



Foothill College Roundtable

Meeting Agenda - April 16, 2008

Purpose: **Participatory Governance Leaders Meeting**
 Location: **Toyon Room**
 Time: **1:30 p.m. to 3:00 p.m.**

TIME	AGENDA TOPIC	PURPOSE *	DISCUSSION LEADER	OUTCOME
1:30-1:34 p.m.	I. Check In/Burning Issues	I	All	Information sharing
1:34-1:35	II. Draft Summary of Previous Meeting (<i>Handout #1</i>)	A	Miner	Approve summary
1:35-1:50	III. Reports from Subcommittees <ul style="list-style-type: none"> • ASFC Budget Presentation (dress rehearsal) • Transfer Mission • Basic Skills Mission • Voc Ed/Career Ed • Student Outreach and Recruitment • Student Development and Retention • Administration Hiring Committee Process (<i>Handout #2</i>) 	I	Miner	Update on recent meetings
1:50-1:55	IV. Middlefield and Land/Site Acquisition Principles Information (<i>Handout #3</i>)	I	Miner	Information sharing
1:55-2:15	V. Board Policy on Sustainable Practices Revised Board Policy 3214, Sustainable Practices–Action (<i>Handout #4</i>) Revised AP 3214 (<i>Handout #5</i>) Board Policy 9110.1 – Student Trustee Section Procedures (<i>Handout #6</i>)	D	Miner	Discuss revisions
2:15-2:30	VI. Report on Naming Policy	I	Miner	Information sharing
2:30-2:50	VII. Campus signage (<i>Handout #7</i>)	I	Miner	Information sharing
2:50-3:00	VIII. Wrap Up		All	Items not on agenda

* A=Approval, D=Discussion, I=Information

Handout #1 – Draft Summary, 3/19/08

Handout #2 – Administrative Functions Chart

Handout #3 –Draft Land Acquisition (as of February 26, 2008)

Handout #4 – Revised Board Policy 3214

Handout #5 – Revised AP 3214

Handout #6 – AP 9110.1

Handout #7 – Campus Signage

Next Roundtable Meeting: Wednesday, May 7, 2008

Distribution: Shirley Barker, Devi Boda (ASFC), Antinea Chair (ASFC), Maureen Chenoweth, David Garrido, Anthony Gooran (ASFC), Art Hand, Achsah Harris, Mary Hawkins, Maisha Haywood-Smith, Carolyn Holcroft-Burns, Pat Hyland, Martha Kanter, Judi McAlpin, Judy Miner, John Mummert, Mike Murphy, Roseann Myers, Eloise Orrell, Jay Patyk, Leticia Serna, Aaron Shaw (ASFC), Roberto Sias, Karen Smith, Sarah Snow, Janet Spybrook, Greg Stoup.

Procedure on Forming Administrative Hiring Committees, Foothill College

Relevant Language from the Hiring Process Manual, Section III: Administrative Employment Policy and Hiring Procedures (September, 2004):

Search Committees for administrative positions will be established and convened by the appropriate College or District administrator or his / her designee. Administrative positions that have broad impact on faculty, the instructional program, and student learning shall have appropriate representation of the faculty (which may include full-time, part-time, tenured, or probationary faculty) most likely to be affected by the administrator. Classified staff, administrators, and students, when appropriate, shall also serve on the Committee.

The administrator shall forward a list of faculty designated to serve on the Search Committee to the Academic Senate. All faculty appointments to Search Committees must be confirmed by the Academic Senate. The administrator shall also notify the Classified Senates of classified staff serving on administrative search committees.

Every effort must be made to incorporate broad representation on every Search Committee to bring a variety of perspectives to the assessment of applicant qualifications. The administrator shall consider such broad representations when seeking appointments to search committees.

The Search Committee should normally have no more than seven (7) members.

Foothill's Local Procedure to Implement Process:

1. The Chair of the Hiring Committee will be determined by the Cabinet. For Dean or Vice President positions, the Chair will most commonly be a Vice President or Cabinet-level Dean. In cases of Director positions, it may be assigned to a Dean.
2. The Chair will work with Cabinet to constitute the makeup (i.e. the number of faculty, staff, and administrators) of the hiring committee. Attempts will be made to balance the various groups and to assure adequate representation from divisions/functions reporting to the new administrator. At the same time, committee size will be monitored to assure a workable group.
3. The Chair will then solicit volunteers or identify key individuals for potential service on the hiring committee. After contacting the individuals to determine whether they are willing to serve, the Chair will look at the makeup of the proposed hiring committee to determine whether the desired balance has been achieved, and will further ensure that the proposed committee is diverse and representative.
4. The Chair will then forward the relevant members of the proposed hiring committee to the Academic Senate for confirmation and the Classified Senate for notification. Should any issues arise at this stage, the Senate Leadership can meet with the Chair to determine possible alternatives to the proposed slate.
5. The College President is ultimately responsible in determining specific administrator hiring committee membership.

