

**FOOTHILL COLLEGE**  
**2005-06 College Roundtable**  
**1:30 –3:30 PM, Room 3404**  
*Note room change*

Mission-based members:

**Basic skills, ESL Programs and Services:**

Phuong Lam 7406  
Patrick Morriss 7548  
Siu Tam

L

**Student development & retention:**

Mary Hawkins 7242  
Sid Davidson 7419  
Valentino Lin

**Student recruitment & outreach:**

Leticia Serna 7059  
Herlisa Hamp 7366  
Macy Ng

**Transfer programs & services:**

Jay Patyk 7471  
Bernie Day 7225  
Marcus Lam

**Voc Ed programs & services:**

Penny Patz 7070  
Christine Mangiameli 7249  
Forstmeyer

Ex-Officio members:

Classified Senate President	Carmela Xuereb	7001
F. A. Representative	Mary Lou Heslet	7276
CSEA Representative	Jim Reardon	6155
VP of Inst.& Edu. Resources	Debbie Budd	7364
Curriculum Comm. co-chair	Dolores Davison	7196
ASFC President	Adrian Diaz	7062
Student Trustee	Bridget Howe	6204
SEIU representative, Foothill	Art Hand	7029
Academic Senate President	Paul Starer	7202
MSA Representative	Roberto Sias	7307
Interim Dir.,Econ. Dev.	Warren Hurd	7090
Director, Multicultural Dev.	Warren Hurd	7090
Teamsters Representative	Judi McAlpin	6953
Institutional Research	Rob Johnstone	6198

Auxiliary members:

Dolores Davison	Academic Senate Vice-Pres	7196
Tess Hansen	Accreditation Liaison Officer	7433
Leslie Noone	Pres. Elect, Classified Senate	7250
O.L.A. Network		

Distribution only:

Chris Rappa 7362, Daphne Small 7214

**FOOTHILL COLLEGE ROUNDTABLE**  
**October 19, 2005**  
**Room 3401 NOTE ROOM CHANGE**  
**1:30 PM to 3:00 PM**

**Open Hearings:**

**Review of notes from last meeting (attached, print if you wish)**

**Information Items:**

**ALL COLLEGE ISSUES:**

1. What's new? Rumors?
2. Welcome to new members and orientation
3. Accreditation team visitors
4. Mission based forums and schedule (Fong)
5. Follow up on board policy against harassment (Fong)
  - Harassment and discrimination policy (see attachment, print only if you wish)
6. New full-time faculty positions (Budd / Fong)
7. Status of Budget Task Force vis-à-vis Educational Resources (Budd)
8. TRANSFER MISSION
  - Transfer issue follow-up (Day)
9. BASIC SKILLS MISSION
  - Update on coordinator (Johnstone)
10. VOC. ED. / CAREER EDUC.
  - NASA / Ames update (Urabe)
11. STUDENT OUTREACH AND RECRUITMENT
12. STUDENT DEVELOPMENT AND RETENTION
  - Increase in student health fee (see attachment, print only if you wish)
  - Health fee for BOG students
  - Sentinel Policy Manual (1<sup>st</sup> hearing) (Patnode), (see attachment, print only if you wish)
  - Student Equity Committee (Myers)
13. Other business

**Action Items (action is usually taken at the 2<sup>nd</sup> hearing of an item):**

- Review of proposed guidelines for learning communities (2<sup>nd</sup> reading, attached, electronic version, no need to print except for reference) *waiting for feedback from Academic Senate before proceeding*

**Pending:**

- Board policy 4185 review – publication of instructional materials
- Board policy 5550 – time, place, and manner

**Dates to Remember:**

September 5-7, 2006

New faculty retreat, Asilomar

September 5-7, 2006

Administrators and leadership groups, Asilomar

**Foothill College**  
**ROUNDTABLE**  
**Summary of Meeting**  
Wednesday, June 8, 2005  
1:00 pm  
Room 3523

Present: Chung, Custer, Davidson, Day, Fong, Gibbs, Hand, Harvey, Hurd, Johnstone, Lam, Lloyd, Mangiamelli, Morriss, Serna, Seyedin, Sias, Urrutia-Lopez, Wang, Xeureb

Visitors: Marcus Lam (student), Chuck Lindauer, Willie Pritchard

The meeting began at 1:30 PM.

## Information Items

### 1. What's new? Rumors?

- A. *The High Cost of Textbooks.* **Morriss** reported that that math department adopted a calculus textbook through eBook that will save the students a significant amount of money (cost will be \$40 instead of \$130). eBook has agreed to a three-year commitment to offer the text for this price. **Fong** requested that **Morriss** share this information with the Academic Senate. **Seyedin** noted that Business faculty have taken similar measures and cautioned that printing expenses can be high for students. **Chung** asked **Morriss** to speak to ASFC about the math department action.
- B. *RP Assessment Institute.* **Johnstone** reported that RP Group would host an Assessment Institute in Berkeley this August 8-11. He is looking for a team of 2-3 faculty to participate. Interested persons should contact him.
- C. *Accounting Advisory Board.* **Seyedin** noted that the Accounting Advisory Board met on 6.7.05. The group included representatives from major local corporations, many of whom expressed an interest in mentoring our students and/or supporting scholarship opportunities.
- D. *Cigarettes for Sale on Campus?* **Custer** reported that he observed cigarettes being sold from the food service trucks, which most agreed was inappropriate at best, illegal at worst. **Fong** promised to investigate this matter immediately.
- E. *New ASFC Representative.* **Chung** introduced **Marcus Lam**, who will be serving on Roundtable for 2005-2006 as a student representative.
- F. *Library Remodeling.* **Harvey** reported that the library remodeling project is on hold until a new bond measure is approved by voters to fund the project. He noted that the library is the most recently renovated facility on campus.
- G. *Allegations Against FHDA Employee.* **Gibbs** inquired about recent articles in the press alleging that a district employee (DeAnza) murdered his partner

who was a long-time West Valley-Mission Community College District employee. The **SCIU** issued a statement. **Fong** noted that she did not expect the **FHDA** to issue a statement.

