Foothill College
Classified Handbook
2006 - 2007
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Lori Thomas

Foothill College
Classified Handbook
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Chapter 1: Introduction

Welcome to the Foothill-De Anza Community College District! We’re glad that you’ve joined our team. We take great pride in our district and hope you will enjoy your work here. To help with the orientation process, we’ve developed this Classified Employees Handbook as a reference guide for you. We encourage you to read it and to keep it for easy reference. We hope it will help you navigate through the jargon and acronyms unique to the community college system and us. Again, welcome. We look forward to working with you!

History

Founded on Jan. 15, 1957, the Foothill-De Anza (FHDA) Community College District is one of the largest community college districts in the United States and has distinguished itself as a leader among California’s 109 community colleges. The district serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Sunnyvale, and portions of Santa Clara and San Jose.

The district is composed of two colleges—Foothill College in Los Altos Hills and De Anza College in Cupertino. The district currently serves more than 45,000 students and employs more than 2,000 full- and part-time faculty and staff. The president of Foothill College is Bernadine Chuck Fong, Ph.D. The president of De Anza College is Brian Murphy, Ph.D. The district chancellor is Martha Kanter, Ed.D.

In addition to the two colleges, the district includes the Central Services operation located in the District Office on the Foothill College campus. Central Services consists of the following departments:

♦ Chancellor’s Office
♦ Accounting Services
♦ Business Services
♦ Educational Technology Services (ETS)
♦ Foothill-De Anza Foundation
♦ Human Resources & Affirmative Action
♦ Payroll Services
♦ Plant Services
♦ Purchasing Services
♦ Risk Management

Foothill College Vision, Values, Purpose & Mission

Our Vision

Students who attend our college achieve their goals because relevant instruction occurs in an engaging, stimulating, inclusive manner, and appropriate support services are provided. Students feel accepted as part of the Foothill family and realize they made the right choice in choosing Foothill to further their education and personal development.

Our Values, Purpose & Mission

At Foothill, our vision is built on the following core values, purpose, and mission:

♦ Our core values are honesty, integrity, trust, openness, and forgiveness.
♦ Our purpose is to provide educational opportunity for all with innovation and distinction.
Our mission is to promote student learning through lower-division academic instruction, career preparation, and continuous workforce improvement to advance California's economic growth and global competitiveness.

Foothill College provides educational opportunity for all who can benefit from the instruction and support services offered. Foothill College is a multicultural institution committed to meeting the evolving educational, economic and cultural needs of an increasingly technology-based global community. Foothill fulfills its mission by offering academic courses, programs and services unique to the Silicon Valley.

Classes and programs are scheduled to maximize student accessibility in a variety of settings and modes. Foothill provides the necessary support services to help students with diverse needs and learning styles succeed in reaching their educational goals.

A reputation for excellence
With many higher education options available, what makes Foothill stand out as a top choice for students in the Bay Area? Foothill's reputation for excellence has been earned by its success in preparing students to transfer, preparing them to enter a variety of top careers and offering professional training and lifelong learning opportunities to its community.

Quality Sets Us Apart
Students choose Foothill because of the outstanding opportunities available to them, the dynamic faculty and staff and the many support services designed to help them succeed. Foothill's uniqueness is exemplified by the college's award winning architecture and its picturesque hillside location.

Foothill has set a high standard in community college education by defining excellence in terms of quality, integrity and the success of its students. Today, Foothill continues that tradition of excellence by offering students a high quality general education curriculum, high-demand career programs, support services and state-of-the-art facilities. Foothill career program graduates score in the top 90th percentile on nationwide skill examinations and students who gain our associates degrees increase their earning power by 40 percent just three years after graduation. Foothill students transfer to UC campuses like Berkeley and UCLA, to CSU campuses such as San Jose State, San Francisco State and San Louis Obispo and to a variety of private universities, including Stanford, Santa Clara, USC, Cornell, University of San Francisco, and many others.

Foothill's success is measured by the following quality indicators:
1. Access: Educational Opportunity for All
2. Student Success: Completion of Student Goals
3. Pedagogy, Scholarship & Support of Learning
4. Climate for Learning
5. Fiscal & Enrollment Stability
6. Reputation: Innovation & Distinctiveness

Innovation in Academic Programs
Foothill strives for distinction and innovation through its leadership in academic programs. Foothill was the first California community college to offer instruction via the Internet and now offers more online classes than any other Bay Area community college.
Foothill College offers:

- an Associate in Arts or Associate in Science degree, and certificates
- preparation for transfer to another college, university or postsecondary institution
- career education, training, and services
- basic skills, English as a Second Language (ESL), leadership skills and student development
- student support services to promote student success

Outstanding Facilities to Facilitate Teaching & Learning

With the Passage of Measure E in 1999, a $248-million general obligation bond for facilities renovation and construction in the Foothill-De Anza Community College District, Foothill is poised to meet the needs of the Silicon Valley far into the future. Our campus is undergoing a comprehensive renovation to update and preserve its original facilities and create new buildings to serve the needs of coming generations.
# Facts About Foothill

<table>
<thead>
<tr>
<th><strong>Date founded</strong></th>
<th>January 15, 1957</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First classes held</strong></td>
<td>September 15, 1958</td>
</tr>
<tr>
<td><strong>Architectural style</strong></td>
<td>Distinctive Pacific Style with brick, redwood, concrete piers and hipped-shake roofs. Award-winning campus was built on 122 acres in Los Altos Hills.</td>
</tr>
<tr>
<td><strong>Service areas</strong></td>
<td>Palo Alto, Mountain View, Los Altos, Los Altos Hills, Cupertino, and Sunnyvale.</td>
</tr>
<tr>
<td><strong>Off-Campus sites</strong></td>
<td>Middlefield Campus in Palo Alto (1984)</td>
</tr>
<tr>
<td><strong>Motto and Seal</strong></td>
<td>“Educational Opportunity for All”</td>
</tr>
<tr>
<td><strong>Colors</strong></td>
<td>Red and Black</td>
</tr>
<tr>
<td><strong>Mascot &amp; Athletic team symbol</strong></td>
<td>Footsie the Owl</td>
</tr>
<tr>
<td><strong>Accreditation</strong></td>
<td>Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. Accredited since 1959. The most recent accreditation was October 2005.</td>
</tr>
<tr>
<td><strong>Radio Station</strong></td>
<td>KFJC (89.7 FM)</td>
</tr>
<tr>
<td><strong>Newspaper</strong></td>
<td>The Sentinel, student operated</td>
</tr>
<tr>
<td><strong>District Chancellor</strong></td>
<td>Martha Kanter, Ed. D.</td>
</tr>
</tbody>
</table>
| **District Board of Trustees** | Betsy Bechtel, President  
Hal Plotkin, Vice President  
Laura Casas Frier  
Paul Fong  
Bruce Swenson  
Maryam Noor, De Anza Student Trustee  
Bridget Howe, Foothill Student Trustee |
Chapter 2: General Information

Banking
You can cash a $25 personal check in the Bookstore, Room 3526. There is also an ATM machine available in the Bookstore.

Bus
VTA bus routes #52 and #23 serve Foothill College approximately every 30 minutes. For route, schedule and fare information, call the VTA at (800) 894-9908, voice; (408) 321-2330, TDD; or access http://www.vta.org.

Communication
Foothill faculty, administrators and staff communicate using several vehicles including:

eNotes: Distributed via e-mail, Foothill’s eNotes communicates information to Foothill students, faculty, staff and community members. eNotes is distributed in two blasts—one blast is sent to faculty and staff only; the second blast is sent to all currently enrolled students and community members who opt-in. Generally, eNotes is distributed twice a month. You can subscribe or unsubscribe to this list by accessing www.foothill.edu/subscribe.html.

eNotes is an excellent vehicle for publicizing campus events. To maximize resources, consider submitting a text-only version of your event information in place of or in addition to creating flyers.

Submissions for eNotes, not to exceed 200 words, are due one week prior to publication. For publication dates and to submit information, e-mail ThomasLori@foothill.edu. eNotes is coordinated by the Foothill College Marketing & Communications Office.

Eudora/Email: Eudora® is the software you will use to read email messages on the district network. All staff have email accounts, but they may not be activated. For access to Eudora or to schedule training or phone support, call the ETS Call Center at ext. 8324.

Fax: Fax machines are generally available for use in the division or department office. A fax machine is also located in the Administration Building. The main fax number for the District Office is (650) 941-1638. The main fax number for Foothill College is (650) 949-7375. The De Anza College main fax number is (408) 864-5724. For fax-related questions and inquiries, call Office Services, ext. 7295.

Inter-Office Mail: The district uses inter-office mailing envelopes. To ensure efficient delivery, clearly write the complete name of the person receiving the mail and his/her location. Inter-office mail collected in the morning pick-up is delivered to its destination the same afternoon. Inter-office mail picked up in the afternoon is delivered the following morning.

All outgoing off-campus, inter-office mail must be in the drop box in the Mailroom prior to the times listed for same-day delivery.

<table>
<thead>
<tr>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>De Anza</td>
<td>9:30 a.m.</td>
</tr>
<tr>
<td>District — Central Services</td>
<td>9:30 a.m. &amp; noon</td>
</tr>
<tr>
<td>District — Plant Services</td>
<td>9:30 a.m. &amp; noon</td>
</tr>
<tr>
<td>Middlefield Campus</td>
<td>9:30 a.m.</td>
</tr>
<tr>
<td>NASA-Ames</td>
<td>9:30 a.m.</td>
</tr>
</tbody>
</table>
**Intranet:** The Intranet is an internal Web site accessible through an Internet browser such as Netscape Navigator. The purpose of the Intranet is to provide the campus community with a collegewide communication tool and easy access to directory information, college meeting schedules, agendas and minutes, and up-to-date campus news. The Intranet address for Foothill College is http://www.foothill.edu/intranet. For more information about the Intranet, call ext. 7408.

**Mailboxes:** Mailboxes are provided in the Administration Building for full- and part-time faculty and staff. If you are unable to locate an employee’s mailbox, check with the Office Services staff.

