- Grounds
- Hardware
- HVAC
- Maintenance
- Plant Operations

Finance  
Grants  
Payroll  
Police Department  
Purchasing, Contracts, and Risk  
Management

#### Chancellor's Office

Foothill-De Anza Foundation

#### Educational Technology Services

Business Continuity  
Call Center  
Construction & Measure C  
Foothill & De Anza Technical Services  
Institutional Research & Planning  
Logistics  
Networks & Communications  
Project Management

#### Human Resources

Benefits  
Personnel Services  
Recruitment

### Section 2. Composition of the Executive Committee

- Past President
- President
- President-Elect



## Central Services Classified Senate Bylaws

- d. Secretary
- e. Treasurer
- f. A minimum of five (5) Section Senators.

### Section 3. Terms of Office

- a. The President, Past President, and President-Elect shall serve one term of office from July 1 through June 30. **The president may serve additional consecutive terms if no candidates are nominated for the position during the annual election.**
- b. The Secretary and Treasurer shall serve a two-year term of office. The term will begin July 1 of year one and will end June 30 of year two. The Secretary and Treasurer may ~~not serve more than two (2) consecutive terms in the same office.~~ **serve additional consecutive terms if no candidates are nominated for the positions during the annual election.**
- c. Section Senators shall serve a two-year term of office. The term will begin July 1 of year one and will end June 30 of year two. Section Senators may ~~not serve more than two (2) consecutive terms in the same office.~~ **serve additional consecutive terms if no candidates are nominated for the positions during the annual election.**
- d. Committee Chairs shall serve from July 1 through June 30 ~~and may not serve for more than three (3) consecutive terms in the same committee.~~ **Committee chairs may serve additional consecutive terms if no candidates for chair come forward.**

### Section 4. Removal from Office

- a. Absences
  - 1. Three (3) consecutive unexcused absences from Classified Senate meetings.
  - 2. Negligence in the duties of a Classified Senate Section Representative.
- b. Any officer may be removed from office by the vote of two-thirds (2/3) of the full Classified Senate membership casting a written affirmative ballot.
- c. Any elected member of the Classified Senate may be removed from office by a two-thirds (2/3) majority of votes cast within his/her member electorate.

### Section 5. Vacancy

A vacancy may occur through resignation, ~~or~~ through leave of absence, **or through removal from office as specified in Article III, Section 4.** Notice of such vacancy must be in submitted in writing. When the President or President-Elect declares a vacancy, that vacancy shall be filled by a simple majority vote of the Executive Committee.

### Section 6. Autonomy

The Central Services Classified Senate shall be distinct from any other classified organization.

### Section 7. Representation

The Classified Senate shall seek full representation on all District/Central Services committees and councils deemed important for its purposes by the Executive Committee.

# Central Services Classified Senate Bylaws

## Section 8. Committees

The Executive Committee, representing the Classified Senate, shall have the power to form committees and to provide for their membership.

## Section 9. Recognition

The Classified Senate shall be an official body promoting the interests of the classified staff of Central Services. The individual staff member or representative of other classified organizations retains the right to address the Board of Trustees.

## **Article IV - Duties of the Executive Committee Members**

The president shall remain part of the executive committee to serve as Past-President at the end of his/her term. The Classified Senate shall elect a President, President-Elect/Vice President, Secretary, Treasurer, **and section senators and alternates**, ~~and Chancellor's Council Representative, plus one representative and one alternate from each segment defined in Article III, Section 1.~~ Any **classified** member of the electorate **Central Services** shall be eligible for elective office in the Classified Senate.

### Section 1. The Past President of the Classified Senate shall:

- a. Assume in the absence of President and/or the President-Elect, the duties of those offices.
- b. Act as a resource and mentor, as requested, to the President.
- c. Continue to serve on ad hoc committees begun as President.
- d. Be an ex-officio member of all classified Senate committees.
- e. Perform other duties as may be required by the office.