2. **Call for Nominations for Roundtable Members.** **Fong** reported that a call for nominations for new Roundtable members had been issued. She thanked outgoing members **Gibbs, Lloyd, Seyedin, Urrutia-Lopez** for their service and presented each with a certificate commemorating their three years of service. Outgoing student who served One-year terms were also recognized. **Fong** thanked retiring member and judicious recorder **Harvey** for his many years of service. **Sias** thanked **Harvey** for working diligently with staff to obtain input prior to making important decisions.
3. **2005-2006 Budget Update.** **Harvey** outlined the latest budget information. He reported that, based upon favorable information about next year's budget from **Mike Brandy** and a review of the Governor's May Revise, the **Board of Trustees** rescinded the latest cuts to all three sites (DeAnza, Foothill and Central Services). While the layoffs scheduled for June will still occur, the August layoffs have been averted. While the state COLA increased, the **Board** will not pass the COLA on through salary increases. This action, coupled with some additional cost reductions should enable the District to start the 2005-2006 year with a balanced budget. **Harvey** noted that our improved financial outlook was due, in large part, to **Brandy's** excellent work. **Harvey** added that Foothill will end the fiscal year with approximately \$2 million, most of which is aggregated into B budgets across the campus. Foothill will receive five new employees from DeAnza who have been assigned to the apprenticeship program, financial aid, transfer center, testing and bookstore. These staff members new to Foothill will be funded from categorical, enterprise, and general fund sources. **Harvey** distributed a handout comparing original PFE budgets with 2004-2005 allocations and described how some programs forfeited their allocations to help out in times of financial crisis, securing grants and other monies to achieve their goals. He indicated that a task group would begin examining the PFE budget over the summer in order to develop a restructured distribution plan, which will be presented to **Educational Resources Committee** in September and to **Roundtable** for approval in October.
4. **Bookstore Update.** **Harvey** distributed a handout outlining the Bookstore budget, noting that the bookstore is currently breaking even. It is expected that the bookstore will experience a 5% increase in revenues next year. **Harvey** commended the bookstore staff (especially **Paule**), noting that they have done an "incredible job". Next year, the bookstore budget will be reviewed at the conclusion of each quarter to assess its profitability.
5. **Review of Technology Plan.** **Vice Chancellor Pritchard** provided an overview of the 29 page "big picture" strategic plan. He described the lengthy year-long process for developing the plan, which included representatives from across the district. The plan will be presented to the **Board** for approval in July. Anyone with feedback should forward his or her comments to **Fong** by 6.17.05. barring any serious issues, it is expected that the plan will be approved. **Pritchard** noted that the process included four main components:
  - A. Developing a vision for technology
  - B. Establishing guiding principles for implementing technology
  - C. Assessing our assumptions about technology

#### D. Creating strategies for implementation

**Pritchard** outlined the nine technology goals as follows:

- A. *Goal #1: Use information technology to enhance access, learning, retention and overall student success.*
- B. *Goal #2: Integrate information technology into classroom-based instruction as appropriate to increase access to information and to enhance student learning.*
- C. *Goal #3: Develop and deliver high quality technology-mediated courses and programs designed to expand and enhance learning opportunities*
- D. *Goal #4: Provide, implement and support appropriate and secure information technology systems, including systems that support effective and efficient operations and that provide meaningful data for decision-making.*
- E. *Goal #5: Provide ongoing technology-related professional development and training programs for all employees.*
- F. *Goal #6: Use technology strategically to facilitate effective communication and open access to information.*
- G. *Goal #7: Allocate an appropriate portion of district funds for information technology as a part of a comprehensive long-range plan for achieving the district mission.*
- H. *Goal #8: Maintain an appropriate information technology governance structure with major responsibility for prioritizing and coordinating information technology initiatives in accordance with district and college Educational Master Plans.*
- I. *Goal #9: Provide and maintain secure information technology systems that protect personal data and the district IT infrastructure.*

Following a review of the Technology Plan, **Pritchard** addressed questions regarding spam, student portal system, wireless issues, and cell phone technology. **Fong** encouraged **Pritchard** to think forward *at least 15 years* in planning.

8. **Harassment Policy.** (Action deferred to September.) Roundtable members received a copy of the proposed revisions to FHDA Board Policy 4640. **Fong** explained that, in response to an OCR citation, the goal was to combine two separate policies (sexual harassment and general harassment) into one comprehensive harassment policy. There was lengthy discussion about terminology and the semantics regarding legitimate and unlawful harassment. Several members (**Hand, Johnstone, Morriss, Wang**) expressed concern that the revised policy seemed subjective and could be open to interpretation.
9. **Transfer issues.** **Day** reported that information about articulation policy changes and the status of CAN was presented at several venues, including ASFC, Academic Senate, Curriculum Committee, BSS Division, and Language Arts Division meetings.

**Action Items: None**

The meeting concluded at 3:45 PM.

*Great thanks to Bernie Day for compiling this summary.*

6/15/05

ALH

## NEW FULL-TIME FACULTY VACANCIES (6)

Position #	Months	Source	T/NT (TEACHING/NON-TEACHING)
158872	10	Reinecker	T
150055	10	Ivester	T
150080	10	Mellquist	T
150175	10	Barker	T
150071	11	Thomas	NT (FILLED)
150270	12	Mendrinós	NT

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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95814-6511  
(916) 445-8752  
HTTP://WWW.CCCCO.EDU



## Memorandum

June 6, 2005

To: Superintendents/Presidents  
Chief Business Officers  
Chief Student Services Officers  
Health Services Program Directors  
Financial Aid Officers  
Admissions and Records Officers  
Extended Opportunity Program Directors

From: Frederick E. Harris, Assistant Vice Chancellor  
College Finance and Facilities Planning

Subject: Student Health Fee Increase

Education Code Section 76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar above the existing fee, the fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has now increased enough since the last fee increase of March 2004 to support a one-dollar increase in the student health fees. Effective with the Summer Session of 2005, districts may begin charging a maximum fee of \$14.00 per semester, \$11.00 for summer session, \$11.00 for each intersession of at least four weeks, or \$11.00 for each quarter.

For part-time students, the governing board shall decide the amount of the fee, if any, that the student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

The governing board operating a health services program must have rules that exempt the following students from any health services fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.
- Students who receive Board of Governors Enrollment Fee Waivers, including students who demonstrate financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid and students who demonstrate eligibility according to income standards established by the board of governors and contained in Title 5, Section 58620.

All fees collected pursuant to this section shall be deposited in the Student Health Fee Account in the Restricted General Fund of the district. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors. Allowable expenditures include health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both. Allowable expenditures exclude athletic-related salaries, services, insurance, insurance deductibles, or any other expense that is not available to all students. No student shall be denied a service supported by student health fee on account of participation in athletic programs.

If you have any questions about the fee increase or the underlying calculations, please contact Patricia Laurent at 916.327.6225 or [plaurant@ccco.edu](mailto:plaurant@ccco.edu).