**Meeting Maker:** Meeting Maker® is an electronic group scheduling application that enables you to maintain a personal calendar, keep a prioritized to-do list, and arrange meetings with other Meeting Maker® users on the district network. It is the district’s preferred method of scheduling appointments and meetings. Most classified staff and faculty and all administrators use Meeting Maker®. For access to Meeting Maker or to schedule training or phone support, call the ETS Call Center at ext. 8324.

**Preznet:** This online information site is available on the Web at http://www.preznet.fhda.edu. It includes annual and quarterly reports from the President’s Office, important planning documents and college publications.

**Shared Files:** The Chancellor and Human Resources offices have shared files posted on the campus Intranet system. For more information, call the ETS Call Center at ext. 8324.

**Telephone:** The main telephone number for Foothill College and Central Services/District Office is (650) 949-7777. The main telephone number for De Anza College is (408) 864-5678. The main telephone number for Middlefield is (650) 949-6950. All campus extensions are four digits. When you make calls between the campuses and the district office, call the four-digit extension of the party you are attempting to reach. When making outside calls, press 9 for an outside line and the number of the party you are attempting to reach. If you would like to make a long distance call outside of the local area, you must have a long distance code. Check with your supervisor for the code assigned to your phone. A phone directory of district employees is available. To request a phone directory, call ext. 7295. You can also use the electronic directory available in the Eudora software application. Open Eudora, press y, enter employee’s last name, press return.

**Voice Mail System**

One of the features of the district’s telephone system is the voice mail system. Voicemail allows you to send, receive, forward, and transfer phone messages. You must call the direct access number to enter your voice mailbox in order to listen to messages, record messages, save, delete, forward, or transfer messages, and to change your personal options. The direct access number for Foothill is ext. 7999.

To obtain a phone and voice mailbox, call the ETS Call Center at ext. 8324. Call the ETS Call Center for assistance in getting your phone hooked up, if your phone is not working, or if you have a problem that requires phone or data service.

**U.S. Mail:** Services provided for handling domestic and international mail are comparable to those offered by the U.S. Postal Service; however, postage stamps are not available for purchase through the district. Before preparing bulk mail, contact Office Services at ext. 7295 for instructions. Contact the Mailroom to inquire about special services (i.e., UPS and Federal Express).
Mail pick-up and delivery runs are made twice daily to the District Office, and De Anza and Foothill campus mailrooms. All mail, including stamped personal mail, picked up from the mailroom is processed and delivered to the U.S. Post Office. Employees may not have personal mail delivered to the district.

**All out-going mail must be in the Mailroom by 3 p.m.** Mail received after 3 p.m. will be postmarked and sent the following workday.

**Web Sites:** The Foothill College Web site is http://www.foothill.edu. The site features campus news, registration instructions, online Schedule of Classes, academic calendar, Faculty & Staff Directory and support site. Use the support site to update directory information, create your own Web page or review sample web pages. Access the support site at http://www.foothill.edu/support. Netscape® or Internet Explorer® browsers are used to locate information on the Internet on the district network.

The district Web site is http://www.fhda.edu. Refer to this site for information about Foothill and De Anza colleges; specific information about the various departments and services provided in Central Services; employment opportunities; and Measure E progress reports.

**Emergency Services**

If there is an emergency requiring police, fire or medical response, call the following emergency numbers in this order:

♦ Call 911 and be prepared to give room number.
♦ In non-emergency situations, call District Police & Safety Services at ext. 7313.

Emergency Procedure Flip Charts containing the most pertinent emergency phone numbers are posted in classrooms, division offices and other buildings on campus. If there is no flip chart posted in your area, request a copy by calling ext. 7313.

Security can help you get into your car if you have locked your keys in it, escort you to your car after dark, and assist you with recharging a dead battery.

**Facilities**

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

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

De Anza College
21250 Stevens Creek Boulevard
Cupertino, CA 95014-5793
(408) 864-5678
[http://www.deanza.edu](http://www.deanza.edu)

Foothill College also provides instruction at its Middlefield Campus located at the Cubberley Community Center in Palo Alto:

Foothill College Middlefield Campus
4000 Middlefield Road
Palo Alto, CA 94303-4739
(650) 949-6950
### Foothill College Campus Map, Key & Legend

<table>
<thead>
<tr>
<th>PROGRAM/DIVISION</th>
<th>LOCATION</th>
<th>PROGRAM/DIVISION</th>
<th>LOCATION</th>
<th>Access Information</th>
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<tbody>
<tr>
<td>Academic Senate</td>
<td>1905</td>
<td>Instruction &amp; Technology</td>
<td>3513</td>
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<td>Adaptive Learning Division</td>
<td>5801</td>
<td>Instructional Support Center</td>
<td>3612</td>
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<td>Adaptive Learning Testing Room</td>
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<td>International Programs</td>
<td>5403</td>
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<td>Adaptive P.E.</td>
<td>2509</td>
<td>International Student Admissions</td>
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<td>1927</td>
<td>Intramural Programs</td>
<td>5912</td>
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<td>Appreciation Hall</td>
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<td>Japanese Cultural Center</td>
<td>6010</td>
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<td>Apprenticeship</td>
<td>4065</td>
<td>KFJC-FM Radio Station</td>
<td>6203</td>
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<td>Archives</td>
<td>D100</td>
<td>Krause Center for Innovation</td>
<td>4001</td>
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<td>Articulation</td>
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<td>Language Arts</td>
<td>6209</td>
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<td>Language Arts Lab.</td>
<td>6308</td>
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<td>Athletic Training Center (ATC)</td>
<td>2821</td>
<td>Library</td>
<td>3501</td>
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<td>Audio Visual Technology Center</td>
<td>3509</td>
<td>Marketing &amp; Communications Office</td>
<td>6104</td>
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<td>Band Room</td>
<td>1101</td>
<td>Math Center</td>
<td>S4215 F5900</td>
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<td>Biological &amp; Health Sciences</td>
<td>5211</td>
<td>Math Department</td>
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<td>Bookstore</td>
<td>S2001 F326</td>
<td>Matriculation</td>
<td>1900</td>
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<td>3007</td>
<td>Media Center</td>
<td>3600</td>
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<td>Campus Abroad</td>
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<td>Middle College</td>
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<td>Campus Police &amp; Safety</td>
<td>S2101 F D100</td>
<td>Minority Transfer</td>
<td>1930</td>
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<td>Career Center</td>
<td>1930</td>
<td>Multicultural Development</td>
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<td>Chancellor's Office</td>
<td>D120</td>
<td>Occupational Training Institute (OTI)</td>
<td>S4223 F5618</td>
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<td>Classified Senate</td>
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<td>Observatory</td>
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<td>Community Mainstream</td>
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<td>Older Adult Program &amp; VAMC</td>
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<td>Computer Access Center</td>
<td>S4205 F5900</td>
<td>Ornamental Horticulture</td>
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<td>Computers, Technology &amp; Information Systems</td>
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<td>Outreach &amp; Retention Office</td>
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<td>Cooperative Work Experience Education</td>
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<td>Pass the Torch</td>
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<td>Counseling</td>
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<td>PE/Human Performance &amp; Athletics</td>
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<td>Dental Clinic</td>
<td>5312</td>
<td>Physical Sciences</td>
<td>4118</td>
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<td>Development Office</td>
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<td>Playhouse Theater</td>
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<tr>
<td>Dining Area</td>
<td>3525</td>
<td>Police</td>
<td>S2101 F D100</td>
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<td>Disability Resource Center</td>
<td>5801</td>
<td>President's Office</td>
<td>1904</td>
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<td>Distance Learning</td>
<td>3610</td>
<td>Psychological Counseling &amp; Services</td>
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<td>Economic Development</td>
<td>4057</td>
<td>Quick Copy</td>
<td>4052</td>
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<td>EOPS Tutoring</td>
<td>5999</td>
<td>Robert C. Smithwick Theater</td>
<td>1001</td>
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<td>English Writing Center</td>
<td>3612</td>
<td>Sentinel Newspaper</td>
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<td>ESL Pronunciation Clinic</td>
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<td>Service Learning &amp; Volunteer Center</td>
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<td>Evening College</td>
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<td>Services for Learning Disabled Students</td>
<td>5801</td>
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<td>Extended Opportunity Program/Services</td>
<td>1930</td>
<td>Smart Shop/OwCard</td>
<td>S2209 F 6304</td>
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<td>Facilities Contracts</td>
<td>2713</td>
<td>Social Sciences</td>
<td>3007</td>
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<td>Faculty Association</td>
<td>D140</td>
<td>Student Accounts</td>
<td>S2121 F 6201</td>
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<td>Financial Aid</td>
<td>1930</td>
<td>Student Activities Office</td>
<td>S2211 F 6402</td>
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<td>Fine Arts</td>
<td>1701</td>
<td>Student Affairs</td>
<td>S2110 F 6302</td>
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<td>Football Cafe</td>
<td>3525</td>
<td>Student Government</td>
<td>S2203 F 6201</td>
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<td>Forum</td>
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<td>Student Success Center</td>
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<td>Foundation</td>
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<td>Temporary Village</td>
<td>5901-5999</td>
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<td>Health Services</td>
<td>S2220 F 5941</td>
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<td>Honors Institute</td>
<td>5425</td>
<td>Travel Careers Training Center</td>
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<td>IDEA Lab</td>
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<td>Tutorial Center &amp; Programs</td>
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<td>Instruction &amp; Administrative Services</td>
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<td>Veterinary Technology</td>
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<td>Instruction &amp; Institutional Research</td>
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<td>Wellness Center</td>
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<tr>
<td>Instruction &amp; Student Development</td>
<td>1916</td>
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</tbody>
</table>

To accommodate construction projects, some offices and services will be relocated on campus.

- S = Summer Session location
- F = Fall Quarter location

**Parking**

All vehicles must display a parking permit at all times including weekends. Failing to display a permit will result in a citation. Day-use permits are $2 (eight quarters) at dispensers located in all student parking lots. Quarterly permits can be purchased at the Admissions Office (Room 297).