### Section 2. The President of the Classified Senate shall:

- a. Preside over meetings of the Classified Senate and the Executive Committee.
- b. Have the power of appointment and removal of committee members (subject to the consent of the Executive Committee).
- c. Be authorized to express publicly the Senate's position on issues and recommendations relating to governance.
- d. Be an ex-officio member of all classified Senate committees.
- e. Attend all Board of Trustees meetings or designate a representative from the executive board to express the views of the Classified Senate on policies, procedures and governance.
- f. Publish an agenda for all Executive Committee and Classified Senate meetings.
- g. Perform other duties as may be required by the office.
- h. Serve as a member of and attend all Chancellor's **Advisory** Council meetings or secure an alternate to represent the Classified Senate.
- i. Be responsible for preparation of a Chancellor's **Advisory** Council meeting report and present that to the Classified Senate Committee.
- j. Chair the By-Laws Review Committee.

### Section 3. The President-Elect shall:

- a. Act as President in the absence of the President.

## Central Services Classified Senate Bylaws

- b. Become the President of the Classified Senate upon the expiration of the incumbent President's term of office.
- ~~e. Coordinate the reports and recommendations of all Classified Senate committees for presentation to the Classified Senate.~~
- ~~d. c.~~ Be an ex-officio member of all classified Senate committees.
- ~~e. d.~~ Perform other duties as may be required by the office.

### Section 4. The Secretary shall:

- a. Be responsible for preparation, publication and distribution of the minutes and agenda of all Classified Senate and Executive Committee meetings.
- b. Maintain and file all Classified Senate records.
- c. Keep a list of all Senators together with the expiration date of each Senator's term of office.
- d. Act as President in the absence of the President, President-Elect, and Past President.
- e. Perform other duties as may be required by the office.

### Section 5. The Treasurer shall:

- a. Accept contributions, disburse funds, maintain financial records and submit financial reports to the Classified Senate twice during the academic year or as requested by the Executive Committee.
- b. Set up the budget for the Executive Committee and Classified Senate.
- c. Act as President in the absence of the President, President-Elect, and Past President and Secretary.
- d. Perform other duties as may be required by the office.

## Article V - Roles of Representatives

### Section 6.1. The Section Senator shall:

- a. Attend all regular Classified Senate meetings.
- b. Maintain ~~constant~~ **regular** oral and written communication with sections.
- c. Confirm all appointments made by the President of the Classified Senate.
- d. Disseminate ~~on regular basis~~ information from Classified Senate meetings.
- e. **Engage** ~~Post~~ section members on issues needing consensus by the Classified Senate.
- f. Report to the executive committee on matters from their section, which are part of the Classified Senate's concern.
- g. Post minutes of Executive Committee meetings.
- h. **Notify** ~~Find an~~ alternate to attend Senate meetings in their absence.
- i. Perform other duties as required by their office.

### Section 7.2. The Section Senator Alternates shall:

- a. Act as a Section Senator in his/her absence.
- b. Perform other duties as required by their office.

# Central Services Classified Senate Bylaws

## Article VI - Meetings

### Section 1. Classified Senate Meetings of the Member Electorate:

- a. ~~General Classified senate meetings of the member electorate shall be held a minimum of twice an academic year~~ **monthly** and shall be scheduled at such times as to encourage maximum attendance by the member electorate.
- b. Official minutes of each ~~Executive Committee and general Classified Senate meeting~~ shall be kept and made available to all classified staff **via the Central Services Classified Senate website.**
- c. ~~The President of the Senate shall notify the member electorate at least five working days before any general meeting. Notice of the meetings with agenda times shall be disseminated in the mailroom, Central Services bulletin boards, and via voice mail~~ **posted on the Central Services Classified Senate website and on the Plant Services bulletin board.**
- d. ~~General meetings of the Classified Senate shall be called in any one of the following ways:~~
  1. ~~The President of the Classified Senate may convene a general meeting with at least five (5) working days notice or~~
  2. ~~A vote at a meeting of the Classified Senate.~~
- e. Are open to the **all** members electorate, and any member of the member electorate may speak; however they **only officers and senators** may not vote. (Note: moved from Section 2.)
- f. Are open to outside speakers at the invitation of the Classified Senate. (Note: moved from Section 2.)
- g. Any motion relevant to an agenda item may be carried by a simple majority vote of the quorum to carry.
- h. A substantive motion proposed at a general meeting shall be presented to the Classified Senate as **an electronic a written ballot that shall remain open for voting no less than for a minimum of five (5) working days after the general meeting,** and shall require a simple majority of an election quorum to carry.

