



Chancellor's Advisory Council

Meeting Agenda – May 26, 2023, 9:00-10:30 a.m.

District Office Building (D700), Board Conference Room 101

Zoom: <https://fhda->

[edu.zoom.us/j/83559840180?pwd=b2JYYmRzRjluczJaMTZvTWU1VGsrUT09](https://fhda-edu.zoom.us/j/83559840180?pwd=b2JYYmRzRjluczJaMTZvTWU1VGsrUT09)

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	I – Allow council members and guests to identify each other by name and constituent group represented and/or role at the colleges/district.	Judy Miner
2. Approval of April 28, 2023 meeting summary	A – Provide accurate record of previous meetings.	Judy Miner
3. Please review the drafts of the following Board Policies and Administrative Procedures: <ul style="list-style-type: none"> Review New Draft BP 6450 Wireless or Cellular Telephone Use (First Reading) Review New Draft AP 6450 Wireless or Cellular Telephone Use (First Reading) Review Revised BP 3250 (to be revised to BP 3720 "Computer and Network Use") (Second Reading) Review Revised AP 3250 (to be revised to AP 3720 "Computer and Network Use") (Second Reading) Review Revised Draft BP 5030 Fees (Second Reading) Review Revised Draft AP 5030 Fees (Second Reading) 	<p>I – Review of policy and procedures approved by the Chancellor's Cabinet for dissemination to constituents. (Note: Pursuant to administrative procedure 2410, administrative procedures that do not involve academic and professional matters are effective upon approval of the Chancellor's Advisory Council. Board policies are not effective until approved by the Board of Trustees.)</p> <p>D/A – Hear any feedback from constituency groups and approve. (Note: Pursuant to administrative procedure 2410, administrative procedures that do not involve academic and professional matters are effective upon approval of the Chancellor's Advisory Council. Board policies are not effective until approved by the Board of Trustees.)</p>	Judy Miner
4. Enrollment management (standing item)	I/D – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Kris Whalen Lloyd Holmes
5. Accreditation items – Review the strategic plan document <ul style="list-style-type: none"> District Strategic Plan 2024-2031 (First Reading) 	I/D – David Ulate will share the draft District Strategic Plan 2024-2031 with the Chancellor's Advisory Council during the meeting.	David Ulate
6. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> Affordable Housing Task Force District Budget Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/B-district-budget-advisory-committee.html Energy and Sustainability Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/E-Energy-and-Sustainability-Advisory-Committee.html Police Chief's Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/G-Police-Chiefs-Advisory-Committee.html Human Resources Advisory Committee/District Diversity and Equity Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/F-hrac.html 	I – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All

<ul style="list-style-type: none"> Educational Technology Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/D-Educational-Technology-Advisory-Committee.html 		
7. Dates to remember/other information and updates	I – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A – Action

2022-23 Chancellor's Advisory Council meeting dates:

June 16, 2023 – (In Person)

Agenda Items for next meeting / June 16, 2023:

- Review New Draft BP 6450 Wireless or Cellular Telephone Use (Second Reading)
- Review New Draft AP 6450 Wireless or Cellular Telephone Use (Second Reading)

Topic: Chancellor's Advisory Council / 05/26/2023

Time: May 26, 2023 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/83559840180?pwd=b2JYYmRzRjluczJaMTZvTWU1VGsrUT09>

Meeting ID: 835 5984 0180

Passcode: 019276

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+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

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CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
April 28, 2023

Present: Rick Andrews, Cheryl Balm, Susan Cheu, John Fox, Jory Hadsell, Amy Huang, Kurt Hueg, Kathryn Maurer, Kevin Metcalf, Judy Miner, Scott Olsen, Adiel Velasquez, Voltaire Villanueva, Kristina Whalen

Guests: Christina Espinosa-Pieb, Anu Khanna, Paula Norsell, Eric Reed, David Ulate

1. Welcome and introductions

Chancellor Miner welcomed council members and guests.

2. Approval of March 17, 2023 meeting summary

Carla Maitland will bring the past three draft meeting summaries (12/2/2022 and 1/13/2023, and 3/17/2023) to the Chancellor's Advisory Council on June 16, 2023.

3. Please review the drafts of the following Administrative Procedures

Chancellor Miner noted that there were two board policies and administrative procedures that were brought for a first reading to the Chancellor's Advisory Committee. Jory Hadsell introduced the revisions to Revised BP 3250 (to be revised to BP 3720 "Computer and Network Use") and the Revised AP 3250 (to be revised to AP 3720 "Computer and Network Use").

Scott Olsen suggested that a reference to the collective bargaining agreements be added. Kevin Metcalf asked if that would include students.

Jory Hadsell further clarified for Chancellor's Advisory Council that the reference about punitive remedies was recommended by the Community College League of California (CCLC) templates as legally required language.

Chancellor Miner expressed thanks to Ram Subramaniam for bringing recommended revisions to BP 5030 Fees and AP 5030 Fees as they directly affected students that were enrolled in our Veterinary Assisting Career Certificate program instructed by our talented Shaelyn St Onge-Cole who teaches at Elmwood Correctional Facility in Milpitas.

BP 3720/AP3720 Computer and Network Use and BP 5030/AP 5030 Fees will come back to the May 26, 2023, Chancellor's Advisory Council meeting for a second reading. Review New Draft AP 3200 Accreditation (Second Reading)

Chancellor Miner noted that there were four new administrative procedures and one revised administrative procedure that have been brought back to Chancellor's Advisory Council for a second reading.