**Accessible Elevators** are located at Campus Center, Krause Center for Innovation, Library, and Pool Deck.

**Accessible Parking** is located in Lots 1, 2, A, 4, 4-A, 4-B, 3-A, 5-A, stadium, and upper and lower transit stations. You must display the DMV-placard or college-issued Temporary Disability Permit. Call (650) 949-7017.

**Shuttle Service** to all points on campus is available for people with physical disabilities. Call (650) 949-7017 or 7103.

TTY/Deaf Access is available. Call (650) 948-6025.

For more access information, visit the Disability Resource Center (Room 5801); access www.foothill.edu; or call (650) 949-7017, voice; (650) 948-6025, TTY.

**Legend**

- Accessible Bus Stop
- Accessible Parking
- Accessible Ramp

**ATM**

- ATM

**Elevator**

- Emergency Telephone

**Pay Telephone**

- Restroom

Construction Area

For access information, call (650) 949-7017.
Map: Middlefield Campus
**Fitness**
The track, cross-country course, par course, weight room, Wellness Center, swimming pool, tennis courts, Golf Instruction Complex and other facilities of the Human Performance/Physical Education/Athletics Division are open to classified staff for supervised use and instruction through class enrollment or with the consent of an instructor. A Staff locker room is available for your use. You must provide your own lock. For information, call ext. 7222.

Mon - Fri 7 a.m. - 9:00 p.m.
Sat 9 a.m. – 5:00 pm

Foothill Campus Wellness Center:
Mon – Fri 6 a.m. – 7:30 p.m.
Sat 8 a.m. – 11 a.m.

**Forms**
See Appendix B for most *Commonly Used Request Forms* or access www.foothill.edu/staff/forms.html.

**Health Services**
The Health Services Office will help staff keep track of personal weight, blood pressure, and other health-related topics. Referrals are also available. Flu vaccines are available for a nominal fee. TB testing is also available.

Telephone: ext. 7243
Mon - Fri 8:30 a.m. - 4:30 p.m. (closed 1 p.m. – 2 p.m.)
***Wed. closed at 3:30pm***

**Lost & Found**
Submit or claim articles at District Police & Security or Middlefield Campus Administration Office.

<table>
<thead>
<tr>
<th>Main Campus</th>
<th>Middlefield Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: ext. 7313</td>
<td>Telephone: (650) 949-6950</td>
</tr>
<tr>
<td>Mon - Fri 7 a.m. – 11 p.m.</td>
<td>Mon - Thu 8 a.m. – 9 p.m.</td>
</tr>
<tr>
<td>Room: D100</td>
<td>Room: T2</td>
</tr>
</tbody>
</table>

**Middlefield Campus**
Foothill College has offered classes at community sites for more than two decades. Today, approximately 5,000 of our students enroll in classes at the Foothill Middlefield Campus and more than 50 other convenient community locations. The Middlefield Campus, located at the Cubberley Community Center in Palo Alto, is a full-service campus. It offers a computer lab, art lab, gym and weight room, tennis courts, student lounge, food truck, student learning center, financial aid office, auditorium, bookstore, Admissions & Records Office, and general purpose classrooms. The Middlefield Campus is closed Fridays. For more information, call (650) 949-6950.
NASA-Ames Internship Program
The Foothill-De Anza Community College District provides students with the opportunity to gain hands-on experience working in a variety of settings by participating in the NASA-Ames Internship Program at the NASA facility in Mountain View. Foothill offers one-year NASA internships in many majors, including engineering, physical and biological science, computer science, business, social science, accounting, office administration, drafting and flight operations. Interns receive a stipend and work 20 hours per week during the academic year and 40 hours per week during the summer. U.S. citizenship is required for NASA internships. For more information, call (650) 604-5560.

Parking
Signage identifies staff parking lots. Staff may obtain a free parking sticker from Campus Safety. Faculty and staff may park in any lot at Foothill or DeAnza. If you need a courtesy-parking permit for a guest, call Campus Safety at ext. 7313.

Parking Regulations
Parking in staff lots is strictly enforced and your vehicle must display a valid staff parking permit. Failure to display a staff parking permit will result in a parking citation and fine. Each employee is issued up to two permanent permits at no cost. Additional permits can be purchased at the current fee. Staff parking permits are the property of the district and shall not be given or transferred to another person. Unauthorized use of a staff permit may result in confiscation by Campus Safety.

Through reciprocity agreements, your Foothill staff parking permit is valid at other area community colleges, including De Anza, Evergreen, San Jose City, Mission and West Valley. If your permit is lost or stolen, you must replace it at the current fee established by the Board of Trustees. To obtain a parking permit, call Campus Safety at ext. 7313.

The following information is a brief summary of district vehicle operation and parking policies. Detailed information is published in the Foothill College Course Catalog and Schedule of Classes. It is the responsibility of each employee to obey all regulations regarding the operation and parking of their vehicle on campus. The district regulates all district parking facilities, including visitor and pay lots. Campus parking and vehicle regulations are enforced by Campus Safety Services on the Foothill campus.

Traffic & Parking Violations
Traffic violations are enforced under provisions of the California Vehicle Code through municipal traffic courts. Violations may include speeding, seatbelt regulations, improper registration, driving under the influence of drugs or alcohol, reckless driving or vehicle accidents. Parking violations are handled as civil violations and are reviewed by administrative appeal, not through local traffic courts.

Vehicle Assistance
The Campus Safety Office will loan you jumper cables in the event that your car battery dies while parked on campus. To check out jumper cables, visit the office and bring your driver’s license. When you return the cables, your license will be returned to you. For information, call (650) 949-7313.
Emergency phone stations are housed in all college parking lots. Each of the 28 stations is identifiable by a bright blue light. Depressing the station’s red button will put you in immediate contact with college police to report an emergency.

Policies & Procedures
There are numerous policies and procedures for conducting the business of serving students at Foothill College. We recommend that you familiarize yourself with these resources:

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

Health & Safety Policies
Smoke-Free Campus Policy
To provide a safe learning and working environment for Foothill College students and employees, smoking is prohibited in all indoor and outdoor campus locations, with the exception of designated parking lots. Smoking is permitted only in Parking Lots 1, 1G, 2, 3, 4, 5, 5A, 6 and 7. The Foothill-De Anza Community College District Board of Trustees approved the revised no-smoking policy June 20, 2005.

The Foothill College Health Services Office provides a variety of smoking cessation aids. Learn more about these services call (650) 949-7243 or visit the Health Center in Room 5941.

Tuberculosis Examination
The district will enforce the Education Code requirements that faculty, administrators and classified employees shall have on file a valid certificate indicating freedom from active tuberculosis. This certification must be submitted at least once in each four-year period. Free TB testing is available through the Health Services office to meet this requirement.

This policy shall not apply to classified employees hired for any period of time less than a school year whose functions do not require frequent or prolonged contact with students or who are not working in food services or child development centers.

Manuals & Handbooks
Administrators Handbook—contains the policies and procedures mutually agreed to by the board, chancellor, presidents and members of the Administrative Management Association (AMA) that create, define and affect the terms and conditions of employment for administrators in the district.

Board Policy Manual—contains all official district board polices. The manual is available online and can be accessed via the district’s Web site at http://www.fhda.edu. If you need help accessing the manual, call the Chancellor’s Office at ext. 6102.

Collective Bargaining Agreements—The Human Resources Office is responsible for collective bargaining with each of the district’s four bargaining units, including the Faculty Association (FA); Service Employees International Union, Local 715 (SEIU), Teamsters, Local 287; and California School Employees Association, Chapter 96 (CSEA).
**Confidential Employees Handbook**—defines the working conditions, rights and privileges granted to confidential employees in the district.

To request a copy of a handbook call: ext. 6222 or 6219.

**Publication Standards & Use of College Logos**

Foothill's diverse community of faculty, staff and students have a wealth of information to share with both internal and external audiences, and communicates its messages through both traditional and electronic media. So that our public can easily identify official college communications, we have established basic graphic and editorial standards regarding the use of college logos, branding elements, seals, and the production of information and publicity materials. These standards are not designed to thwart creativity. Rather, they are intended to ensure that official college materials, whether print, multimedia, e-mail or Web-based, are presented in a consistent form and communicate an image of Foothill College as the institution of high quality and innovation that it is. Please refer to the Foothill College Publication Standards Manual and consult the Marketing & Communications Office before undertaking any official communications efforts on behalf of college programs, events and services. Access the Foothill College Publication Standards Manual at [www.foothill.edu/staff/FCStyleGuide.pdf](http://www.foothill.edu/staff/FCStyleGuide.pdf).

**Graphic Standards for College Logos**

The purpose of adhering to college design standards is to strive for visual consistency, not to limit creative expression. A clear graphic identity for Foothill College does several things:

- helps readers to quickly identify Foothill College publications and documents;
- prevents dilution of the college image stemming from dissimilar uses of the logos from publication to publication; and
- sends a message of the college's integrity its and commitment to quality.

**Official College Logo Identity Systems**

The uniformly applied visual identity program for Foothill College is essential. Used consistently, the official logos establish immediate recognition for the college and its programs; express our personality; and set us apart from our competition. It builds credibility for the college and reflects our spirit and values of integrity and quality.

A logo generally consists of two basic elements—a graphic mark and the name of the organization in a specific typeface (logotype)—used in a carefully designed relationship. The mark is a visual element created to communicate a particular idea or visual cue about the institution for which it is created. The logotype is the actual name of the institution spelled out in a specific typeface, along with any branding statement or other ancillary wording. The mark and the logotype, when used consistently together establish a visual identity for the institution on all marketing and publication material.

Appropriate college logos should appear on all traditional and multimedia/Web publications distributed off campus; on official college documents (internal and external); on official academic certificates; on official business system applications (stationery, business cards, mailing labels, etc.); and on promotional or marketing materials.