# THE SENTINEL

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## *Policy Book*

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Version 1.2, August 10, 2005

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# Article I. Definitions & Philosophy

## Section 1.01 Definitions & Philosophy

- β The official student newspaper of Foothill College (of the Foothill-De Anza Community College District) shall be known as The Sentinel.
- β The Sentinel shall be a completely student-run publication and organization.
- β The Sentinel shall be given all the rights and responsibilities of the professional press as defined in the First Amendment and other applicable federal and state law.
- β As The Sentinel shall be granted ***full editorial independence*** from Foothill College and the Foothill-De Anza Community College District, neither the college nor the district shall assume any responsibility or liability for the content published by The Sentinel per state and federal law and legal precedent.

## Article II. Organization and Staff

### Section 2.01 Editorial Board

The Editorial Board will govern all aspects of The Sentinel.

#### **(a) Members**

The Editorial Board shall consist of all staff members with the word "editor" in their titles. The editor in chief will chair the Editorial Board.

#### **(b) Advisor**

The faculty advisor will serve in an advisory capacity to the Editorial Board. The role of the faculty advisor will be consistent with that of faculty advisors elsewhere on the Foothill campus and pursuant to District Board policy.

#### **(c) Selection Process**

The Sentinel seeks to maintain continuity in publication by encouraging staff members to take on greater commitments of time and responsibility with the paper. Members of the Editorial Board are encouraged to mentor and groom junior members of the staff in order to avoid jarring disruptions in Board functions. If no suitable junior member of the staff expresses an interest in advancing to the Editorial Board for a specific position, the remaining board members may appoint any candidate they deem fit to fill the position. Should there be fewer than three Editorial Board members at any time, the faculty advisor may fill vacant positions on the board without the consent of current, remaining Board members. The faculty advisor must first consult with current, remaining Board members before making such appointments.

#### **(d) Meetings**

The Editorial Board will meet at least once a week during the regular academic year. No regular meetings will be held during finals week or during quarter breaks. The meeting time and location will be determined by the Editorial Board each quarter.

The editor in chief may appoint another member of the Editorial Board as temporary chair of meetings in his/her absence. Two-thirds of the regular members of the Editorial Board must be present to establish a quorum and to conduct a meeting. Decisions of the Editorial Board will require a two-thirds vote. Ties will be broken by the editor in chief. The Editorial Board shall not meet without the editor in chief or his/her designee.

In general, Editorial Board meetings shall be open to staff members. When personnel issues or other personal matters are being discussed the meetings will be closed to non-Board members. The Editorial Board may request that non-members leave the meeting at any time. The Editorial Board may request certain staff members to attend a meeting of the Editorial Board. Staff members may individually voice opinions to members of the Editorial Board in writing or in person before or after Editorial Board meetings. The faculty advisor will attend all meetings of the Editorial Board.

Minutes of each meeting shall be taken by the managing editor or another Editorial Board member designated by the editor in chief. Minutes of Editorial Board meetings will be made available to non-staff members upon request. Meetings will be run according to *Robert's Rules of Order Newly Revised*.

As the Editorial Board is not a public commission, board, council, or other legislative body of a local government agency, its meetings need not be pursuant to the Brown Act.

### **(e) Content**

The Editorial Board will have control over all content published by The Sentinel. The Editorial Board may add, edit, or eliminate any content published by The Sentinel, including articles, opinion pieces, photographs, artwork, letters, and advertisements. The Editorial Board may add, edit, or eliminate the content itself or designate a representative to act on its behalf.

### **(f) Editorials**

The Editorial Board will also be responsible for deciding upon The Sentinel's editorial position and subsequently writing editorials for publication. The Editorial Board may invite members of the public to present on topics relevant to the editorial at hand. After discussion, the Editorial Board will vote to determine The Sentinel's position. A two-thirds vote will be required to establish an editorial position. In the case of a tie, the editor in chief will cast the deciding vote. Once the position has been determined, the Editorial Board will elect a member to write the editorial. Usually this person will be the assistant managing editor of opinion or the editor in chief. The designated writer will prepare a draft of the editorial for the next meeting. At that point, all members may contribute to and edit the editorial. Another two-thirds vote will approve the final draft of the editorial.

Members of the Editorial Board may not indicate their agreement or disagreement with an editorial to non-Editorial Board members. In general, the identity of the individual writer of an editorial will not be revealed.

## **Section 2.02 Organizational Structure**

The Sentinel shall consist of three divisions: editorial, business, and production. Editorial directs and manages all of the content of the newspaper (articles, photographs, etc.). Business handles advertising, all finances, and office management. Production handles printer relations and Internet matters. These divisions shall be overseen by two executives: the editor in chief oversees all staff and the managing editor oversees all editorial staff.

## **Section 2.03 Staff in General**

### **(a) Course Credit**

All staff members shall be concurrently enrolled in a newspaper-related course of two or more units designated by the Dean of Language Arts as fulfilling the enrollment requirement to be on the staff. A guest writer who writes only one article per quarter does not have to be a member of the staff or be enrolled in the course. The following staff members are exempted from the enrollment requirement: Internet manager, staff photographer, staff artist. The person appointed by the college as faculty advisor might or might not be the instructor of record for said course; the instructor shall oversee the course syllabus and grading.

### **(b) Definitions & Privileges**

**(i) Staff Status**

An individual shall be considered a member of The Sentinel staff when he/she is enrolled in the course specified above. The class roster shall be equal to the listing of staff in the published staff box, except that the staff box shall omit members who are on probation, guest writers, and the exempt persons specified above.

**(ii) Records**

All staff members are responsible for maintaining records with The Sentinel. Each quarter, every staff member will complete a staff information sheet listing contact information, courses schedules, etc. This sheet will be kept with past sheets and other records in the staff member's file. These records will only be available to the managing editor and the editor in chief. A staff member may ask the managing editor or the editor in chief for access to his/her individual file.

**(iii) Representation as a Staff Member**

Only official staff members may represent themselves as member of The Sentinel. No one else may identify him/herself as a staff member.

**(c) Responsibilities**

**(i) Adherence to Policies**

All staff members must adhere to the District policies as well as the Sentinel Policy Book, including the Code of Ethics

**(ii) Commitment**

The amount of time and energy one must commit to The Sentinel corresponds to the assignments one accepts. All staff members are expected to ensure that their assigned work is completed. All staff members are expected to attend the weekly staff meetings and production week proofing sessions and stay in communication (check their mailboxes regularly and read e-mail newsletters) with their manager.