The Chancellor's Advisory Council unanimously agreed to the proposed edits to the new Draft of AP 3250 Institutional Planning; the new Draft of AP 4025 Philosophy and Criteria for Bachelor Degree, Associate Degree and General Education; the new Draft of AP 4102 Career and Technical Education Programs; and the revised Draft of AP 7400 Travel.

Susan Cheu thanked Raquel Puentes-Griffith and her team for performing the research and making the modifications to AP 7400 Travel. Susan Cheu also thanked Scott Olsen for inquiring about an update to this particular administrative procedure as it related to per diem rates.

The language updates have been made to the five administrative procedures identified above in BoardDocs.

4. Accreditation items – Review the strategic plan documents

David Ulate presented the incorporated feedback from the October 28, 2022, meeting and presented the Delineation of Functions Map, the Planning Cycle graphic Update, and the Participatory Governance Org Chart Update to the Chancellor's Advisory Council for a second reading.

Consensus was reached for the three documents with one minor edit to the Participatory Governance Org Chart related to the naming convention of the Foothill College's council titled: "Mission Informed Planning Council" with the acronym MIP-C.

5. Biennial request for input into Board's performance in connection with self-evaluation (survey to be sent to Chancellor's Advisory Council members the first week in May)

An announcement of the link to the survey to the Chancellor's Advisory Council members concerning a request for their input into the Board's performance in connection with self-evaluation will be sent out.

6. 2023 District Opening Day Planning

Anu Khanna gave a brief presentation to the Chancellor's Advisory Council related to the planning for the 2023 District Opening Day. She requested ideas for themes as well.

7. **Enrollment management**

No discussion occurred on this item.

8. **Bay Area Council Economic Institute**

Chancellor Miner shared the Bay Area Council Economic Institute is tracking the San Francisco Bay Area's recovery from the Pandemic.

9. **District Governance Committee/Constituent Group Reports**

Affordable Housing Task Force <https://www.fhda.edu/about-us/participatorygovernance/affordablehousingtaskforce.html>

Eric Reed gave a verbal update to the Chancellor's Advisory Council related to a survey from students regarding housing. Conversation occurred between both Eric Reed and Chancellor Miner about applying for the SB 169 Housing Grant.

Chancellor Miner expressed that the Feasibility Study results from Brailsford and Dunlavey were needed, before the District could consider applying for the grant opportunity and pursue the SB 169 Housing Grant application.

District Budget Advisory Committee <https://www.fhda.edu/about-us/participatorygovernance/B-district-budget-advisory-committee.html>

Susan Cheu reported that the Governor's May Revise is coming out soon and she should know more about the 2023-24 budget shortly.

10. **Dates to remember/other information and updates**

Chancellor Miner reminded the Chancellor's Advisory Council that there are two more meetings remaining this academic year (05/26/2023 and 06/16/2023).

Chancellor Miner noted that the June 16, 2023, meeting will take place in-person at the District Office Board Room 101, with a luncheon to follow for the Chancellor's Advisory Council.

Meeting adjourned at 10:30 a.m.

RECOMMENDED BOARD POLICY

INTERNAL NOTES – NOT TO BE INCLUDED IN FINAL VERSION

BP 6450 Wireless or Cellular Telephone Use

Community College League of California (CCLC)

References:

Vehicle Code Sections 12810.3, 23123, and 23124;
26 U.S. Code Sections 274(d)(4) and 280F(d)(4)

NOTE: This policy is [legally advised](#).

Wireless or Cellular Telephone Use

BP 6450

References:

Vehicle Code Sections 12810.3, 23123, and 23124;
26 U.S. Code Sections 274(d)(4) and 280F(d)(4)

The Chancellor shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense to eligible District employees.

The Chancellor shall establish procedures for the use of District-issued cellular phones and/or authorizing stipends for personal handheld communication devices used for identified District purposes.

A stipend amount is considered a reasonable cost of reimbursement and employee stipends are generally not considered compensation. The decision to issue a cellular phone or stipend is at the sole discretion of the District.

There shall be no expectation of privacy in the use of a District-issued cellular telephone. Employees using personal handheld communication devices for District purposes acknowledge through such action the devices may contain public records requiring the employee to search and provide copies of such records to the District in compliance with the California Public Records Act and/or other legal requirements.

Motor vehicle drivers may not use wireless or cellular telephones while operating any vehicles without a hands-free listening device and shall comply with all requirements of State law regarding the use of wireless or cellular telephones in vehicles.

See Administrative Procedures 6450

Approved XX/XX/23

RECOMMENDED ADMINISTRATIVE PROCEDURE

INTERNAL NOTES – NOT TO BE INCLUDED IN FINAL VERSION

AP 6450 Wireless or Cellular Telephone Use

Community College League of California (CCLC)

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

26 U.S. Code Sections 274(d)(4) and 280F(d)(4)

NOTE: This procedure is [legally advised](#).

Wireless or Cellular Telephone Use

AP 6450

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

26 U.S. Code Sections 274(d)(4) and 280F(d)(4)

This administrative procedure implements Board Policy 6450.

Based on job duties and established eligibility criteria, certain positions may require the use of a District-issued cellular phone or be approved to receive a stipend for the use of personal handheld communication devices used for District purposes.