**Descriptions of Official College Logos**
Primary Foothill College Logo-The primary college logo has been used since 1988. The visual equity that this continued use has established is a valuable asset that helps to distinguish Foothill College from other institutions. The mark, depicting a tree and distinctive building atop a ruled line, is paired with the words "Foothill College."
The mark represents Foothill's beautiful park-like campus setting and its prize-winning architecture. The words "Foothill College" appear in a classic typeface to convey a sense of tradition and quality.

Official College Seal-First used on the 1960 commencement ceremony program cover; on ground-breaking ceremony documents, June 20, 1960; and the 1960 annual report cover. The seal consists of the words "Foothill College" in a circle around a concentric circle depicting a schematic representation of the Los Altos foothills. The slogan "Educational Opportunity for All" appears under this graphic. The circles rest atop the front profile of a book inscribed with the date of the college's founding, 1957. The seal is the official imprimatur for college documents such as diplomas, certificates and transcripts, and official documents originating from the President's Office. The seal may be used only with permission from the President's Office.

Athletic Division Owl Logo-Designed in 1997, is a promotional logo for the Athletic Division's programs and teams. The mark consists of a stylized great horned owl with outspread wings and extended talons against a circular background. Check with the Marketing & Communications Office for appropriateness of use of this logo on your project.

Krause Center for Innovation Logo-The Krause Center for Innovation logo was developed to demonstrate the center's unique purpose at Foothill College. The mark consists of the letter forms "KCI" under a dome element, reflecting the domed architecture of the center. The words "Krause Center for Innovation" and "Foothill College" form two lines of type, separated by a rule. Check with the Marketing & Communications Office for appropriateness of use of this logo on your project.

Writing Style Guide
Style consistency ensures effective communication and enhances the image of the college. The writing style guide section was created to help the Marketing & Communications Office maintain editorial consistency in print and electronic publications. Editorial style includes the consistent use of spelling, punctuation, capitalization and abbreviations as well as the selection of headings and the use of numbers. The primary reference sources include the Associated Press Stylebook & Briefing on Media Law edited by Norm Goldstein, The Elements of Style by E.B. White and William Strunk Jr., and Wired Style: Principles of English Usages in the Digital Age by Constance Hale.

College Publicity & Information Publications
News Releases-A news release is a one-page information document that informs reporters and editors, and by extension, their readers, about an event, award or other type of news occurring at Foothill College. Once received, each individual editor determines if the information in the news release is of interest to readers. There is no fee required to submit a news release which also means there is no guarantee or obligation that the news release will be used by editors. The critical factor that determines if an editor selects the news release for use is to provide the release in plenty of time for it to be considered for publication. Submit your request for a news release
via email to ThomasLori@foothill.edu at least four weeks prior to the day of your event. The Marketing & Communications Office will then write, edit and distribute the news release to 150 print and broadcast media sources in the Bay Area. Information for news releases must include the following data:

- Event title
- Phone number for event coordinator (not a voice mail)
- Email and/or URL of event coordinator
- Day and date of event
- Start and end time of event
- Room Number/location of event
- Ticket prices and how tickets are to be purchased
- Event sponsor
- How will proceeds be used
- Brief description of the event
- One sentence that describes the type of person who will benefit from attending the event
- One sentence that answers why someone should attend this event.

President's Report-Each month the Marketing & Communications Office publishes the President's Report to the Board of Trustees. The report is a brief encapsulation of events, activities, awards and achievements occurring at Foothill College. The report is an appropriate vehicle to list faculty and staff awards and achievements. Submit awards and achievements information via e-mail to ThomasLori@foothill.edu.

eNotes-eNotes is a bimonthly electronic campus events digest that is delivered via e-mail to students, faculty and staff who have subscribed to this specialized listserv. Submissions, not to exceed 200 words, are due one week prior to publication date. Submit information via e-mail to ThomasLori@foothill.edu. To subscribe to eNotes, access www.foothill.fhda.edu/subscribe.html.

The Heights-The Heights is a highly structured quarterly marketing piece. Its role is to stimulate new student enrollment and generate WSCH. We invite college division deans to use The Heights to increase enrollment in the upcoming quarter's classes, or announce a new program or service in their division. Also, please let us know if photos, slides or graphics of print-quality (at least 300 dpi) are available to package with your submission. The publication is bulk mailed to our service area of local homes approximately four weeks prior to the start of the quarter. This provides readers plenty of time to participate in new student registration. Only submissions approved and sent by division deans will be accepted. For submission deadline dates, call ext. 7258.

College Site Web Standards-To help faculty and staff to create and maintain their own Web sites within the Foothill College Web site, what follow are guidelines that ensure that the college maintains its unique identity and positive public image on the Web. These guidelines fall into four major areas:

- Appropriate use of the college Web site;
- Overview of the publishing process and role of the Marketing & Communications Office;
- Web site creation guidelines;
- Accessibility standards required by law.

Review these guidelines by accessing www.foothill.edu/staff/FCStyleGuide.pdf
Talking with the Media
Should you be contacted by the media for any reason, immediately refer the reporter/editor to the Marketing & Communications Office at ext. 7645. If you anticipate being contacted by the media for any reason notify Marketing & Communications personnel. You should never comment to the media on any personnel issue regardless of the circumstances.

Staff Identification Cards
After your “new hire orientation” with Human Resources, you are given a Staff Identification Card for the current year. Upon expiration, new cards are mailed to your division/department assistant for dispersal. If you have any questions, call Kris Lestini in District HR at ext. 6222.
Chapter 3: Instructional Services

Bookstore Services

Check Cashing
The Bookstore provides check-cashing privileges of $25.00 with a staff card.

General Supplies
Check with your Division Office or Department for their account of general supplies.

Telephone: x7305
Mon - Thu 8:00 a.m. – 8:00 p.m.  Fri 8:00 a.m. – 2:00 p.m.
Web: http://books.fhda.edu

Copying & Printing

Photocopying Machines
Photocopiers are generally available for use in the division office or department. A copy machine that requires an access code and budget code for charge-backs is also located in the Administration Building. To request an access code, call Office Services at ext. 7253.

Paper for your individual or division printers and copy machines should be purchased from Stores at ext. 6171, or an outside vendor, such as Office Depot, if you prefer. The Foothill mailroom ONLY supplies paper for the Administration Building copier and the OCE copier in the Counseling Department.

Printing Services
Copying and printing is provided by the Quick Copy Center located on the northwest side of the campus near the Krause Center for Innovation. The Print Shop tries to give next day service for work brought in before 2:00 p.m. to all employees for small and large printing orders.

Quick Copy Forms must accompany all work and be filled out completely with budget code. Quick Copy forms are available in all divisions, departments and offices and in the Office of Instruction in the evenings and may be obtained from the Print Shop. A budget code is required for all printing orders. The form is available through Quick Copy. For additional Print Shop information, call ext. 7299.

Work must be turned in by 2 p.m.
Mon - Thurs 7:30 a.m. - 4 p.m.
Friday 7:30 a.m. - 12:30 p.m.

ASFC Smart Shop
Personal photocopying is available for a fee.

Food Services

On-Campus Food Service
Food Service is available from Rose and Steve’s food truck by the library and KJ’s café. Hot and cold entrees, espresso bar, snacks, salads, and grilled fare are available. Food Services also offers catering services for campus events.

Food Truck:  Mon – Fri 6:30 a.m. – 8 p.m.
K J’s Café a la Carte: Mon – Thu 7:30 a.m. – 7:30 p.m.  Fri 7:30 a.m. – 3 p.m.
Food Service Policy
The food service policy for Foothill College relating to food brought on campus by outside caterers is as follows:

Food Preparation Facilities
A. No home-prepared food is to be sold or given away. Preparation of food in private dwellings of any description is prohibited.

B. Food must be prepared in a County of Santa Clara Health Department-approved food booth or approved kitchen. Examples of such kitchens are restaurants, school cafeterias and other facilities approved by this department.

Food Transportation
Perishable food must be heated or refrigerated before being transported. Maintain temperature controls and protect the food at all times.

Food Brought to Campus by Outside Caterers
If a caterer is hired or volunteers a service on the Foothill campus, a copy of his/her permit and a copy of his/her health department permit must be received by the Foothill food service manager 48 hours prior to the event. Major catering events, catered from the outside, must have a registered catering permit from the state. If these copies are not evident, the vendor will not be allowed to serve.

The person responsible for planning an event on campus must contact the food services manager with the suggested name of the caterer. The manager will then contact the caterer and explain college policies to ensure compliance.

If an outside caterer must use the college campus kitchen, there is a fee of $200. If the outside caterer needs to use the Foothill kitchen after normal hours, the caterer must pay the overtime and benefits for college food service personnel who must be present during the time the kitchen is in use. Currently, the campus kitchen is not operational. When the Campus Center re-opens, this policy will be in effect.

Library
The Library/Media Center contains approximately 75,000 books, as well as periodicals, newspapers and college catalogs, films, slides, maps, microfilms and other audio-visuals. Facilities include reading rooms, a high-tech classroom, group study rooms, and individual study carrels. Library cards are free. Bring your staff card for verification. You can receive your staff library card by completing the application form at the check-out desk.

Library Telephone Numbers:
Reference / Information: ext. 7608
Circulation / Reserves: ext. 7611
Media Center: ext. 7445

Library Hours:
Mon - Thu 8 a.m. – 9 p.m.
Fri 8 a.m. – 4:30 p.m.
Sat. and Sun.: Closed
Summer Session: Mon - Thu 8 a.m. – 6 p.m.
Chapter 4: Other Campus Services & Programs

Dental Health Clinic
Classified staff and their families can receive scaling and prophylaxis, fluoride treatment, or X-rays, at the on-campus Dental Health Clinic. There is a modest charge, and because this is a teaching situation, some prospective patients may be unacceptable (too young, serious medical or dental problem, etc.). For more information and to schedule an appointment, call ext. 7335. Clinic services are not covered by district insurance plans. Hours vary. Please call for information.