### Section 2. Classified Senate Meetings:

- a. ~~Meet a minimum of once per month.~~
- b. ~~Shall be publicly announced with a posted agenda.~~
- c. ~~Will be determined at the first meeting of the newly elected Classified Senate for time and location.~~
- d. ~~Are open to the member electorate, and any member of the member electorate may speak; however they may not vote.~~
- e. ~~Are open to outside speakers at the invitation of the Classified Senate.~~
- f. ~~Official minutes of each Classified Senate and general Classified Senate meeting shall be kept and distributed to:~~
  1. ~~The President and Chapter Chair(s) of the classified collective bargaining units~~
  2. ~~Chancellor of the District~~
  3. ~~All classified staff via the Section Senators and~~
  4. ~~Posted in the mailroom and Classified Senate listserv. Minutes will be posted within five (5) working days after being approved by the Senate. Agenda will be posted at least one (1) working day prior to regular Classified Senate meetings and at least five (5) working days prior to a general meeting, when possible to do so.~~

## Central Services Classified Senate Bylaws

### Section 3. Executive Committee Meetings:

- a. ~~The Executive Committee shall meet a minimum of once a month.~~
- b. ~~Special meetings may be held as needed. Announcements of Executive Committee meetings shall be publicly posted.~~

### Section 4. Emergency General Meetings:

~~Emergency meetings of the Classified Senate may be called with two (2) hours notice by:~~

- a. ~~The President of the Classified Senate, with the approval of a simple majority of the Classified Senate.~~
- b. ~~A two-thirds (2/3) majority of the Classified Senate by~~
  - 1. ~~Petition to the President of the Classified Senate, or~~
  - 2. ~~Vote at a meeting of the Classified Senate.~~
- c. ~~Twenty five percent (25%) vote of the total membership of the Classified Staff by signed petition to the President of the Classified Senate.~~
- d. ~~A simple majority of the quorum shall be required to carry a procedural motion, and a two-thirds (2/3) majority of the quorum shall be required to carry a substantive motion at an emergency meeting of the Classified Senate.~~

### Section 5 2. Quorums:

- a. For regular Classified Senate meetings a quorum shall consist of a simple majority of voting members.
- b. ~~For a general meeting a quorum shall consist of at least thirty three percent (33%) of the permanent classified staff.~~
- c. Voting by **electronic** written ballot shall require a simple majority of those voting to carry the issue.

## Article VII - Elections

### Section 1. Election Time:

During Spring Quarter of each academic year~~By April 30 of each year~~, a general election of officers and senators in sections 2~~2~~ where a senate term has expired or a vacancy exists, will be held at the direction of the President.

### Section 2. Election of Officers and Senators:

- a. Election of the Classified Senate officers shall be by simple majority of the votes cast.
- b. If no candidate receives a simple majority of the votes cast, a special election shall be held to decide between the two (2) candidates receiving the highest number of votes for that office. ~~(Special Elections shall be completed by May 31 following the general election).~~
- c. Announcement of the election results will be made within two (2) working days following an election.

### Section 3. Election of Section Senators:



## Central Services Classified Senate Bylaws

~~a. The members of the classified staff duly elect section senators from each of the current identified sections.~~

### Article VIII - Classified Senate Standing Committees

Standing Committees of the Classified Senate are established to actively promote professionalism within the classified staff.

The makeup of the Standing Committees of the Classified Senate may be structured by mutual agreement in a manner best suited to the performance and function of the committee members.