District-Issued Cellular Phones

District-issued cellular phones are provided for the sole purpose of conducting District business. District employees receiving a District-issued cellular phone agree to carry the cellular phone, ensure the cellular phone is in operating condition, and the employee agrees to be accessible as required by their position and collective bargaining agreements. District-issued cellular phones are to be used exclusively by the authorized user only. When District-issued cellular phones are no longer needed by an employee or an employee leaves the District, they must be returned to the District no later than the final day of employment.

There shall be no expectation of privacy in the use of a District-issued cellular telephones. The device and data are the property of the District and may contain public records requiring the employee to search and provide copies of such records to the District in compliance with the California Public Records Act and/or other legal requirements.

Cellular Phone Stipends

Cellular phone stipends for the user of a personal device for conducting District business may be authorized based on eligibility criteria and approval by Chancellor's Cabinet. District employees receiving a cellular phone stipend are personally responsible for maintaining their own voice or data plan with a cellular phone service provider. The stipend amount is considered a reasonable cost of reimbursement

for business use of a personal device and voice or data plan. As such, the employee may use the account for both personal and business purposes. Employee stipends are generally not considered compensation and are at the sole discretion of the District. No additional charges for monthly cell phone fees or equipment purchases will be paid beyond the stipend amount.

Employees receiving the cellular phone stipend agree to provide the District with their cellular phone number. Retroactive reimbursement is not available for any time period prior to cellular phone stipend approval. When an employee leaves the District, the stipend shall be cancelled immediately following their final day of employment.

Employee acknowledges that receiving this stipend confirms use of their personal device for business purposes and by doing so, it may contain public records requiring the employee to search and provide copies of such records to the District in compliance with the California Public Records Act and/or other legal requirements.

Security

Portable devices such as cellular phones are at a high risk of loss and unauthorized access. The District seeks to protect employee and student information by minimizing the risk of unauthorized access to confidential information. If an authorized employee accesses information via the District Network via their cellular phone or other handheld communication device, the employee must maintain a password or pin to access the information on the device and adhere to required security measures in accordance with Administrative Procedure 3720.

Machinery or Motor Vehicles

Employees may not use wireless or cellular telephones while operating any vehicles or machinery without a hands-free listening device and shall comply with all requirements of State law regarding the use of wireless or cellular telephones in vehicles. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes.

See Administrative Procedure 6450

Approved XX/XX/23

RECOMMENDED EDITS

Computer and Network Use: ~~Rights and Responsibilities~~

BP 3250 3720

The Foothill - De Anza Community College District ("District") owns, leases, and/or operates a variety of computer and communication systems, including but not limited to, voicemail, electronic mail (e-mail), telephone, cloud-based applications, and access to the Internet, which are provided for the use of District faculty, administrators, staff, and students in support of the programs of the Colleges and District. Hereinafter, this system and all its component parts shall be referred to as the "District Network." This network establishes a communications platform that often substitutes for in-person meetings regarding District business.

Employees, students, or other individuals who use District computers and networks, including the information they contain and related resources, have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines for the appropriate use of the District Network, computing equipment, and information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

~~The Computer and Network Use: Rights and Responsibilities Policy ("the Policy") applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Policy covers use of computer equipment and communication systems at any District facility in computer labs, classrooms, offices, libraries and the use of the District servers and networks from any location. If any provision of this policy is found to be legally invalid it shall not affect other provisions of the policy as long as they can be effective without the invalid provision.~~

Ownership Rights

~~The Policy is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, and all hardware and software components within it, is the sole property of the District which sets the terms and conditions of its use consistent with the law. Except as provided in Board Policy or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network.~~

Privacy Interests

~~The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, participatory governance and academic freedom as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate. In the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually no online activities or services that guarantee an absolute right of privacy, and therefore the District Network is not to be relied upon as confidential or private. Nonetheless,~~

the District seeks to afford email communications privacy protections comparable to those it traditionally affords paper mail and telephone communications.

District Rights

~~System administrators may access user files or suspend services they manage without notice: 1) to protect the integrity of computer systems; 2) under time-dependent, critical operational circumstances; 3) as required by and consistent with the law; or 4) when it is reasonable to believe that violations of law or District policy or procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on suspicion that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board policy. Such data or information may also be used as grounds for appropriate personnel action.~~

User Rights

~~While the District monitors electronic usage as part of its normal network operating procedures, the District does not routinely inspect or monitor users' computer hardware or files, email, and/or telephone message system, nor disclose information created or stored in such media without the user's consent. The District shall attempt to notify users before accessing computer hardware and files or prior to suspending service. In the event that the District acts without user consent, under its District Rights specified above, the District shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the District accesses files without user consent, it shall notify the user as soon as possible of its access and provide the reason for its action.~~

User Responsibilities

~~The Board 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 rights of other users, respect the integrity of the systems and related physical resources and observe all relevant law, regulations and contractual obligations.~~

~~For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional activities. Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional, and does not interfere with or burden the District's operation.~~

~~"Unauthorized uses" include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use. These types of prohibited uses and purposes are further defined in Administrative Procedure 3250.~~

~~All users of the District Network must read, understand, and comply with this Policy as well as Administrative Procedures 3250, and any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a District policy or procedure. By using any part of the District Network, users agree that they will comply with this Policy.~~

Copies of this Policy can be found in the policies section of the College Catalogues, Schedule of Classes, Student Handbooks, Faculty Handbooks, New Classified Employee Handbook, and the Handbook for New Administrators. Copies of this Policy are also available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill), and on the District's Web site at <http://www.fhda.edu>.