**(d) Probation**

**(i) Causes for Probation**

Causes for probation include failure to adhere to the Policy and the Code of Ethics, missing two assignment deadlines, repeated unexcused absences from staff meetings, and failure to meet job requirements and responsibilities.

**(ii) Administering Probation**

If a staff member meets any of the above conditions for probation, the editor in chief will consider placing the staff member on probation. If staff members who appear to be approaching probation will be reminded of the conditions of probation and ways that they can improve their performance. The editor in chief may place staff members who meet the above conditions on probation. Staff members may appeal decisions to the editor in chief and then to the Editorial Board.

### **(iii) Results of Probation**

Staff members on probation will not be assigned work or be listed in the published staff list.

### **(iv) Leaving Probation**

A staff writer who wishes to change his/her probationary status will write an evergreen story of 800-1200 words that may be published when other staff members fail to meet content obligations by the assigned deadline. The staff writer is obligated to take the initiative on the story. Assignments may be obtained from the managing editor. The managing will notify the staff editor once the evergreen story is copyedited and accepted for publication. Writing an evergreen story does not guarantee the lifting of probation. Submitted evergreen stories considered inappropriate for publication by the editor in chief will not count toward removal of the probationary status. Only the editor in chief may lift a staff member's probation. The supervising section editor, along with the editor in chief, will decide how non-editorial staff will leave probation on a case-by-case basis.

### **(e) Resignation**

Staff members may resign from a position at any time by informing the editor in chief in writing. Ideally staff members who wish to resign will complete all outstanding assignments and inform the editor in chief of their resignation two weeks in advance of its effective date.

The editor in chief may resign mid-year by informing the Editorial Board in writing. The standing individual is obliged to assist in the selection of a successor according to the standard selection process.

Dropping the required course specified above shall constitute a resignation.

### **(f) Removal**

Staff members may be removed from a position only by action of the editor in chief with the consent of the Editorial Board. Removal should be used only as a last resort, after probation and other steps have been taken. In most cases, the faculty advisor should be consulted on matters of removal.

## **Section 2.04 Staff Positions**

### **(a) Executive**

#### **(i) Editor in Chief**

The editor in chief serves as the chief executive of The Sentinel. As the editor in chief, this individual is in charge of all of The Sentinel's content and the publishing of the newspaper. This individual is also in charge of The Sentinel's finances and business operations. The editor in chief at the beginning of each quarter shall appoint each enrolled student to one or more positions specified in this Section and may prefix the word "assistant," "associate," or "co-" to the title of any of those positions.

#### **1) *Selection of an Editor in Chief***

A new individual will be chosen in the spring of each year to hold the position of editor in chief for the following school year. An ad-hoc selection committee will be formed at the start of spring quarter. The committee will be composed of the standing editor in chief, the faculty advisor, and one other individual selected by the Editorial Board. Those interested in the position who have served on staff

for at least one quarter (ideally two or more) may inform the committee of their intent. Applicants will be interviewed by the committee in addition to completing a written application. Once all of the applications have been received and applicants interviewed, ideally by the middle of May, the committee will deliberate on its selection. The committee may select a candidate by the means of its choosing. The candidate will then be extended an invitation, in writing, to the position. The candidate will formally receive the position from the Editorial Board.

Should the above procedures become untenable, the faculty Advisor may unilaterally appoint an editor in chief.

### **2) *In Absence of an Editor in Chief***

If the editor in chief resigns mid-year, an Associate Editor will immediately assume the position in an acting role. A selection committee for a new individual will be formed as per the preceding section.

### **3) *Removal of a Standing Editor in Chief***

The editor in chief may only be removed by action of the Editorial Board under extraordinary circumstances. To remove a standing editor in chief, the Editorial Board (minus the editor in chief in question) must:

- β All agree by vote to consider removal of the editor in chief.
- β Consult with the faculty advisor.
- β Solicit comments from the entire staff.
- β Allow the editor in chief a fair hearing.
- β Not proceed in any undue haste.

When considering removal of an editor in chief, the Editorial Board is advised to consider alternate means such as a conference with the individual, requesting specific changes from the individual, or requesting written status updates from the individual.

### **(v) *Managing Editor***

The managing editor shall head the Editorial Division and assist the editor in chief.

## **(b) *Editorial***

### **(i) *Section Editor***

A section editor shall manage a portion of the newspaper, such as News, Opinion, etc. They shall be responsible for all of the content of their respective sections, including assigning content to writers and overseeing the writing and editing of the content and acquiring graphics to accompany the written content. Section editors are responsible for managing their writers, photographers, and artists; they shall meet all production deadlines and cover gaps in content resulting from unfulfilled or incomplete assignments. They shall be responsible for the design and layout of their sections. They shall participate in the final proofing session of the paper prior to prepress and are answerable to the editor in chief and managing editor for all of the content in their respective sections. They shall report to the managing editor; if that position is vacant, they shall report to the editor in chief. There shall be five section editors as specified below.

### **1) *News Editor***

The section editor of news will oversee all aspects of the News Section, including the front page. As the director of the News Department, the section editor of news will stay apprised of news on and off campus and be ready to assign stories. This editor will maintain relationships with important offices at Foothill (president, educational resources, student activities, academic divisions, Admissions and Records) and at the district (chancellor, human resources) and the important boards at Foothill (Round Table, Academic Senate, Classified Senate) and at the district (Board of Trustees, Chancellor's Advisory Committee). In addition, this editor will maintain relationships with the Associated Students of Foothill College and its individual boards. This editor will acquire photographs and graphics appropriate to the section.

## **2) *Opinion Editor***

The opinion editor will oversee all aspects of the Opinion Section, including the editorial page, letters to the editor, opinion columns and the Op-Ed pages. Along with the editor in chief, this editor will ensure that editorials are written and will evaluate letters to the editor, selecting enough for each issue. All opinion columnists will report to this editor. The opinion editor will acquire photographs, artwork, and graphics appropriate to the section. This editor shall lay out the Opinion Section.

## **3) *Sports Editor***

The sports editor will oversee all aspects of the Sports Section, including stories, graphics, box scores, and layout. The staff writers of the Sports Department will report to the AME of Sports. This person will ensure that all Foothill teams and important Foothill sports events are covered by maintaining relationships with the athletic department coaches. This editor may designate staff writers to cover particular sports. This editor will acquire photographs and graphics appropriate to the section. This editor will lay out the Sports Section.

## **4) *Arts & Entertainment Editor***

The arts and entertainment editor will oversee all aspects of the A&E Section, including stories, graphics, and layout. The staff writers of the A&E Department will report to this editor. This editor will ensure that relevant Foothill shows, classes, and events are covered by maintaining relationships with the departments of the Fine Arts Division. This editor will acquire photographs and graphics appropriate to the section. This editor will lay out the A&E Section.