Performing Arts
Student and faculty recitals, concerts, and exhibitions are regularly scheduled by the Fine Arts Division throughout the year. Complimentary tickets are frequently available for selected productions through the Box Office.

For an updated listing of cultural events on campus, access the College Calendar at http://www.foothill.edu.

Box Office Telephone: (650) 949-7360
Hours: Wed - Sun  12 p.m. – 3 p.m.
Seasonal – mid-October through mid-August
Chapter 5: District Services

District offices are normally open Monday thru Friday, 8am to 5pm. District staff performs services in the following areas:

Accounting
Contact the Accounting Department for accounts payable or receivable.
Telephone: ext. 6256
Web: http://business.fhda.edu

Archives
To preserve the institutional memory, the district maintains an archive to document the historical, financial, legal and administrative records of the district and its two campuses.
Telephone: ext. 7721
Hours: by appointment
Email: mcdonaldmarilyn@fhda.edu
Web: http://www.fhda.edu/about_us/archives

ETS (Educational Technology Services)
ETS implements and maintains the technology and networking infrastructure to provide instruction and administrative support.
Support: ext. 8324
Web: http://ets.fhda.edu

Foothill-De Anza Foundation
The mission of the FHDA Foundation is to raise and invest funds to support the educational excellence of Foothill and De Anza colleges. Foundation assets are currently invested with the Common Fund, a not-for-profit money manager working exclusively for educational institutions. The Foothill-De Anza Foundation is a tax-exempt public benefit corporation under Section 501(c)(3) of the Internal Revenue Service Code. Our federal tax id number is 94-3258220.

The FHDA Foundation has a board of directors comprised of community representatives, our chancellor and two college presidents, and two members of the district's elected board of trustees. The foundation is supported by an auxiliary organization on each campus. Working together, foundation directors guide and support activities enabling the colleges to achieve their educational goals, while also serving as advocates for the needs of the colleges throughout the community. Meetings are held on the fourth Wednesday of the month at 5 p.m. and the public is welcome to attend.

There are several ways you can support Foothill and De Anza colleges such as attending our major annual fund-raising events, including the Summer Music Theater Gala at Foothill College and A Night of Magic at De Anza College; joining the Chancellor's Circle; giving by check or credit card; giving through a trust, bequest or annuity; donating a car, boat, RV, motorcycle or plane; donating in-kind gifts; and participating in auction drives.
For more information, contact Foothill-De Anza Foundation Executive Director Marie Fox Ellison at (650) 949-6230 or foundation@fhda.edu.

**Human Resources**
This unit covers benefits, employment, and personnel.
For information, contact the following:
Benefits: ext. 6225/6109
Employment: ext. 6217
Personnel: ext. 6222/6227
For other inquiries contact: ext. 6210
Web: [http://hr.fhda.edu](http://hr.fhda.edu)

**Payroll Services**
Payroll Services provides information concerning payroll and voluntary payroll deductions. Authorization forms are available on the Business Services Web site.
Telephone: ext. 6257
Web: [http://business.fhda.edu/payroll](http://business.fhda.edu/payroll)

**Plant Services**
This area covers plant operations, custodial, grounds, heating, ventilation, air conditioning, and maintenance.
Telephone: ext. 6156
Web: [http://facilities.fhda.edu](http://facilities.fhda.edu)

**Purchasing**
The Purchasing Department can help you with materials selection and purchases.
Telephone: ext. 6193
Web: [http://purchasing.fhda.edu](http://purchasing.fhda.edu)

**Risk Management**
Risk Management can answer questions regarding insurance, field trips, volunteer liability, general liability, disaster preparedness, first aid kits, and other safety issues.
Telephone: ext. 6131/6146
FAX: 948-5194
Web: [http://business.fhda.edu/risk](http://business.fhda.edu/risk)

**Workers Compensation**
Employee Benefits Specialist
Telephone: ext. 6225
Chapter 6: Events

Vendors frequently visit the complex to sell a variety of goods. Most vendors display their wares in the Library Quad, adjacent to Building 6400 while the campus undergoes construction.

Ceramics Sales
Pottery and ceramics created by students enrolled in ceramics courses are sold twice each year, before winter break and in the spring.

Plant Sales
The Environmental Horticulture Department hosts several plant sales throughout the year. Notices will be placed in staff mailboxes as they occur.
Chapter 7: Overview of Administrative Systems

Educational Technology Services (ETS) maintains and operates a number of computer systems for Foothill-De Anza staff, faculty and students. These include the Human Resources System (HRS), Financial Records System (FRS), Student Information System (SIS) and MAUI. Collectively referred to as the administrative systems, they are maintained by ETS. The VAX 6420 mainframe computer runs these administrative systems.

BRIO
Brio is a software query tool that allows you to customize reports from the administrative systems. For training and support, call ETS at ext. 8324.

FRS
The Financial Records System is the financial accounting software used to track budgets, revenues, expenditures and account balances. A-Budget items such as salaries and benefits are loaded on FRS at the district level; B-Budgets are loaded at the campus level. The FRS receives load and productivity information from the Student Information System and salary and benefit information from the Human Resources System. The FRS allows viewing of prior year and current year information online. At any given day, an authorized user can view budget balances, including the nature of expenditures incurred to date. Call ETS to set up an account at ext. 8324. Contact Hector Quinonez at ext. 6250 for access.

HRS
The Human Resources System is the software used to track all employee assignments—faculty, classified, administrative, casual and student. This is a fairly comprehensive system that receives faculty assignment information from the SIS and, after processing the payroll, sends the labor and benefit cost information to the FRS. The HRS is also used to produce the payroll for all assignments. The individual employee assignments, time input screens, deductions and benefits are all contained within the HRS to produce monthly paychecks and related payroll records, including the labor distribution which is fed to FRS. Call ETS to set up an account at ext. 8324. Contact Margaret McCutchen at ext. 6227 for access.

MAUI
The Macintosh-Assisted User Interface (MAUI) is the in-house-developed query software used by faculty and staff in the district to extract necessary data from the FRS and SIS. For further information, call ext. 8324.

SIS
The Student Information System is a computerized system of student records that handles student registration, grade processing, transcripts and student enrollment reporting. Call ETS to set up an account at ext. 8324. Contact Shawna Aced at ext. 7771 for access.
How to access administrative systems
To access HRS, FRS, SIS and MAUI, a VAX account name and password is required. An account name can be obtained by calling the ETS Call Center at ext. 8324.

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

In addition to the District Budget Committee, each college has a budget committee. At Foothill, the Educational Resources Committee and the Budget Task Force address budget issues and forward recommendations to the College Roundtable.

Computer purchase & software installation
Before purchasing a computer or software, or if you need to have a computer or software installed, call the ETS Call Center at ext. 8324. Computer equipment and software can be ordered through Purchasing Services. For assistance in ordering computer equipment or software, call ext. 6165.

Computer Use Policy
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. 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 board policies, laws, regulations and contractual obligations. Incidental personal use is acceptable.

Software support
While it is not possible to provide support on all software used in the district, you can obtain support on several useful, popular packages, including Word, Excel, PageMaker and FileMaker. For software support inquiries, call the ETS Call Center at ext. 8324.

Training assistance & phone support
Training assistance and phone support are both available for HRS, FRS, SIS and MAUI. Call the individuals listed above for training information and for phone support.
Chapter 8: Frequently Asked Questions

What are A, B and C Budgets?
A-Budgets are items that are agreed upon, often contractual, that come off the top of the budget. The A-Budget is strictly controlled. Examples are contracted salaries and benefits, utilities, telephone, audit costs, mandatory transfers to other funds, etc.

B-Budgets are discretionary items such as salaries for student and casual employees, materials and supplies, and operating expenses.

C-Budgets are for capital, which is defined as any equipment costing more than $1,000 and lasting three or more years.

What are account and object codes?
Each area of expenditure is assigned a six-digit account. The first two digits signify the fund, the third digit signifies the campus. Within each account, revenues and expenses that are classified by kind of activity, such as classified salaries, instructional materials, etc. These are coded by a four-digit object code:

<table>
<thead>
<tr>
<th>Code Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-0999</td>
<td>Revenues</td>
</tr>
<tr>
<td>1000-1999</td>
<td>Certificated Salaries</td>
</tr>
<tr>
<td>2000-2999</td>
<td>Classified Salaries</td>
</tr>
<tr>
<td>3000-3999</td>
<td>Benefits</td>
</tr>
<tr>
<td>4000-4999</td>
<td>Materials &amp; Supplies</td>
</tr>
<tr>
<td>5000-5999</td>
<td>Operating Expenses</td>
</tr>
<tr>
<td>6000-6999</td>
<td>Capital/Other Sources &amp; Uses</td>
</tr>
</tbody>
</table>

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

What is ABR?
ABR stands for Automatic Budget Reallocation. It allows you to budget in pools, such as the 4000-pool for materials and supplies. When you purchase an item that is coded in the 4000s, funds are automatically drawn from the pool to cover the expense. The only B-Budget you have available should be in the pools.

What is Measure E?
Measure E is a 10-year plan to renovate existing college facilities as well as construct new facilities at Foothill and De Anza colleges. Voters approved the passage of Measure E in 1999. Funding for Measure E projects is generated from general obligation bonds. These funds are not subject to state budget cuts, and can only be used for facilities projects.

Foothill College held a ceremonial groundbreaking April 13, 2005 for the two largest projects in its Measure E campaign, the Lower Campus Complex, Lohman Theater and Campus Center. Many community members, friends and family of Betty Lohman, project architects, current and former board members and college staff attended the event. These are the first new construction
projects to be undertaken since the Foothill campus was completed in 1961. The Foothill District was founded in 1957, and held classes beginning in 1958 at a site in Mountain View.