Enforcement of the Policy

The Board directs the Chancellor or designee to enforce all existing federal and state laws and District and college policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this Policy will be dealt with in the same manner as violations of other District policies or standards of behavior and may result in disciplinary action, subject to applicable due process requirements.

Users who believe this policy has been misinterpreted or misapplied may file a complaint in accordance with the Complaint Procedures found in Administrative Procedures 3250.

Students who do not observe the requirements of this Policy may be in violation of the Student Code of Conduct and subject to student discipline. **Employees who do not observe the requirements of this Policy may be subject to disciplinary action up to and including termination.**

This Policy and Administrative Procedure 3520 **3720** shall be distributed to all new and existing employees. Nothing in this policy should be construed to interfere with First Amendment rights or with the academic freedom of faculty as outlined in Board Policy 4190.

References:

Education Code Section 70902;

Government Code Section 3543.1 subdivision (b);

Penal Code Section 502;

Cal. Const., Art. 1 Section 1;

17 U.S. Code Sections 101 et seq.

**See Administrative Procedure 3250 3720 Procedures Regarding Misuse of Computer Information
Computer and Network Use**

Approved 11/17/97
Revised 07/07/03, 12/05/05, **XX/XX/23**

RECOMMENDED EDITS

~~Procedures Regarding Misuse of Computer Information~~ Computer and Network Use

~~AP 3250~~ 3720

This administrative procedure implements Board Policy ~~3250~~ 3720.

The Computer and Network Use Policy ("the Policy") applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Procedure covers the use of computer equipment and communication systems at any District facility in computer labs, classrooms, offices, and libraries, and the use of District equipment, servers, systems, and networks from any location. If any provision of this Procedure is found to be legally invalid, it shall not affect other provisions of the Procedure as long as they can be effective without the invalid provision.

Ownership Rights

The Procedure is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, and all hardware and software components within it, is the sole property of the District which sets the terms and conditions of its use consistent with the law. Except as provided in Board Policies, Administrative Procedures, and collective bargaining agreements pertaining to intellectual property rights, network users have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network.

Privacy Interests

The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, participatory governance, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of the District's business make electronic communication less private than many users anticipate and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are no online activities or services that guarantee an absolute right of privacy, and therefore, the District Network is not to be relied upon as confidential or private. Nonetheless, the District seeks to afford email communications privacy protections comparable to those it traditionally affords paper mail and telephone communications consistent with state and federal laws.

District Rights

System administrators may access user files or suspend services they manage without notice: 1) to protect the integrity of computer systems; 2) under time-dependent, critical operational circumstances; 3) as required by and consistent with the law; or 4) when it is reasonable to believe that violations of law or District policy or Administrative Procedures have occurred. For example, system administrators, following District guidelines, may access or examine individual files or accounts based on suspicion that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board Policy or Administrative Procedure and/or to protect system integrity. Such data or information may also be used as grounds for appropriate disciplinary action.

Access to the District enterprise resource planning ("ERP") system or other District applications or databases containing personally identifiable information ("PII") or protected health information ("PHI"), or any other student or employee information protected by state or federal law, shall be granted upon the successful completion of the Department of Justice ("DOJ") Live Scan fingerprint check.

To ensure an effective response to emergency situations, the District may monitor telephone calls only when an emergency call is made to 911. This emergency call monitoring allows District Police to communicate and coordinate with Police, Fire, and other emergency responders.

User Rights

While the District uses automated processes to monitor electronic usage as part of its normal network operating procedures, the District does not routinely inspect or monitor individual users' computer hardware or files, email, and/or telephone messages, nor disclose information created or stored in such media without the user's consent unless required by law. The District shall attempt to notify users before accessing computer hardware and files or prior to suspending service. If the District acts without user consent, under its District Rights specified above, the District shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the District accesses files without user consent, it shall notify the user as soon as possible of its access and provide the reason for its action.

User Responsibilities

The District 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. Open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, policies, procedures, and contractual obligations.

For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional or other authorized activities.

"Unauthorized uses" include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use.

No Personally Identifiable Information (PII) unrelated to district matters should be stored or transmitted using the District Network. Users are prohibited from receiving, transmitting, or storing student or employee information categorized as PII outside District systems specifically designated for secure storage and transmittal of PII.

Users accessing the District Network are expected to act responsibly and engage in safe computing practices. To protect the integrity of the District Network and the information it contains, all employees are provided with regular cybersecurity training modules and should utilize effective cybersecurity practices.

International Travel

When traveling outside the United States, employees will be restricted from accessing certain sensitive data systems and/or connecting to the District Network via Virtual Private Network (VPN) connections. These limitations are intended for security purposes and the District will make an effort to allow international access to instructional systems to the greatest extent feasible given security, data protection, and risk considerations. Additionally, when engaging in authorized international travel, employees shall ensure District-owned computing hardware and any storage devices containing District data are encrypted per current District standards.

All District Network users must read, understand, and comply with this Administrative Procedure, Board Policy 3720, and any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a District policy or procedure. By using any part of the District Network, users agree that they will comply with this Procedure.