## **5) *Features Editor***

The features editor will oversee all aspects of the Features Section, including stories, graphics, and layout. All features writers will report to this editor. This editor will develop profiles of individuals and organizations as well as entertaining or background articles on campus issues. This editor will acquire photographs, artwork, and graphics appropriate to this section. This editor will lay out the Features Section.

### **(ii) *Staff Writer***

Staff writers will write articles for publication in The Sentinel. They will take assignments from the section editors and will work with them to complete their assignments. They report to the section editors. Certain staff writers will be assigned beats or regular columns. They may need to acquire photographs, artwork, or graphics appropriate to their articles.

**(iii) Staff Photographer**

Staff photographers will produce photographs for publication in The Sentinel. They will take assignments from the managing editor and the section editors. Staff photographers will report to the managing editor and the section editors.

**(iv) Staff Artist**

Staff artists will produce artwork for publication in The Sentinel. They will receive assignments from the section editors and will report to the section editors.

**(c) Business**

**(i) Director of Circulation/Office Manager**

The Director of Circulation/Office Manager will manage the distribution of the newspaper, ensure that copies of the newspaper are distributed around the Main Campus and the Middlefield Campus, and manage the mailing list. This person shall also maintain the office, make sure that communications are delivered promptly to the correct staff members, and ensure that invoices are submitted to purchasers and bills are paid. This person reports to the editor in chief.

**(ii) Advertising Sales Manager**

Advertising sales managers will sell display and classified advertising. They will report to the editor in chief unless that person instructs them to report to the Director of Circulation/Office Manager.

**(d) Production**

**(i) Internet Manager**

The Internet manager will direct The Sentinel's on-line ventures, including the newspaper Web site and the staff intranet. The Internet manager will report to the editor in chief. The editor in chief may require this person to secure printing estimates from various vendors.

**Section 2.05 Code of Ethics**

**(a) Adherence**

All members of the staff shall adhere to this Code of Ethics. The Code of Ethics applies both within the office and in the field.

**(b) Appropriate Conduct**

**Sentinel personnel will...**

1. act with professionalism.
2. be honest in all Sentinel matters.
3. keep internal matters confidential.
4. follow the District's policies, including its non-discrimination, non-harassment, and mutual respect policies.
5. present a united front.

- |   |
|---|
| <ol style="list-style-type: none"><li>6. never work against the good of The Sentinel.</li><li>7. always conduct themselves with the highest standards of personal behavior.</li></ol> |
|---|

### **(c) Conflict of Interest**

#### **(i) Membership in Campus Organizations**

Staffers may not cover a campus organization they belong to or participate in any editorial or business decision regarding that organization. However, they may provide story leads about the organizations to which they belong. Staffers should report their membership to their supervising editor. No editor or manager or director shall be a voting member of the Campus Council of ASFC. Any other Sentinel staff members who are voting members of the Campus Council of ASFC are bound by the rules above on covering or participating in a decision regarding an organization to which they belong.

#### **(ii) Other Employment**

Other employment of staffers must not present a conflict of interest with their responsibilities at The Sentinel. A staff member must report any other employment to the editor to avoid any conflicts of interest with assignments or other staff editorial or business responsibilities or influences. It is not uncommon for members of the staff to be hired by other newspapers in the area as paid employees, stringers and interns. Staff members have to be careful not to be caught in a conflict of interest between their responsibility to The Sentinel and to the other publication(s).

When working on The Sentinel, a staff member is considered a full-time employee of The Sentinel despite the lack of a salary. At any time where a potential conflict of interest might exist, the burden of checking with the editor in chief is on the staff member. If staff members are on assignment for The Sentinel, then obviously their primary loyalty is to the Sentinel; any information they gather is first and foremost the property of The Sentinel. Staff members must check before writing a story for another publication or presenting film or prints to another publication.

#### **(iii) Gifts**

A journalist should not accept free travel, accommodations or meals, passes or discounts in order to remain free of influence or obligation to report the story. The publication should pay the cost of the transportation and related expenses. Free travel and accommodations, which are non-coverage related and which may be provided by a vendor, may be accepted if the primary purpose is education or training.

Press passes may be accepted by staff members assigned to cover an event or by those attending for legitimate news purposes only when admission is not normally charged to those who are not members of the press. Free passes to events where admission is ordinarily charged will not be accepted by The Sentinel. Press facilities at these events may only be used by staff members who are assigned to cover the event. Free tickets or passes may be accepted by staff members for personal use only if tickets are available on the same complimentary basis to non-journalists.

Offers of gifts will be immediately refused in a polite manner. Gifts received will either be returned, scrapped or donated to charity.

Acceptance of gifts is considered a serious infraction of the Policy.

#### **(iv) Review Products**

Any materials given to The Sentinel for review (e.g. books, records) become the property of Foothill College, not of any individual staff member.

#### **(v) Outside Activities**

Political involvement, holding public office off-campus and service in community organizations should be considered carefully to avoid compromising personal integrity and that of The Sentinel. The notation of the journalist as an independent observer and fact-finder is important to preserve. A staff member involved in specific political action should not be assigned to cover that involvement. Staff members should conduct their personal lives in a manner that will not lead to conflicts of interest.

#### **(vi) Relationships**

Staff members must avoid involvement in stories dealing with members of their families. Staff members must not cover—in words, photographs and artwork—or make news judgments about family members or persons with whom they have a financial, adversarial or close relationship.

#### **(d) Plagiarism**

Plagiarism is the word-for-word or near duplication of others' writing (or artwork) without acknowledgement. Plagiarism will not be tolerated in any form at The Sentinel, and in the case of copyright protected material, is illegal. Staff members who commit plagiarism will immediately be placed on probation and considered for termination.

#### **(e) Fabrication**

Creation of fake persons, situations, or quotations in news stories runs counter to journalistic ethics. When identified as such and used as a rhetorical tool, fabrication is acceptable in editorials, Op-Ed pieces and columns. Staff members who unacceptably fabricate will immediately be placed on probation and considered for termination.

#### **(f) Inappropriate Language**

Vulgar or profane words are inappropriate unless contained in quotations. When they are necessary and do not overshadow the other contents of a story, vulgar or profane words may be used in quotations. The decision to publish inappropriate language rests with the Editorial Board. The Editorial Board is advised to err on the conservative side concerning inappropriate language. Inappropriate language should never be used in editorials, Op-Ed pieces, or columns.