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~~Standing Committee Chair(s) shall serve annual terms of office from July 1 through June 30 and may not serve more than three (3) consecutive terms in the same office.~~

#### Section 1. The Staff Development Committee:

~~This Committee shall be a standing committee of the Classified Senate to:~~

- ~~a. Obtain and allocate funds.~~
- ~~b. Conduct programs for staff development within guidelines established by the Classified Senate.~~
- ~~c. Appoint members of the committee as necessary with staggered one-year terms and with approval from the majority of the Classified Senate.~~

#### Section 2. The Staff Development Chair(s) Shall:

- ~~a. Be Chairperson for a standing committee of the Classified Senate to represent the Classified Senate on the campus wide Staff Development Committee and monitor the funding from the campus wide Staff Development Committee.~~
- ~~b. Conduct programs for staff development within guidelines established by the Classified Senate.~~
- ~~c. Appoint members of the committee as necessary with staggered one-year terms and with approval from the majority of the Executive Committee.~~
- ~~d. File with the President of the Classified Senate a schedule of committee meetings.~~
- ~~e. Report its activities to the President Elect after each of its meetings.~~
- ~~f. Prepare recommendations relating to its functions for review and approval by the Executive Council.~~
- ~~g. Perform other duties as determined by the Executive Committee.~~
- ~~h. Prepare a summary of committee activities for distribution to the Executive Committee at the end of each academic year.~~

#### Section 13. The Employee of the Month Recognition Committee shall:

- a. Solicit and receive nominations of the outstanding classified employees to be recognized, ~~chosen as Classified Employees of the Month.~~ Nominations shall be in writing as specified on the Classified Senate website (URL>)
- ~~b. Determine from the submitted nominations one employee for each month from July to June.~~
- ~~e.b.~~ Publicize the chosen employee and plan a recognition reception.

## Central Services Classified Senate Bylaws

~~d.c.~~ The Chair of the Recognition Committee shall Appoint appoint members as necessary ~~by the Classified Employee of the Month Chair(s)~~ with staggered terms and with approval from the majority of the Classified Senate.

Section 24. The ~~Employee of the Month~~ Recognition Committee Chair(s) shall:

- a. Be Chairperson for a standing committee of the Classified Senate to solicit and receive nominations of the outstanding classified employees to be ~~chosen as Classified Employees of the Month~~ recognized.
- ~~b. Determine from the submitted nominations one employee for each month from July to June.~~
- ~~e.b.~~ Publicize with the committee the chosen employee and plan a recognition reception.
- ~~d.c.~~ Appoint members as necessary with staggered terms and with approval from the majority of the Executive Council.
- ~~e.~~ File with the President of the Classified Senate a schedule of committee meetings.
- ~~f.d.~~ Report results of selection for Employee ~~of the Month~~ nominee chosen at the next Classified Senate Meeting.
- ~~g. Prepare recommendations relating to its functions for review and approval by the Executive Committee.~~
- ~~h. Perform other duties as determined by the Executive Committee.~~
- ~~i. Prepare a summary of committee activities for distribution to the Executive Committee at the end of each academic year.~~

Section 35. Nominating Committee:

This special committee shall be appointed by the President-Elect from the members of the Classified Senate to receive and solicit names of candidates wishing to run for an open position on the Classified Senate. Nominations shall be confirmed by the nominee.

Section 6. By-Laws Review Committee:

This special committee shall be chaired by the President with other committee members being appointed by the President-Elect from the members of the Classified Senate to review by-laws on an annual basis. The committee shall bring any corrections or updates to the senate to be brought forth for a vote of approval from the Senate and ratification by a simple majority of the quorum at the next general meeting following the proposal.

Section 7. Ad Hoc Committees:

The Classified Senate shall establish both standing and Ad Hoc committees to assist in the development and implementation of policies and procedures to classified staff and the operational and educational matters of the college.

Ad Hoc committees may be established by the President of the Classified Senate, upon the advice and consent of the Classified Senate. Such committees shall be formed for the special purpose and shall be of short duration.

Article VIII - Parliamentary Authority

## **Central Services Classified Senate Bylaws**

The consensus method of decision making shall be used to elicit open communication and channel energies into working collaboratively together. This method will be used to formulate solutions or recommendations, which do not compromise any strong conviction or need.

In the event consensus is not applicable to the situation, or cannot be reached, than the President-Elect will serve as the parliamentarian or the Senate may elect to use other rules for voting which are not inconsistent with these bylaws.

### **Article IX - Adoption**

This Constitution shall take effect upon the approval by simple majority of the quorum of the Central Services electorate.

### **Article X – Amendments**

Additions to and/or changes in the Bylaws may be effected by a simple majority vote of the Classified Senate and ratification by a simple majority of the quorum at the next general meeting following the proposal.