Copies of this Policy can be found in the policies section of the College Catalogs, Schedule of Classes, Student Handbooks, Faculty Handbooks, New Classified Employee Handbook, and the Handbook for New Administrators. Copies of this Policy are also available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill), and on the District's web site at <http://www.fhda.edu>.

Enforcement of the Procedure

The Chancellor or designee will enforce all existing federal and state laws and Board Policies and Administrative Procedures, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Users violating Board Policy 3720 and this Administrative Procedure will be dealt with in the same manner as violations of other Board Policies or Administrative Procedures or standards of behavior.

Users who believe this policy has been misinterpreted or misapplied may file a complaint in accordance with the Complaints procedures found below.

Students who do not observe the requirements of this Procedure may be in violation of the Student Code of Conduct and subject to student discipline. Employees who do not observe the requirements of this Procedure may be subject to disciplinary action up to and including termination. Such violations may also be subject to criminal investigation when warranted.

The District is responsible for making this Procedure readily accessible to all users prior to their use of the District Network. Abuse of computing, networking or information resources contained in or part of the District Network may result in the loss of computing privileges **access to the District Network**. Additionally, abuse can be prosecuted under applicable statutes **laws**. Users may be held accountable for their conduct under any applicable **Board**, District or College policies, **Administrative** Procedures, **state and federal laws**, or collective bargaining agreements. Complaints alleging abuse of the District Network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of behaviors constituting abuse which violate District Board Policy 3250 include, but are not limited to, the following activities:

System Abuse

Examples of behaviors constituting abuse include, but are not limited to, the following:

- **Any activity which is illegal.**
- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer ~~account~~ **or application or system** that one is not authorized to have.
- Using the District Network to gain unauthorized access to any computer **information technology** systems.
- Knowingly performing an act which will interfere with the normal operation of ~~computers, terminals, peripherals or networks~~ **applications, systems, computers, terminals, peripherals, or networks.**
- Knowingly running or installing on any computer system or network **a program intended to take control of the computer(s) systems** or giving to another user a program intended to damage or to place excessive load on a computer system or network. **This includes programs known as computer viruses, Trojan horses, zombie software, and worms.**
- Knowingly ~~or carelessly~~ **or through negligence** allowing someone else to use your account ~~who engages in any misuse in violation of Board Policy 3250 or of this AP3250.~~
- Forging e-mail messages.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources, **such as by engaging in file sharing schemes, participating in e-mail chains, spamming, and/or excessive bandwidth usage.**
- **Intentionally accessing,** downloading, displaying, uploading, or transmitting obscenity or pornography, as legally defined.
- Attempting without District authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal ~~under California Computer Crime Laws.~~
- Personal use, which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the Network.
- Illegal downloading and/or distribution of copyright-protected materials, including music and videos.
- **Using the District Network for online gambling.**
- **Using the District Network for political purposes as set forth in Education Code Section 7054.**

Harassment

- Using the **District Network, including** telephone, e-mail, voicemail, **or other electronic communications,** to harass or threaten others.
- Knowingly downloading, displaying, or transmitting by use of the District Network, communications, pictures, drawings, or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying, or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons ~~when done to harass or for the purposes of harassment~~ **which have the clear purpose of harassment or have been identified as harassment as the result of a formal investigation into the matter.**

- Knowingly downloading, displaying, or transmitting by use of the District Network sexually harassing images or text in a ~~public computer facility, or location that can potentially be in view of other individuals~~ **that do not constitute proper exercise of academic freedom or constitutionally protected free speech or expression within a public computer facility or location that can potentially be in view of other individuals.**
- Posting on ~~electronic bulletin boards~~ **sites or applications** material that violates existing laws or the colleges' Codes of Conduct.
- Using the District Network to publish false or defamatory information about another person.

Commercial Use

- Using the District Network for any commercial activity, **other than incidental or traditional commercial use**, without written authorization from the District. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration. **Examples of "incidental or traditional commercial use" include but are not limited to:**
 - **Electronic communication between an instructor who is an author of a textbook and his/her publisher.**
 - **Electronic communication by a staff member who uses the District Network to communicate regarding a presentation at an educational conference or workshop for which that staff member might receive an honorarium.**
 - **Electronic use of the District Network by a student to seek a part-time or full-time job or career related to the student's field of study, or to assist her/him in applying for such work.**
 - **Electronic communication by a staff member to inform a colleague about their child's candy bar fundraising sale for the child's school.**
 - **Using electronic resources to research and/or purchase supplies, equipment, or other items required for campus, District, or student use.**

Copyright

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on District web sites in violation of copyright laws.
- **Downloading of unlicensed or copyrighted movies or music for other than legally authorized uses or uses authorized by the District.**
- **Illegally downloading copyrighted material or information that would enable the unauthorized utilization of copyrighted material.**

Exceptions

The interaction of a user's personal computing equipment, connected to the District Network, is subject to this Procedure. Contents of a user's personal computing equipment are subject to search by the District only by legal warrant.

There may be times when District employees may be exempted from certain provisions of this Procedure to perform their duties or assignments that are an established part of their job.

Activities by technical staff, as authorized by appropriate District or College officials, to take action for security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of **the District** Network.

Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provided that such usage is ordinarily on an employee's own time; is occasional, ~~and~~ does not interfere with or burden the District's operation, **and is not otherwise contrary to Board Policies or Administrative Procedures**. Likewise, the District will not purposefully surveil or punish reasonable use of the District Network for union business-related communication between employees and their unions.