#### **(g) Invasion of Privacy**

Conflicts exist between a person's desire for privacy and the public's right to know about a public person's life. Those who choose to become public celebrities or public servants should expect a greater level of scrutiny of their life than a private person. Staff members should make judgments based on the real news value of the situation, common sense and decency. Reporters and photographers should not badger a person who has made it clear that he or she does not want to be interviewed or photographed. An exception may be made with regards to those who are involved in criminal activities or in court.

Publishing intimate details of a person's private life should be done with extreme care and only if the facts are important for the completeness of a story, and reflect in a significant way upon the person's public life.

Reporters need to know the state laws that apply to rape and sexual assault victims. Generally, these names are not to be published. However, a current trend is to ask rape victims to go public. This may be negotiated between the victim and the publication. Victims of non-sexual crimes may be identified, but The Sentinel has a responsibility to give some protection to the victim, such as giving imprecise addresses. With the exception of major crime, an arrested person is not named until charges are filed.

### **(h) Libel, Inaccuracy, Imbalance**

Staff members shall scrupulously avoid the use of any libelous material, and they shall ensure that all writings present matter with accuracy and balance.

### **(i) Use of "Confidential" Sources**

Staff members may only grant confidentiality to sources with the permission of the editor in chief or the managing editor, who must consider confidentiality and disclosure law. Confidentiality will only be granted to sources who could be faced with physical, psychological or financial harm. Before speaking in confidence to a staff reporter, sources should be briefed on the limitations of their confidentiality.

No information obtained in confidence will be printed without verification. In general, the second source must be on the record. However, in special circumstances, the Editorial Board may allow information with two, ideally three, confidential attributions to be published. In this case, the Editorial Board must consider the credibility of the information and of The Sentinel.

### **(j) Cooperation With Law Enforcement, Government, and College Administration.**

The Sentinel should not take over any of the duties of any outside agency. Cooperation or involvement in the work of these agencies should be restricted to what is required by law. Staff members should know any freedom of information, open meeting and shield laws that apply to their work. If staffers think that any public authority is interfering with their functions as journalists, they should report the incident to the editor in chief.

### **(k) False Identification, Stolen Documents, Concealed Recording and Eavesdropping**

Reporters shall not misrepresent themselves as anything other than representatives of The Sentinel. In extraordinary circumstances, when an editor judges that the information cannot be obtained in any other way, and the value of that information to the readers is important, the editor in chief may authorize misrepresentation.

Reporters may not steal or knowingly receive stolen materials. Except in situations judged by the editor in chief as extraordinary, a reporter shall not record an interview or meeting without the interviewee's permission. Committing an illegal act to eavesdrop on a source is not allowed. State laws on the use of recording devices should be checked.

## **(I) Additional Journalistic Codes of Ethics**

The Sentinel will also strive to follow the code of ethics published by the Society of Professional Journalists and the statement of principles published by the American Society of Newspaper Editors. These two documents are reprinted in the appendices of the Policy for informational and guidance purposes only, not as policy.

## **Section 2.06 Staff Meetings**

Staff meetings will be held weekly. Unless excused by the editor in chief, staff members must attend every meeting. Failure to attend meetings will result in probation and may result in the assignment of a failing grade.

## Article III. Office

### Section 3.01 Use

Only Sentinel staff members may use the Sentinel offices. The editor in chief or the managing editor or the office manager must be present in the office for other staff members to be allowed inside except to pick up mail. Conduct of individuals in the Sentinel offices shall be professional. The Sentinel offices are not appropriate places to meet with friends who are not members of the staff.

### Section 3.02 Access

Only the persons mentioned above shall have access to the office. No others may be granted unaccompanied access to the Sentinel office. The list of the staff will be kept on file in the campus police department. The individuals listed may ask the police officer on duty to unlock the office.

### Section 3.03 Computers

Computers are for use on Sentinel work. During their office hours, the editor in chief and managing editor and section editors may use the computers for personal work if no one else needs to use the computers for Sentinel work.

### Section 3.04 Telephone

The telephone in the Sentinel office is for Sentinel work. In general, personal calls should not be made or received on the phone. The editor in chief and the managing editor may make limited personal calls during office hours and on production nights.

### Section 3.05 Office Hours

The editor in chief and managing editor and office manager shall hold and post regular office hours. During office hours, they shall answer the telephone and handle in-person visits. Other staff members may come by the office and work on Sentinel work during office hours.

### Section 3.06 Mailboxes

All staff members shall have mailboxes in the Sentinel office, which should be checked at least two times a week.

## Article IV. Finances

### Section 4.01 Management

The finances of The Sentinel will be overseen on a daily basis by the editor in chief. The Editorial Board will make all financial decisions involving capital expenditures greater than \$200.00.

### Section 4.02 Accounts

The Sentinel will maintain its money in accounts with Student Accounts and the Foothill-De Anza Foundation.

An expense account for printing and a trust account for other expenses and savings will be maintained with Student Accounts. The printing expense account will contain money from the Associated Students of Foothill College for the printing of the newspaper and will be overseen according to ASFC policies. Advertising revenue is deposited in the advertising account and is under the purview of ASFC.

The foundation account will be used to receive donations for The Sentinel. Funds from this account may be used as the Editorial Board sees fit, within the limitations of Sentinel policy.

The faculty advisor will be the official faculty member associated with the accounts and the editor in chief will be the official student associated with the accounts. The Associate Editor of business, and any others he/she appoints, will have access to the accounts for record keeping purposes.

### Section 4.03 Relationship with the ASFC

The Associated Students of Foothill College (ASFC) provides The Sentinel with funds from sales of the student body card to help print the newspaper. These funds are maintained in the production expense account with Student Accounts.

### Section 4.04 Capital Outlays

The Associate Editor of business or the editor in chief may approve capital outlays for non-printing expenses for up to \$200 for each transaction. Capital outlays of higher amounts will require the approval of the Editorial Board.

### Section 4.05 Budgeting

Each winter, the Editorial Board will develop a budget for the following school year. The budget will include all expected expenses (printing, office supplies, photographic supplies, etc.) and income (advertising revenue, donations, etc.). The Business Division of The Sentinel and the faculty advisor will assist the Editorial Board with the budget development process. The budget for the following year will be formally adopted by the end of the preceding winter quarter. Drafts of the budget will be completed by the beginning of March. Upon adoption of the budget by the Editorial Board, any deviations from the budget will need to be approved by the Editorial Board.

# Article V. Content

## Section 5.01 Selection

Content selection is reserved for the editorial staff of The Sentinel. The staff, and the editor in chief in particular, shall ensure that all copy meets the standards set forth in this policy.