Future Projects
* Sciences II - Renovation of Bldg. 6100, with a start date of September 2005 and completion in Spring 2006. Bldg. 5300 will be closed during the Summer Session 2006.
* Fieldhouse & Restrooms - Construction of two new buildings at the Stadium, with a start date in June 2005 and completion expected in mid-2006.
* Central Plant - construction of a "mechanical plant" to produce chilled water for the campus and hot water for the new Campus Center and Lower Campus Complex projects will be constructed on the east side of Parking Lot 6. Also incorporated into this project are the replacement of the utility lids throughout the campus and the addition of a new mainline irrigation system. Construction will begin in Summer 2005 and be completed in April 2006. During construction, particularly the underground work associated with the utility lids and irrigation system, campus pathways will be disrupted. However, alternative pathways as well as access to buildings will be maintained at all times.

The Foothill Temporary Village houses classrooms and offices from buildings under renovation. Each quarter a detailed map is provided which has the locations of relocated classrooms and offices.

Construction areas are considered the property of the contractors. Please obey all warning signs and do not enter the construction areas. Construction start and completion dates are subject to change. For more information, access www.foothill.edu/news/construction.html. For questions and additional assistance, email Facilities Manager Jim Zavagno at ZavagnoJim@fhda.edu or call (650) 949-7033.

Is training support available to help me better navigate the budget process?
Training is available to help you develop a basic understanding of the budget process. Interested employees should contact any one of the following individuals for assistance:
Laureen Wong, Foothill, ext. 7363 or Bernata Slater, District Office, ext. 6261.

How do I spend money?

Business Cards
Foothill employees may order business cards through the Marketing & Communications Office. A supervisor’s signature and current budget code are required. Business cards are $40 for 250 single-sided cards; $60 for 250 double-sided cards. Complete and submit the Business Card Form to the Marketing & Communication Office.

Petty Cash
Use the Petty Cash Forms to request reimbursement. The reimbursement limit is $100 per day per person. You must attach the original receipt. Once the budget code is completed with your supervisor’s signature, take the form to the cashier in Admission & Records for reimbursement. The forms can be ordered from District Stores (stock number 23220).

ProCard
To expedite the purchase and accounting of low-cost and frequently needed items, the district can issue a procurement card (ProCard) to certain employees authorized to purchase on behalf of the district. This card works like a credit card and is intended for small purchases. It may not be used for equipment purchases. Normally, the maximum is $1,000 per transaction and $2,000 per month. To request a ProCard application or for more information, consult with your supervisor or department head.

**Project Request Work Order Form**

Complete and submit this form to schedule a client consultation and request the professional editorial and design services available in the college’s Marketing & Communications Office. To request a form, call ext. 7362.

**Purchase Requisition**

Big-ticket items such as furniture, computer equipment and software, and items exceeding $200 should be ordered with a **Purchase Requisition Form**. Employees who would like to have the Purchasing Services Department purchase needed items can complete a Purchase Requisition Form.

The form can be ordered through Stores (stock number 23260) and is also available by calling Purchasing Services at ext. 6171. Completed requisitions should be forwarded to Purchasing Services and must include a complete description and quantity of the goods in addition to an account code, budgeter approval and delivery location. All requisitions must be submitted to the district Purchasing Department for processing.

**Request for Check**

A Request for Check Form can be used to pay a vendor for supplies and materials procured directly from a vendor for any amount. However, capital expenses, such as software, furniture and computers, that cost more than $500 must be ordered on a Purchase Requisition and processed through the District Purchasing Office. Expenses under $10 must be processed through Petty Cash. The form can be ordered through Stores (stock number 23360) and is also available by calling Purchasing Services at ext. 6171.

**Stores**

The District Stores Department (commonly referred to as Stores) maintains an inventory of items such as district- or college-related supplies (envelopes, letterhead, district forms). A complete listing of items available is published in the **District Stores Catalog**. Office supplies and other low-cost items can be ordered through Stores. All items from the Stores catalog should be submitted to the Purchasing Services Office on a **Stores Requisition Form**. These forms can be ordered through Stores (stock number 23480) and are also available by calling Stores at ext. 6171.

The **Stores Requisition Form** is a three-part document. Forward the original (white) and packing slip (pink) to Purchasing Services for processing. Retain the center copy (yellow) for reference. Only items appearing in the Stores catalog may be ordered with a Stores requisition. All other items must be ordered with a Purchase Requisition Form.

If you need a **Stores Catalog**, contact Purchasing Services at ext. 6162. The catalog is also available online at http://purchasing.fhda.edu/stores. Access the Web site and select the District
Travel Information
The district no longer contracts with an outside agency to arrange travel services. Therefore, when traveling on district-related business, employees are encouraged to make their own reservations.

Per Diem - the meal per diem, periodically adjusted for inflation, is $55 per day. Original receipts for meals are not required unless you go over the per diem rate. Attach receipts to a Trip Voucher form and submit to your supervisor for a budget code and signature. Forward the original (white) to District Accounting. Retain the yellow copy for reference.

$10 Breakfast
$15 Lunch
$30 Dinner
$55 Total

Personal Automobile Transportation - when an employee elects to use a personal automobile for out-of-district transportation, the employee will be reimbursed at the current IRS statutory limit for the first 300 miles. Beyond that mileage, the employee will be reimbursed at the economy-rate airfare to/from that location. The current mileage reimbursement rate is 40.5 cents per mile. Mileage reimbursement is calculated to and from Foothill College, not your home.

To be reimbursed for mileage, employees must complete and submit the Trip Voucher Form to Accounting Services. The form can be ordered through Stores (stock number 23540) and is also available by calling Accounting Services at ext. 6252. Direct all travel reimbursement and per diem questions to Accounting Services at ext. 6252.

How do I get paid?
All employees are paid monthly. Classified staff is paid on the last working day of the month. Temporary and student employees are paid on the 15th of each month.

Time Reports
The main source of information to Payroll Services each pay period is the time report submitted by each employee. Each classified staff member submits an Employee Monthly Time Report (orange). Each administrator submits an Employee Monthly Leave Report (pink). Time reports are due no later than the 17th of each month. Temporary employees and student employees submit a time card indicating the hours worked each time period. No pay is generated for these employees unless this card reaches payroll by the due date.

Direct Deposit
All employees are eligible to have their paycheck deposited directly into a bank or credit union account. The money goes into the employee’s checking or savings account and is available on payday. Instead of receiving a check, the employee receives a payment advice that lists the same information as a paycheck stub (gross pay, deductions, net pay, etc.). Direct deposit offers the benefits of convenience, dependability and safety. Employees interested in direct deposit must complete a Direct Deposit Authorization Agreement and forward it to Payroll Services.
The form is available by contacting Payroll Services at ext. 6263. Paychecks are mailed to the employee’s home address on file in Human Resources Office. You are responsible for notifying Human Resources personnel of address changes.

**Credit Union**
FHDA employees are eligible to join Commonwealth Credit Union, Provident Credit Union, and Santa Clara County Federal Credit Union. The credit unions offer savings and checking accounts, loans and a variety of financial products and services. For new account information, call Commonwealth at 1-800-564-1588, Provident at 1-800-632-4600, and Santa Clara County Credit Union at 1-800-282-6212. FHDA employees may be eligible to join other credit unions as well.

**Deductions**
Employees may authorize certain voluntary deductions (e.g., for professional association dues or for tax sheltered annuities [403b plan]) to be made from paychecks. *Payroll Services Deduction Withholding Request Forms* are available in Payroll Services or online at [http://business.fhda.edu/payroll/forms](http://business.fhda.edu/payroll/forms). For payroll-related questions or information, call Payroll Services at ext. 6257 or 6263.

**How do I get things fixed or moved?**
*Trouble Calls* - Employees who experience a maintenance problem with room temperature, plumbing, electrical, carpentry, or entry or other lock problems, must submit a work order online at [http://www.fhdawo.com](http://www.fhdawo.com).

*Furniture Moves & Special Events*
Plant Services can provide employees with all the necessary labor and equipment to accommodate furniture moves and special event set-ups. For furniture move information, call ext. 6156.

*Painting Requests, Office Repairs, Large & Small Projects*
For painting requests, office repairs and small projects, submit a work order online at [http://www.fhdawo.com](http://www.fhdawo.com).

All requests for work to be performed by Plant Services must be submitted via the online work order.

**Who do I call to schedule a room?**
Conference Rooms can be scheduled on Meeting Maker. You can also call:
- *Appreciation Hall* – Kay Thornton at ext. 7252
- *Carriage House Conference Room* – via Meeting Maker
- *Center for Innovation* – Anja Luchsinger at ext. 7680
- *Classrooms/Forum Building* – Denise Perez at ext. 7256
- *ISC Conference Room* (Media Center) – Kristianna Ledesma at ext. 7390
- *Smithwick Theater* - Kay Thornton at ext. 7252

**What is professional growth?**
You are encouraged to participate in staff development activities on campus, such as workshops, committees, etc. You must have completed at least one year of employment with the district and have achieved permanent status to be eligible to receive an award. You must complete a minimum of 200 hours of credited activities. After completing 200 hours of professional growth activities, you will earn an additional $840 ($70/month) in your paycheck. Employees are eligible
for an award every two years. You must submit a completed PGA packet to be considered for an award. Certain rules and restrictions apply. Please refer to the SEIU, CSEA, or Teamsters contract for more information.

**What is professional development?**
Training or educational programs designed to facilitate the employee’s ability to better perform his/her job. Professional development activities are conducted on campus and funds are available for attendance at professional conferences and workshops. These activities count toward your professional growth award (see above).

**What is the Ergonomic Furniture Fund?**
Developed by the Classified Senate, this fund provides classified employees with resources to purchase ergonomic furniture. You must submit a request with your manager’s signature. The Ergonomic Task Force can also do a site evaluation of your workstation and provide you with workstation recommendations. Contact Maria Apodaca at ext. 7713.

**What is the Computer Loan Program?**
Classified staff are able to purchase Apple computers from the Bookstore with a no-interest loan from the district. Purchase maximum is $3,000 for a computer, software and printer. You will pay a $25 processing fee and 10 percent of the cost of the computer. Each month, money is taken out of your paycheck to pay back the loan. For more information call Romeo Paule at ext. 7308.