Complaints by Employees or Students Regarding Enforcement of this Procedure

An ~~user~~ **employee** who asserts that the District or District personnel have violated this ~~policy~~ **Procedure** shall **may alert the Vice Chancellor of Technology or any ETS manager of the incident and may also** file a complaint with ~~his or her immediate supervisor with a copy to~~ the Vice Chancellor of Human Resources **and Equal Opportunity**, and ~~with~~ a copy to the employee's bargaining unit **if applicable**. The ~~supervisor~~ **appropriate manager** shall notify the supervisor of the alleged violator to discuss the complaint. ~~The supervisor of the complainant~~ **District management** shall initiate an investigation if necessary and determine an appropriate remedy/resolution in consultation with the Vice Chancellor of Human Resources **and Equal Opportunity and/or the Vice Chancellor of Technology**. In cases where the supervisor is part of the complaint, the complaint shall be filed with the next level of supervision for investigation and resolution and/or remedy. The complainant shall be informed in writing 1) of the initiation of the investigation, and 2) of its outcome as appropriate, with copies to the Vice Chancellor of Human Resources **and Equal Opportunity** and the employee's bargaining unit **as applicable**. Complainants dissatisfied with the resolution/remedy have full recourse to relevant contractual protections and/or legal action.

A student who asserts that the District, its personnel, or another student has violated this Procedure may alert college or district personnel, who may take appropriate action and shall immediately notify the Vice Chancellor of Technology regarding the specifics of the incident. If the student deems it necessary, they may file a complaint pursuant to the College's student complaint process.

References:

Government Code Section 3543.1 subdivision (b);

Penal Code Section 502;

Cal. Const., Art. 1 Section 1;

15 U.S. Code Sections 6801 et seq.;

17 U.S. Code Sections 101 et seq.;

16 Code of Federal Regulations Parts 314.1 et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45;

See Board Policy ~~3250~~ 3720 Computer Use: Rights and Responsibilities Computer and Network Use

Approved 11/17/97

Reviewed 08/16/99, 07/07/03

Revised 10/28/05, 02/06/09, **XX/XX/23**



Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Fees
Code	BP 5030
Status	Active
Legal	California Code of Regulations, Title 5, Section 58520 California Code of Regulations, Title 5, Sections 59400 et seq. Education Code Section 76060.5 Education Code Section 76142 Education Code Section 76223 Education Code Sections 76300 et seq. Education Code Section 76355 Education Code Section 76361 Education Code Section 76360 Education Code Section 76365 Education Code Section 76370 Education Code Section 76395
Adopted	January 4, 1999
Last Revised	December 4, 2017
Last Reviewed	December 4, 2017

The Board authorizes the fees set forth below:

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Baccalaureate Degree Pilot Program Fees (Title 5, Section 58520)

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

Auditing Fee (Education Code Section 76370)

Persons auditing a course shall be charged a fee of ten dollars (\$10) per unit per quarter. Students enrolled in classes to receive credit for 15 or more quarter credit units shall not be charged an auditing fee to audit five or fewer units per quarter.

Health Fee (Education Code Section 76355)

The District shall charge each student a fee of seventeen dollars (\$17) for health supervision and services.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee for parking services. The Chancellor shall present for board approval fees for parking for students.

Instructional Materials (Education Code Section 76365; Title 5, Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

Student Representation Fee (Education Code Section 76060.5)

As authorized by the colleges, students will be charged a per quarter fee to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. The fee shall be seven dollars and seventy-five cents (\$7.75) for full time students enrolled in 12 or more units, six dollars and seventy-five cents (\$6.75) for part-time students enrolled in 6 to 11.9 units, and five dollars and seventy-five cents (\$5.75) for students enrolled in fewer than 6 units.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of a student's records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. The processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the United States government or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also ensure that those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Students who wish to apply for a Board of Governors Fee Waiver pursuant to Education Code Section 76300 shall be required to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.

Students who are currently incarcerated and enrolling in classes from the Correctional Facility where they are incarcerated are exempt from all Basic Fees.

[See Administrative Procedure 5030 Fees](#)

Adopted 1/4/99
Amended 5/4/15, 12/4/17



Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Fees
Code	AP 5030
Status	Active
Legal	California Code of Regulations, Title 5, Section 51012 California Community College Chancellor's Office (CCCCO) Student Fee Handbook Education Code Section 66025.3 Education Code Section 70902(b)(9) Education Code Section 76300.5
Adopted	May 3, 1982
Last Revised	March 20, 2015

The District only requires students to pay a fee if required or specifically authorized by statute.

Required fees include:

- Enrollment fees as set forth in Education Code, Section 76300 and 76300.5; Title 5, Sections 58500 and 58509
- Nonresident tuition as set forth in Education Code Sections 76140 and 76140.5

Fees authorized by law include:

- Non-District physical education facilities as set forth in Education Code, Section 76395
- Noncredit courses as set forth in Education Code, Section 76385
- Community service courses as set forth in Education Code, Section 78300
- Auditing of courses as set forth in Education Code, Section 76370
- Instructional materials as set forth in Education Code, Sections 73365, 81457, and 81458; Title 5, Sections 59400 and 59408
- Athletic insurance as set forth in Education Code, Section 70902(b)(9)
- Cross-enrollment with the California State University (CSU) or University of California (UC) as set forth in Education Code, Section 66753
- Health as set forth in Education Code, Section 76355
- Parking as set forth in Education Code, Section 76360
- Transportation as set forth in Education Code, Sections 76361 and 82305.6
- Student representation as set forth in Education Code, Section 76060.5; Title 5, Sections 54801 and 54805
- Student Center as set forth in Education Code, Section 76375; Title 5, Section 58510
- Copies of student records as set forth in Education Code, Section 76223
- Dormitory as set forth in Education Code, Section 81670
- Child care as set forth in Education Code, Sections 79121 et seq. and 66060