~~Environmental, Health, Safety, and Energy Management~~ Environmentally Sustainable Practices

3214

~~The Board of Trustees is committed to ensuring that the operations of the District are conducted in an environmentally sound manner for the preservation of the environment and the health and safety of the District community. To this end, the Chancellor or his or her designee is charged with developing and maintaining procedures that provide for full and proactive compliance with Federal, State, and local regulations. The Chancellor will provide an annual report to the Board of Trustees on the status of compliance with these regulations.~~

~~Similarly, the Board of Trustees is committed to efficient energy management. The District's operational and planning decisions, to the extent practical given financial considerations, will provide for (1) the design, renovation, and construction of all buildings to meet or exceed state standards in energy efficiency and the prudent use of natural gas and electricity; (2) the prevention or minimization of energy-related pollution and wastes; 3) an emphasis on water conservation; and (4) continuous improvement in the District's energy management performance.~~

Environmental sustainability is critically important to the Foothill-De Anza Community College District, the State of California, and the nation. Efficient use of resources is central to this objective. The District is committed to stewardship of the environment and to reducing the District's dependence on non-renewable energy sources. The Board of Trustees recognizes the importance of new initiatives to incorporate sustainable practices. Such sustainable practices shall include:

- Incorporate the principles of energy efficiency and sustainability in all capital projects, operations and maintenance within budgetary constraints and programmatic requirements.
- Minimize the use of non-renewable energy sources by creating a portfolio approach to energy use which would include: on-site energy production (e.g., Photovoltaic), purchasing local renewable energy; purchasing "green" power from the grid, and conservation measures that reduce energy consumption.
- Minimize greenhouse gas emissions on District facilities, and incorporate fuel-efficient vehicles and practices into the District's fleet of vehicles.
- Promote alternate means of transportation to and from the campuses.
- Minimize the amount of District-generated waste sent to the landfill through an aggressive recycling program for all products which can be diverted from the landfill.

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

- Utilize the District's purchasing power to reduce packaging, purchase green products and evaluate life cycles of products to determine how they will be disposed of at end of life cycle.
- Establish communications strategies for students and staff to understand and promote these Board values.

The Board of Trustees will regularly review progress towards these goals.

See Administrative Procedures 3214

Title 5 Sections 57100, 57121
Title 14, Div. 6, Chapter 4

Approved 8/16/99
Revised 2/22/05

Guidelines for Administering Environmentally Sound Sustainable PracticesAP 3214

- ~~1. The colleges and Central Services will maintain Environmentally Sound Practices advisory groups. They will also meet jointly at least once each year and share information. These groups will make recommendations to appropriate individuals and groups. The Environmentally Sound Practices groups will provide annual oral reports to the Board of Trustees, noting significant activities as part of an effort to reduce the amount of paper used in the district.~~
- ~~2. Recycling will be conducted to the maximum extent feasible and in accordance with federal, state, and local requirements. As an initial goal the District will strive for a 25 percent reduction in solid waste disposal by the year 1995 and 50 percent by the year 2000.~~
- ~~3. A proposed plan outlining individual responsibility for recycling will be produced by the Environmentally Sound Practices advisory groups and presented to appropriate college and District groups for consideration.~~
- ~~4. An integral and articulated part of all pertinent planning practices will be a concern for the environment. Conserving natural resources, especially water and energy, will be included.~~
- ~~5. The purchasing process will provide for the consideration of relative environmental impact, particularly the elimination of unnecessary packaging and the use of hazardous materials. Purchases of materials which are, at least in part, already recycled will be given first consideration in all cases.~~
- ~~6. When considering cost effectiveness, District employees will consider future costs as well as current or initial purchase or implementation costs. Facilities planning and purchasing staff will be provided with training in implementing sound life cycle cost analyses.~~
- ~~7. Expenses for environmental remediation or enhancement are ordinarily District expenses and will ordinarily be a separate and distinct budget item.~~
- ~~8. The colleges will provide faculty, students, staff, and community with a practical and philosophical background in environmentally sound practices in general, and recycling in particular. This should include environmental consciousness in existing courses as well as the creation of environmental education curricula.~~
- ~~9. The colleges and Central Services will equal or exceed the requirements of regulatory agencies.~~
- ~~10. The District will develop and maintain a ground water contamination abatement program and a "non-point source" pollution reduction program.~~

*Foothill-De Anza Community College District
Administrative Procedures*

- ~~11. The purchase, use and disposal of hazardous materials will be coordinated on a districtwide basis. Hazardous materials will be replaced whenever possible and practical.~~
- ~~12. As a major source of pollution in our community, transportation represents an important opportunity for environmental progress. The District will, therefore, encourage students and staff to utilize mass transit and/or other forms of transportation which are more environmentally beneficial.~~
- ~~13. The existence of this policy and guidelines, and the role of the Environmentally Sound Practices advisory groups, should be made known to the entire district community. Individuals and groups should be encouraged to share their concerns and information.~~

The long-term goals set forth below for the Foothill-De Anza Community College District are intended to achieve reduction in energy use, achieve increased environmental sustainability, and comply with the State Chancellor's Office policy regarding environmental sustainability.

The Vice Chancellor of Business Services shall facilitate the preparation of annual plans by the Colleges and Central Services for implementation of these goals. Annual reviews to evaluate the success of College and Central Services plans to meet these goals shall be conducted. The results of these reviews will be communicated widely to District and College staff and students and to the Board of Trustees. Updates and/or changes to the annual plans shall be made as needed to achieve the goals set forth herein

The following goals are designed to implement Board Policy 3214, Sustainable Practices.

- Reduce energy consumption use as compared to a 2001-02 baseline.
- Design and construct new facilities to meet or exceed LEED Certified Certification.
- Design and construct renovation projects to outperform the current Title 24 Standards.
- Increase self-generated energy capacity.
- Set Districtwide guidelines for heating and cooling of facilities.
- Increase the number of District vehicles that run on alternative fuels.
- Minimize waste generation and increase the volume of waste that is diverted to landfills.
- Maximize the use of recyclable material in food service operations.

*Foothill-De Anza Community College District
Administrative Procedures*

- Develop methods to monitor consumption activity and routinely report it to the campus community and at least annually to the Board of Trustees.

See Board Policy 3214—~~Environmentally Sound~~ Sustainable Practices

Reviewed 9/21/92, 8/16/99