**What is the Classified Senate and what is its role?**
The mission of the Classified Senate is to participate in the governance of Foothill College; actively collect, evaluate and disseminate information for the classified staff; and represent the collective interests of the classified staff before or on any governance or college committee. The Classified Senate may make recommendations and take action for classified staff.

Numerous leadership opportunities are available through the Senate. Officers serve a one-year term from January to December. The officers for 2006 are:
Leslye Noone, President
David Garrido, President-Elect
Maureen Chenoweth, Secretary
MariaElena Apodaca, Treasurer
Carmela Xuereb, Past President

*Classified Senate Website:*
A great deal of information valuable to the classified staff is available on the Classified Senate website: [http://www.foothill.edu/classified/](http://www.foothill.edu/classified/)

Classified Senate sponsors numerous activities throughout the year. Some of which are:

**Classified Employee of the Month**
Classified employees are recognized for their dedication to making Foothill College “THE” place to work and attend school.

**Classified Employee Recognition Week**
All Classified employees are acknowledged and celebrated during the week.
**Classified Staff Retreat**
Classified staff members have the opportunity to come together off campus for the purpose of team building, as well as building relationships and camaraderie campus-wide.

**Classified Employee of the Year**
This award recognizes the classified employee who has contributed throughout the year to making Foothill College a great place to work.

**Administrator of the Year**
This award recognizes the college administrator who best represents the work ethic and professionalism that the members of the Classified Senate exhibit and expect.

**Special Recognition Award**
This award recognizes the college employee that has demonstrated outstanding performance and has had an impact on the Classified Staff.

Forms for Classified Employee of the Month, Classified Employee of the Year and Administrator of the Year are available online at [http://www.foothill.edu/classified/](http://www.foothill.edu/classified/)

**Classified Leadership Institute**
The California Community College Classified Senate (4CS) has held a Classified Leadership Institute for the past twelve years. It is usually held June at the Granlibakken Conference Center in Tahoe City, CA. For the past ten years, Foothill’s Classified Senate members have participated.

The purpose is:
- To recognize and celebrate the classified role in educating and serving community college students.
- To exchange ideas and information with colleagues, further developing a network of positive communication among classified leaders.
- To discover and develop personal leadership skills.
- To encourage and support active participation from every attendee.

Participation in the Classified Leadership Institute is supported by the Classified Senate of Foothill College.

**How do I register for a class at Foothill College?**
You need to fill out an Application for Admissions available in Admissions & Records or register on-line. See the course schedule for registration dates. You only have to pay course fees. District staff are eligible for early registration through Admissions & Records.

**How do I order office furniture?**
Contact Purchasing for more information at ext. 6193.
What is SEIU?
It is the *Service Employees International Union*. This statewide organization represents Unit I classified employees of the Foothill-De Anza Community College District. Phone tree messages are sent out to inform you about meetings and ratification results.

*Foothill Stewards:*
Art Hand, Chief Steward ext. 7029
Stephanie Franco, ext. 7231
Al Guzman, ext. 6958
Pam Parker, ext. 7381
Frank Rocha, ext. 7561
Shelley Schreiber, ext. 7395
Chapter 9: Important Dates

Academic Calendar
The district and the Faculty Association (FA) negotiate the academic calendar. A “college year” is the same as the fiscal year—July 1 through June 30. The academic year is that portion of the college year beginning with the first day of Fall Quarter and ending with the last day of Spring Quarter.

Board meeting dates & agenda deadlines
The FHDA Board of Trustees normally meets on the first and third Monday of the month at 6 p.m. in the District Board Room. Board meetings are open to the public and all employees are encouraged to attend. Agendas are available on the web at http://www.fhda.edu/about_us/board/agenda. Board items are submitted through the presidents’ offices on each campus or through Central Services. To ensure compliance with opening meeting laws, agenda items are due eight business days prior to the board meeting.

District Holidays
There are 15 paid holidays each year, including all legal school holidays. These are Independence Day, Cesar Chavez Day, Labor Day, Veterans Day, Thanksgiving (two days), Christmas Eve (last working day before Christmas), Christmas Day, day after Christmas, the “December holiday” (which will fall between the day after Christmas and New Year’s Eve), New Year’s Eve, New Year’s Day, Martin Luther King Jr. Birthday, Lincoln’s Birthday, Washington’s Birthday and Memorial Day.

Opening Days
The two working days prior to the first day of classes Fall Quarter are called Opening Days. The first day is designated District Opening Day. Activities are held either at Foothill or De Anza (on an alternating basis) for all district employees. Opening Day is a regular work day for all classified staff and we are strongly encouraged to participate. The second day is designated College Opening Day during which each college offers welcoming activities and events. Classified staff are also encouraged to attend. Time is usually provided for deans and directors to meet with divisions/departments.

Staff Development Leave
The annual deadline for classified employees to apply for a staff development leave is Dec. 15. For detailed information, review SEIU Agreement Article 10, CSEA Agreement Article 8, and Teamsters Agreement Article 8. After completing seven years of service in the District, full-time classified employees are eligible to apply for a leave from one to ten months at 85% of full pay to further job-related education, upgrade their skills, or retrain for a different career path.

Summer hours
Classified staff work four 10-hour days during the summer. Summer hours begin the week after the July 4th holiday and end the week before the Labor Day holiday. Most college services are closed on Fridays during the summer, including Food Services.

Year-end purchasing deadlines
Each year, the Purchasing Department sends a memo to notify district employees of year-end accounting and purchasing closing dates.
Chapter 10: Foothill-De Anza Community College District Committees

District Committees
District Budget Committee – Mike Brandy
Chancellor’s Advisory Council – Martha Kanter
District Research Advisory Committee (DRAC) – Bob Barr
District Diversity Advisory Committee – Jane Enright
Educational Technology Advisory Committee (ETAC) – Willie Pritchard
ETS Strategic Advisory Committee – Willie Pritchard
Human Resources Advisory Committee (HRAC) – Jane Enright
Joint Development Group (JDG) – Martha Kanter
Legislative Committee – Martha Kanter
Major Capital Construction Review Committee – Claudette Weber
Professional Development Leave Committee (PDL) – Jane Enright
Staff Development - Warren Hurd

Foothill College Committees
Administrative Council – Bernadine Chuck Fong
College Roundtable – Bernadine Chuck Fong
Curriculum Committee – Rob Johnstone
Budget Task Force – Debbie Budd
Dean’s Council – Debbie Budd
Educational Resources Advisory Committee – Debbie Budd
General Education Review Committee – Rob Johnstone
Institutional Planning Committee – Rob Johnstone
Learning Outcomes Assessment Network – Rob Johnstone
Transfer Advisory Committee – Kathy Adams
Work Force Education Advisory Group – Rob Johnstone
Year Around Scheduling Committee – Debbie Budd

De Anza College Committees
College Council
Curriculum Committee
Finance & College Services Planning & Budget Team
Instructional Planning & Budget Team
Student Services Planning & Budget Team
Work Force/Technology Economic Development Planning & Budget Team
Chapter 11: Off-Campus Resources

Local Restaurants

Bar & Grill
Chili’s
2560 W. El Camino Real
Mt. View (650) 941-2227

BBQ
Armadillo Willy’s BBQ & Café
1031 N. San Antonio Rd.
Los Altos (650) 941-2922

Chinese
Chef Chu’s
1067 N. San Antonio Rd.
Los Altos (650) 948-2696

Shanghai Gourmet
397 Main St.
Los Altos (650) 948-8996

Deli - Sandwiches
Andronico’s
690 Los Altos Rancho
Los Altos (650) 948-6648

Le Boulanger
301 Main St.
Los Altos (650) 949-3429

Togo’s Eatery
1911 W. El Camino Real
Mt. View (650) 967-0514

Fast Food
Burger King
665 N. San Antonio Rd.
Los Altos (650) 948-1840

Carl’s Jr.
5000 El Camino Real
Los Altos (650) 965-9002
Dairy Belle Freeze
448 S. San Antonio Rd.
Los Altos (650) 948-7294

McDonald’s
952 El Monte Ave.
Mt. View (650) 967-0328

French
Beausejour Restaurant
170 State St.
Los Altos (650) 948-1382

Fresh Mex
Chevy’s
2116 W. El Camino Real
Mt. View (650) 691-9955

Hamburgers
Clarke’s Charcoal Broiler
680 Los Altos Rancho
Los Altos (650) 947-0307

Indian
Café Bombay
4546 El Camino Real #A5
Los Altos (650) 948-9463

Italian
Oregano’s Wood-Fired Pizza
4546 El Camino Real
Los Altos (650) 941-360

Pasta Market
4546 El Camino Real
Los Altos (650) 949-1235

Japanese
Akane
250 3rd St.
Los Altos (650) 941-8150
Salad Bar
*Fresh Choice*
2540 W. El Camino Real
Mt. View (650) 949-4901

Vietnamese
*TK Noodle*
357 Castro St.
Mt. View (650) 605-1200

Local Vendors

Catering
*Chef Chu’s*
1067 N. San Antonio Rd.
Los Altos (650) 948-2696

*KJ’s Café*
1047 Tehama Ave,
Katherine or Baily
Menlo Park (650) 853-0886
FAX: (650) 853-0370

Rose and Steve
Catering Trucks
In person requests at Foothill College

*Spartan Catering*
1125 N. 7th Street
San Jose (408) 924-1756

*Special Events Catering and Party*
Half Moon Bay (650) 726-1555

Flowers
*A Place For Flowers*
366 State St.
Los Altos (650) 941-9933

Hotels
*Cabana Crowne Plaza*
4290 El Camino Real
Palo Alto (650) 857-0787
Notes

Sheraton Palo Alto Hotel
625 El Camino Real
Palo Alto (650) 328-2800

Stanford Terrace Inn
531 Stanford Ave.
Palo Alto (650) 857-0333
www.stanfordterraceinn.com

Office Supplies
Office Depot
910 El Monte Ave.
Mt. View (650) 964-8249

Office Max
1030 Rengstorff Ave.
Mt. View (650) 254-0102

Online
http://www.zones.com
Printer cartridges, CD’s, digital cameras, technology, etc.