- Nonresident capital outlay as set forth in Education Code, Section 76141
- Nonresident application processing as set forth in Education Code, Section 76142
- Credit by Examination as set forth in Education Code, Section 76300; Title 5, Section 55050
- Use of facilities financed by revenue bonds as set forth in Education Code, Section 81901(b)(3)
- Refund processing as set forth in Title 5, Section 58508
- Telephone registration as set forth in Education Code, Section 70902(a)
- Physical fitness test as set forth in Education Code, Section 70902(b)(9)
- Instructional tape lease/deposit as set forth in Education Code, Section 70902(b)(9)
- Credit card use as set forth in Education Code, Section 70902(b)(9)
- International student medical insurance as set forth in Education Code, Section 70902(b)(9)
- Baccalaureate degree program fees as set forth in Title 5, Section 58520

Prohibited fees include:

- Late application as set forth in California Community College Chancellor's Office (CCCCO) Student Fee Handbook
- Add/drop as set forth in CCCCCO Student Fee Handbook
- Mandatory student activities except permissive optional fees as set forth in the CCCCCO Student Fee Handbook
- Mandatory student identification cards as set forth in CCCCCO Student Fee Handbook
- Mandatory Student Body Organization as set forth in CCCCCO Student Fee Handbook
- Nonresident application as set forth in CCCCCO Student Fee Handbook
- Field trip as set forth in Title 5 Sections 55450 and 55451
- For dependents of certain victims of September 11, 2001, terrorist attacks as set forth in CCCCCO Student Fee Handbook
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor as set forth in Education Code Section 66025.3
- Required or funded services as set forth in CCCCCO Student Fee Handbook
- Refundable deposits as set forth in CCCCCO Student Fee Handbook
- Distance education (other than the statutorily authorized enrollment fees) as set forth in CCCCCO Student Fee Handbook
- Mandatory mailings as set forth in CCCCCO Student Fee Handbook
- Rental of practice rooms except permissible optional service fee as set forth in CCCCCO Student Fee Handbook
- Apprenticeship courses as set forth in CCCCCO Student Fee Handbook
- Technology except permissible optional fees as set forth in CCCCCO Student Fee Handbook
- Late payment as set forth in Title 5 Sections 58502 and 59410
- Nursing/healing arts student liability insurance as set forth in Title 5 Section 55234
- Cleaning as set forth in CCCCCO Student Fee Handbook
- Breakage as set forth in CCCCCO Student Fee Handbook
- Test proctoring as set forth in CCCCCO Student Fee Handbook

Collection and Refund of Fees

Fees are collected at the time of registration.

Fees that are raised by an act of the Legislature and made effective following registration by a student will be calculated and added to the student's account. The student will be notified of the fee amount.

Fees that are refundable due to changes in law or regulation authorizing and establishing enrollment fees shall be refunded.

Any fee or tuition collected in error or collected for a class that is canceled by the College shall be refunded.

Nonresident tuition shall be refundable, upon application, for classes which are dropped during the first four 4 weeks of the quarter length classes and before the second class meeting for classes of more than one week but less than a quarter in length.

Students who have had a change in their residency, and were initially charged out of state fees in error, may request a refund within the academic year (prior to June 30) of the documented residency change. Nonresident fees are not reversible or refundable past the single academic year period.

The enrollment fee, health fee, student body fee and campus center fee are refundable, upon application, if all classes are officially dropped during the first two weeks of the class.

The parking fee is non-refundable except when collected in error or when the fee has been paid for attending a class that is canceled.

Students who are currently incarcerated and enrolling in classes from the Correctional Facility where they are incarcerated are exempt from all Basic Fees.

Students will be notified of the availability of exemptions from certain mandatory and authorized fees.

[*See Board Policy 4070 Auditing and Auditing Fees*](#)

[*See Board Policy 5020 Nonresident Tuition*](#)

[*See Administrative Procedure 5020 Nonresident Tuition*](#)

[*See Board Policy 5030 Fees*](#)

[*See Administrative Procedure 5031 Instructional Materials Fees*](#)

[*See Administrative Procedure 4235 \(Note: currently AP 6030\) Credit by Examination*](#)

Approved 5/3/82

Reviewed 1/4/99

Revised by Chancellor's Staff 8/11/08

Revised 3/20/15

DISTRICT STRATEGIC PLAN

2024 - 2031

Introduction

The purpose of the Foothill-De Anza Community College District Strategic Plan is to develop district-based strategies that work to support the mission of the District. To accomplish this, the plan identifies five district strategic priorities and the goals that support those priorities. Annually, each area in Central Services will identify and track the progress of specific initiatives aimed at helping the district meet one or more of these articulated goals. Documentation for those initiatives and the tracking of their progress can be found in the Administrative Unit Review forms found on the Institutional Research and Planning departments Strategic Planning Documents website (<https://research.fhda.edu/planning.html>).