The Sentinel may publish information on off-campus events related to or of interest to the readership; however, the general rule is to cover campus activities first.

All art that contains opinion (cartoons and column illustrations) shall go before the Editorial Board to determine whether it contains any objectionable material. All photographs that may contain objectionable material shall be referred to Editorial Board for a vote.

Obscenity and racial or religious denigrations shall not appear in The Sentinel with the intent of promoting those items or to titillate the readership.

There shall be no anonymous or fictitious authors of articles or other items.

## Section 5.02 News Treatment

The Sentinel reserves the right to treat individuals and issues on their merit as may be determined by the facts and the considered judgment of the Editorial Board.

To protect academic freedom, The Sentinel will not quote or otherwise cite statements made during and as a part of any class without the express permission of the individual making such statements.

The Sentinel shall not publish propaganda in the guise of news.

## Section 5.03 Sections

The Sentinel will be divided into five sections (News, Opinion, Arts and Entertainment, Features, and Sports). Each section will contain a regular set of features:

### **News**

- β News of direct relevance to Foothill students
- β Page 1 and Calendar of Events and Dates
- β Policy box (staff information, etc.)
- β Corrections

### **Opinion**

- β Editorials written by the Editorial Board
- β Letters to the editor (in general) from members of Foothill students
- β Op-Ed pieces of direct relevance to Foothill students
- β Regular opinion columns written by staff columnists
- β Op Art

### **Arts and Entertainment**

- β Articles of direct relevance to Foothill students

- β Reviews (books, movies, films, concerts, recordings) of direct relevance to Foothill students (e.g., reviews of Foothill plays, books written by faculty members)
- β Reviews of indirect relevance to Foothill students (last priority)

#### **Features**

- β Profiles of campus individuals and organizations
- β Entertaining or background articles on campus issues

#### **Sports**

- β Coverage of Foothill sports teams
- β Scores from Foothill sports teams

### **Section 5.04 Corrections**

Inaccuracies are never published purposefully. When an error is printed in The Sentinel, a correction will appear in the next issue. The editor in chief or his/her designee will approve all corrections.

### **Section 5.05 Ownership**

The Sentinel owns the copyright on all published and unpublished work done by staff members and freelancers if the work was done as a Sentinel assignment. The editor in chief must approve all non-personal use of Sentinel-owned content. The Sentinel reserves the right to charge for use of its content.

### **Section 5.06 Letters to the Editor**

Letters to the editor will be accepted from within and outside of the Foothill community. Letters must meet the requirements published in the letters to the editor information box. The assistant managing editor of opinion will be in charge of filing and selecting letters. Every letter received will be filed and stored for one calendar year. Published letters will be stored for three years.

### **Section 5.07 Editorials**

See Section on Editorial Board under "Organization and Staff."

### **Section 5.08 Interruption of Circulation**

Only the editor in chief or in the editor in chief's absence the vice president of editorial may interrupt the circulation of The Sentinel. The canons of good journalism must be paramount in the minds of the editor in chief or the Associate Editor of editorial in making such a decision. It is the responsibility of the Editorial Board to convene as soon as possible to decide whether the interruption of circulation is to be continued.

In the absence of applicable state and federal law, the president of Foothill College retracts the right to intervene in the circulation and/or publication of the Sentinel.

## Section 5.09 Political Involvement

The Sentinel is a non-partisan publication and has no campus or off-campus political affiliations.

The Sentinel reserves the right, however, to publish in editorials, letters and columns support for or opposition to any candidate or issue in on-campus, local, state or national elections. The editorial or column in which a candidate or issue is supported or opposed must appear a minimum of two issues before an election to provide time for rebuttal, or space must be offered for such rebuttal in the same issue.

## Section 5.10 Advertising

The Sentinel sells portions of the printed newspaper to advertisers for their use. This advertising is defined and regulated as follows.

### **(a) Management**

All aspects of advertising will be overseen by the Business Division. The editor in chief and the managing editor will oversee all aspects of advertising.

### **(b) Rates**

Standard advertising rates will be defined in *Advertising Rates & Information*, The Sentinel's advertising book. Rates will be set by the Business Division at the start of each school year and adjusted as necessary by the Business Division. Rates changes shall be presented to the Editorial Board for final approval.

The Advertising Manager may authorize deviations from the standard published rates of up to 20 percent on a case-by-case basis. Higher deviations must be approved by the Editorial Board. No advertising sales manager may deviate from the standard rates without approval.

### **(c) Policies**

All advertising policies will be set forth in *Advertising Rates & Information*. The policy paragraphs in that document shall apply and be governed in the same manner as other elements of the Policy. The advertising manager will oversee the advertising policies, with the Editorial Board holding final authority over the policies.

The Sentinel will consider the District's non-discrimination policy when accepting ads for publication.

### **(d) Collection of Payment**

The office manager will be responsible for collecting payment for advertisements, if necessary using the services of a collection agency that will be compensated for its services.

## Article VI. Production

### Section 6.01 Design and Layout Style

The design and layout style shall be determined by the Editorial Board and recorded in *The Design and Layout Book*. The Associate Editor of production will oversee the creation and maintenance of the book.

The design and layout style will remain relatively constant. Individual designers may “interpret” the style on their own, but they may not substantially deviate from the tenets of the style.

Any modifications to the design and layout style will be initiated by the editor in chief or the managing editor. Staff members will be able to comment on any proposed changes. The final decision on modifications will rest with the Editorial Board. Before making any decisions, the Editorial Board will take time to examine samples of the new style and possibly seek comment from the Advisory Board.

Modifications to the design and layout style that are adopted will be integrated into the paper as seamlessly and gracefully as possible.

### Section 6.02 Publication Schedule

The publication schedule will be determined by the Editorial Board each year. Ideally, the development of the publication schedule will coincide with the development of the budget by the Editorial Board in winter quarter. The publication schedule will only be modified with the approval of the editor in chief.

### Section 6.03 Issue Numbering

#### **(a) Volumes**

Volumes will be numbered by school year. The 2000 – 2001 school year is Volume 44, the 2001 – 2002 school year, Volume 45, etc.

#### **(b) Issues**

Each issue is known by its volume number and issue number. Thus, the first issue of a volume is known as Volume 45 Number 1 (v45n1), the second, Volume 45 Number 2 (v45n2), etc.