Paper
Kelly Paper
4227 Middlefield Rd.
Palo Alto (650) 494-1408
http://www.kellypaper.com

Paper Direct
1-800-A-PAPERS
http://www.paperdirect.com
pre-printed paper, party paper, specialty envelopes

Party Supplies
Diddams Party Supplies
1952 W. El Camino Real
Mt. View (650) 965-0138

Photography
Steve Castillo Photography
1150 Pine St. #F
Menlo Park (650) 324-2800
Printing
Alpha Graphics
444 Castro St. #110
Mt. Vew (650) 962-8083

FedEx-Kinkos
1935 W. El Camino Real
Mt. View (650) 964-4701
APPENDICES
### Appendix A: Frequently Called Extensions

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<td>Faculty Association</td>
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<td>Professional Growth Award</td>
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<td>Purchase Requisition</td>
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<tr>
<td>Work Requisition</td>
<td>Plant Services</td>
<td>x6156</td>
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Appendix B: Commonly Used Request Forms

**Business Card Form**
- Available from Marketing & Communications Office, ext. 7362

**Change of Address Form**
- Update address information (District Offices – Personnel), ext. 6222

**Classified Performance Evaluation**
- Used by supervisor to evaluate classified employee

**De Anza Printing Request**
- Printing services provided by De Anza College (De Anza Printing Services, ext. 8861)

**Deduction Withholding**
- Withhold money from paycheck (Payroll Services, ext. 6257)

**Direct Deposit Authorization**
- Pay check directly deposited into checking/savings account (Payroll, ext. 6263)

**Independent Contractor Form**
- Forms completed by a person hired to complete a service for a day or short period of time (District Accounting)

**Key Request Forms**
- To acquire necessary keys to your building, department and/or office location (Student Development in the main Administration Bldg., Room 1916 or call ext. 7343)

**Professional Growth Award Worksheets**
- Document professional growth activities (SEIU Contract)

**Project Request Work Order (Marketing & Communications)**
- Request assistance for professional editorial and design service, ext. 7362

**Purchase Requisition**
- Request payment of new equipment and supplies (Purchasing, ext. 6193 (stock # 23260))

**Quick Copy Printing Request**
- Duplicate/photocopy materials. Also order Foothill letterhead and envelopes. (Foothill Print Shop, ext. 7299)

**Request for Check**
- Order materials, supplies; pay for hotels, conference registration, etc. (Purchasing, ext. 6193 (stock #23360))
**Staff Revitalization & Professional Conference Fund Application**
♦ Request travel to conference or seminar up to $1000 per year. Office, Faculty & Staff, ext. 7090

**Stores Requisition**
♦ Order paper, forms, etc. (Purchasing, ext. 6171 (stock #23480))

**Temporary Employee Authorization Form**
♦ Form used by a person working for the district for an extended period of time, but not officially hired by the district (ex. casual/temporary employee) (District Personnel)

**Trip Voucher**
♦ Professional travel reimbursement – must include original receipts to be reimbursed by district Office of Faculty and Staff, ext. 7090

**Work Requisition Order**
♦ Request maintenance, repairs, construction (Plant Services, ext. 6156 (stock #23580))

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**College business forms that are available online**

**Maximize Resources: Access College Forms Online**
To maximize resources, many college business forms are available online to download or to submit electronically. The current list of forms available at www.foothill.edu/staff/forms.html include:

**Admissions & Registration Forms**
Add/Drop  
Late Add/Reinstate  
BOG Fee Waiver  
Fee Remittance  
AB540 Non-Resident  
Refund Request  
Verify Residency  
Signature Form  
K-12 Students Permission  
Transcript Request  
Verify Enrollment

**Informational Forms**
Staff Contract  
Biography Form  
Disruptive Student Incident Report Form
Marketing Forms
Business Card Order
Project Request Work Order
Ad Request Work Order
Photo Model Release

Staff Revitalization & Professional Conference Funds
Application Checklist
Application

The following password-protected forms below require access codes. To request a password, call Foothill Global Access at (650) 949-7446.

Academic Dishonesty Report Form
EOPS Progress Report Form
Grade Correction Form
Reinstate Drops Form
Appendix C: Common Foothill Acronyms & Terms

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

Associate Degree, AA, AS—the degree awarded by a community college upon satisfactory completion of an organized program. Usually requires at least two years of full-time study.

AUDIX—Voice mail message system available with the district’s AT&T telephone system.

B-Budget—Represents discretionary funding. It is used for supplies, casual hourly and all other operating expenses such as repairs, travel, postage, etc., that are the college’s obligations.

Bachelor’s Degree, BA, BS—The degree awarded by a four-year college or university after satisfactory completion of an organized program. Usually requires at least four years of full-time study.

BSS—The abbreviation for the Business & Social Sciences Division at Foothill College.

CalPERS—California Public Employees Retirement System. The state retirement system for all classified and confidential employees of the district.

CATS—Computerized Analysis of Transcript System. A grant-funded project to (1) automate the input and articulation of transfer transcript course data into the Foothill and De Anza colleges degree audit system and (2) to provide a Web-based, dynamic Individual Education Plan and Early Alert System for students and counselors.

Casuals/024-Employees—Non-faculty, short-term, temporary and substitute employees who are paid hourly. While generally referred to as classified hourly employees, casuals are technically, by Education Code definition, not in the classified service. The Education Code provides a series of definitions and restrictions on the use of these categories of employees. As a general guideline, persons employed as casuals or 024-employees are limited to 180 days of employment in a fiscal year.

Central Services—Central Services is located in the District Office and consists of the Chancellor’s Office, Human Resources & Affirmative Action, Business Services, Accounting Services, Payroll Services, Risk Management, Operations, Plant Services, Purchasing Services and Educational Technology Services.

Certificate of Completion—A series of courses in a career area without math and English requirements.

Certificate of Proficiency—A series of courses in a career area with math and English requirements.
Community College—A college that offers lower-division college credit and awards associate degrees and certificates. Also provides career training, vocational education, basic skills and personal enrichment courses. There are 109 community colleges in California.

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

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

CSU—Refers to the 22 campuses of the California State University system, e.g. CSU East Bay, San Jose State, San Francisco State.

CTIS—Refers to the Computers, Technology & Information Systems Division at Foothill College.

“Ed” Code—The Education Code that contains California law governing education in the state. The sections most frequently referenced dealing with employees in community colleges are 87000 through 88270.

ETS—Educational Technology Services.

Eudora®—The software used to read email messages on the district network.

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

FHDA—The acronym for the Foothill-De Anza Community College District.

FRS—Financial Records System. A set of computer-based programs and data containing the district’s financial records.

Flex Day—Faculty and staff development day.

Foundation—The office responsible for generating and overseeing funding from corporate and individual donors. Governed by a volunteer board of directors.

FTES—Full-Time Equivalent Student. The number of students in attendance as determined by actual count for each class hour of attendance or by prescribed census periods.

Full-Time Student—The student is enrolled in 12 or more units during the current quarter.
**Fund 14**—This is the general operating fund of the district. Fund 14 receives state apportionment and property taxes for income. The fund also pays most of the expenses of the teaching and support staff as well as all the operating expenses such as B-Budgets and utilities.

**General Education Requirements**—A specific group of courses required of all students in college, regardless of major, who are working toward a degree. Also called breadth requirements.

**Gilbane**—The project-management company hired by the district to oversee all Measure E construction.

**HRS**—Human Resource System. A computer-based system that contains position control, personnel and payroll data on all district employees.

**Lower Division**—Refers to students or courses at the freshman- and sophomore-level of college.

**Major**—A group or series of courses designed to provide intensive education or training in a specialized area.

**Measure E**—The $248-million bond initiative approved in 1999 by voters residing in the district’s service area.

**MC**—The abbreviation for the Foothill College Middlefield Campus.

**MER**—Monthly Expense Reports.

**Part-Time Student**—The student is enrolled in less than 12 units during the current quarter.

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

**PFE/Partnership for Excellence**—a mutual commitment by the state and the California Community Colleges to significantly expand the contribution of the community colleges to the social and economic success of California.

**PGA**—Professional Growth Award (see page 32 of the Classified Handbook for more information).

**Prerequisite**—A requirement that must be met before enrolling in a particular course. Usually an entrance test score, a prior course, or previously demonstrated knowledge.

**Quarter**—One-third of the academic year. At Foothill College, the Fall Quarter begins in September; Winter Quarter begins in January; and Spring Quarter begins in early April.

**SEIU**—Service Employees International Union. The statewide organization that represents Unit I classified employees of the district. Review the SEIU contract for specific information about policies, leave, salary schedule, etc. Contact Art Hand for more information at ext. 7029.
**SIS**—Student Information System. A computerized system of student records that handles student registration, grade processing, transcripts and student enrollment reporting.

**Staffing Requisition Form**—The form used by a division or department to initiate posting, recruitment and advertisement for a position. The staffing requisition is used for permanent, leave replacement and grant-funded (categorical) positions only.

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

**TEA**—Temporary Employee Authorization. The form used by a division or department to initiate the hiring of temporary employees.

**Title 5**—Education section of Barclay’s California Code of Regulations. Contains education regulations that have been adopted by the Department of Education, community colleges and various other executive branch state agencies.

**Transcript**—List of college courses showing the units attempted, units completed, grades and grade point average. Transcripts from Foothill only show Foothill courses.

**UC**—Refers to the nine campuses of the University of California system, e.g. UC Berkeley, UC Davis, UC Santa Cruz.

**Unit**—A number that indicates the amount of college credit given to a course. A minimum of 90 units is required for the associate degree.

**Upper Division**—Refers to students or courses at the junior- and senior-level of college.

**WSCH**—Weekly Student Contact Hours.

**1725**—California State Legislature Assembly Bill 1725, referred to as California’s Community College Reform Legislation. This 1988 bill amended the California Education Code and includes major provisions affecting the mission, governance, financing, program improvements, affirmative action, staff diversity and employment policies in the community colleges.