FHDA Mission Statement

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

(Mission) Student Success	(Mission) Educational Excellence	(Provide access to) programs and services
(Develop) educated and socially responsible community	(Support) equitable and just future	(Contributes to) dynamic instructional and learning environment
(Foster) student engagement	(Foster) equal opportunity	(Foster) innovation
(Meeting) educational and career goals	(Driven by) equity	(Value) integrity, inclusion, students' well-being, sustainability

Strategic Priority #1: Educational Achievement

Key mission statement terms:

(Mission) Student Success	(Mission) Educational Excellence	(Develop) educated and socially responsible community
(Contributes to) dynamic instructional and learning environment	(Foster) student engagement	(Foster) equal opportunity
(Foster) innovation	(Meeting) educational and career goals	(Driven by) equity

Student success and educational excellence is the primary focus of the Foothill-De Anza Community College District. These elements of the mission are viewed through an equity lens to ensure the district continues to strive for excellence for all. It is important for students to be engaged in their educational experience and meet their educational goals, resulting in a broadly educated and socially responsible community.

Goals:

- I. Reducing barriers in the application to enrollment that addresses the needs of all students.
 - a. Create a shared district application
 - b. Eliminate modality as a barrier to enrollment
- II. Increase student achievement in key academic outcome areas (retention, success, completion, transfer, basic skill, and persistence).
 - a. Reduce disparities among various student groups.
 - b. Eliminate modality as a barrier to achievement.
- III. Ensure curriculum and pedagogy meet the diverse needs of our students.
 - a. Equity focused, multicultural, multi-ethnic
 - b. Community-centered

Strategic Priority #2: Learning & Support Services

Key mission statement terms:

(Mission) Student Success	(Provide access to) programs and services	(Contributes to) dynamic learning environment
(Foster) equal opportunity	(Foster) innovation	(Meeting) educational and career goals
(Driven by) equity	(Value) integrity, inclusion, students' well-being, sustainability	

The learning and support services provided by the District greatly impact the ability of our community to achieve the mission of student success and educational excellence. To create a dynamic learning environment that is accessible and inclusive to all our diverse students, we need to be innovative in how we help students meet their educational and career goals.

Goals:

- I. Provide support services in a variety of formats/modalities to address the needs of a diverse student population.
 - a. From application to enrollment to completion to goal attainment
- II. Meet the basic needs and mental health needs of students
- III. Address issues of staffing to facilitate more proactive learning and support services.

Strategic Priority #3: Community Development

Key mission statement terms:

(Mission) Student Success	(Mission) Educational Excellence	(Provide access to) programs and services
(Develop) educated and socially responsible community	(Foster) student engagement	(Foster) equal opportunity
(Driven by) equity	(Value) integrity, inclusion, students' well-being, sustainability	

Success and excellence for all students is central to the work of Foothill-De Anza Community College District. As part of our equity efforts, it is important for the District to ensure we are accessible to and inclusive of all members of our diverse community, which also includes employees of the district. In order to sustain a dynamic learning environment that is innovative and focused on students, we must continually reach out to our communities and ensure their voices are heard.

Goals:

- I. Increase student voice and sense of belonging
 - a. Leadership opportunities for students
 - b. Create welcoming and sustainable spaces
 - c. Access to student centers (e.g. multicultural, LGBTQ, Dream center)
- II. Increase outreach efforts. In particular to underrepresented communities/nontraditional students.
- III. Develop community partnerships that support student matriculation and achievement.

Strategic Priority #4: Workforce Development

Key mission statement terms:

(Mission) Student Success	(Provide access to) programs and services	(Develop) educated and socially responsible community
(Contributes to) dynamic learning environment	(Foster) equal opportunity	(Foster) innovation
(Meeting) educational and career goals	(Driven by) equity	

Student success and educational excellence can mean many things. For many at the community college, success and excellence come in the form of professional development to advance one's career, earning a Career Technology Education (CTE) certificate or degree, and/or completing an academic pathway that leads to a four-year degree in the professional field of their choice. Consequently, Foothill-De Anza Community College District places a priority in understanding the professional needs of its community as well as support in achieving their professional goals.

Goals:

- I. Support professional development for employees that focuses on, but is not limited to:
 - a. Delivering instruction and services in various modalities
 - b. Instruction that is more race conscious and equity based
- II. Reduce disparities in workforce training and employment rates
 - a. Implement credit for prior learning
 - b. Develop and align career pathways with areas of study
- III. Create a diverse workforce in and outside the district

Strategic Priority #5: Fiscal Responsibilities

Key mission statement terms:

(Mission) Student Success	(Mission) Educational Excellence	(Provide access to) programs and services
(Foster) equal opportunity	(Foster) innovation	(Meeting) educational and career goals
(Driven by) equity	(Value) integrity, inclusion, students' well-being, sustainability	

A fundamental need for students to be successful and excel in their education is for the experience to be cost effective. Foothill-De Anza Community College District makes it a priority to address the financial needs of its students and continues to improve students' access to financial resources that support their educational goals. In addition, the district works to create a fiscal environment within the district structured to meet the needs of its diverse community.

Goals:

- I. Increase financial aid literacy and support for students
 - a. Improve access to financial aid resources
 - b. Reduce/eliminate incidental costs for students
- II. Develop funding models that institutionalize equity and help reduce disparities in student achievement.
 - a. Establish accountability and assessment measures