# Article VII. Policy

## Section 7.01 Authority and Amendment

The Policy Book of The Sentinel shall govern all aspects of The Sentinel's operation, subject to District policies and state and federal law. The Policy Book shall determine the organization of the newspaper staff and their behavior in matters of ethics. All staff members shall agree in writing at the beginning of each quarter to abide by the Policy Book, District policies, and state and federal law in their Sentinel work. Violations may result in probation or dismissal by the Editorial Board (as specified in Section 3.03), may impact the student's grade in the required course, and/or may result in disciplinary action by the College and/or legal action. Amendments and suspensions of the Policy Book may be initiated by the Editorial Board or the College President, but final approval of any such action lies with the College as represented by the President, who may consult with others in making a decision.

## Section 7.02 Publication

The Policy will be available in both physical and electronic forms. Upon employment, all staff members will receive a printed copy of the Policy. The Policy will also be available on the staff intranet. When the Policy is modified, all physical and electronic copies of the Policy will be updated to reflect the modifications. The previous version of the Policy will be archived in The Sentinel's records.

## Section 7.03 Public Use

The Policy will be available in both physical and electronic forms for public viewing. An electronic version of the Policy will be publicly available on the Web site, and a physical copy of the Policy will be available for public viewing in the office. Print copies will not be distributed to the public. The Policy is copyrighted by the Foothill-De Anza Community College District. All rights of the Policy are reserved by the Foothill-De Anza College District. Any use, other than viewing, of the Policy outside of The Sentinel must be authorized by the Foothill-De Anza Board of Trustees.

## Section 7.04 Acknowledgments

The Policy was developed with the assistance of the policy manuals of La Voz (De Anza College), the Aztec Press (Pima Community College), the Clarion (Citrus College), the Sentinel (North Idaho College) and the Journalism Association of Community Colleges.

## Article VIII. Appendices

### Appendix I: Additional Codes of Ethics

#### (a) Society of Professional Journalists

##### **SOCIETY OF PROFESSIONAL JOURNALISTS CODE OF ETHICS**

**PREAMBLE:** Members of the Society of Professional Journalists believe that public enlightenment is the forerunner of justice and the foundation of democracy. The duty of the journalist is to further those ends by seeking truth and providing a fair and comprehensive account of events and issues. Conscientious journalists from all media and specialties strive to serve the public with thoroughness and honesty. Professional integrity is the cornerstone of a journalist's credibility. Members of the Society share a dedication to ethical behavior and adopt this code to declare the Society's principles and standards of practice.

##### **SEEK TRUTH AND REPORT IT**

Journalists should be honest, fair and courageous in gathering, reporting and interpreting information.

##### **Journalists should:**

- Test the accuracy of information from all sources and exercise care to avoid inadvertent error. Deliberate distortion is never permissible.
- Diligently seek out subjects of news stories to give them the opportunity to respond to allegations of wrongdoing.
- Identify sources whenever feasible. The public is entitled to as much information as possible on sources' reliability.
- Always question sources' motives before promising anonymity. Clarify conditions attached to any promise made in exchange for information. Keep promises.
- Make certain that headlines, news teases and promotional material, photos, video, audio, graphics, sound bites and quotations do not misrepresent. They should not oversimplify or highlight incidents out of context.
- Never distort the content of news photos or video. Image enhancement for technical clarity is always permissible. Label montages and photo illustrations.
- Avoid misleading re-enactments or staged news events. If re-enactment is necessary to tell a story, label it.
- Avoid undercover or other surreptitious methods of gathering information except when traditional open methods will not yield information vital to the public. Use of such methods should be explained as part of the story
- Never plagiarize.
- Tell the story of the diversity and magnitude of the human experience boldly, even when it is unpopular to do so.
- Examine their own cultural values and avoid imposing those values on others.

- Avoid stereotyping by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.
- Support the open exchange of views, even views they find repugnant.
- Give voice to the voiceless; official and unofficial sources of information can be equally valid.
- Distinguish between advocacy and news reporting. Analysis and commentary should be labeled and not misrepresent fact or context.
- Distinguish news from advertising and shun hybrids that blur the lines between the two.
- Recognize a special obligation to ensure that the public's business is conducted in the open and that government records are open to inspection.

### **MINIMIZE HARM**

Ethical journalists treat sources, subjects and colleagues as human beings deserving of respect.

#### **Journalists should:**

- Show compassion for those who may be affected adversely by news coverage. Use special sensitivity when dealing with children and inexperienced sources or subjects.
- Be sensitive when seeking or using interviews or photographs of those affected by tragedy or grief.
- Recognize that gathering and reporting information may cause harm or discomfort. Pursuit of the news is not a license for arrogance.
- Recognize that private people have a greater right to control information about themselves than do public officials and others who seek power, influence or attention. Only an overriding public need can justify intrusion into anyone's privacy.
- Show good taste. Avoid pandering to lurid curiosity.
- Be cautious about identifying juvenile suspects or victims of sex crimes.
- Be judicious about naming criminal suspects before the formal filing of charges.
- Balance a criminal suspect's fair trial rights with the public's right to be informed.

### **ACT INDEPENDENTLY**

Journalists should be free of obligation to any interest other than the public's right to know.

#### **Journalists should:**

- Avoid conflicts of interest, real or perceived.
- Remain free of associations and activities that may compromise integrity or damage credibility.
- Refuse gifts, favors, fees, free travel and special treatment, and shun secondary employment, political involvement, public office and service in community organizations if they compromise journalistic integrity.

- Disclose unavoidable conflicts.
- Be vigilant and courageous about holding those with power accountable.
- Deny favored treatment to advertisers and special interests and resist their pressure to influence news coverage.
- Be wary of sources offering information for favors or money; avoid bidding for news.

### **BE ACCOUNTABLE**

Journalists are accountable to their readers, listeners, viewers and each other.

#### **Journalists should:**

- Clarify and explain news coverage and invite dialogue with the public over journalistic conduct.
- Encourage the public to voice grievances against the news media.
- Admit mistakes and correct them promptly.
- Expose unethical practices of journalists and the news media.
- Abide by the same high standards to which they hold others.

Sigma Delta Chi's first Code of Ethics was borrowed from the American Society of Newspaper Editors in 1926. In 1973, Sigma Delta Chi wrote its own code, which was revised in 1984 and 1987. The present version of the Society of Professional Journalists' Code of Ethics was adopted in September 1996.

*Reprinted from the Society of Professional Journalists Web site ([www.spj.org](http://www.spj.org)).*

## **(b) American Society of Newspaper Editors**

### **AMERICAN SOCIETY OF NEWSPAPER EDITORS**

#### **STATEMENT OF PRINCIPLES**

ASNE's Statement of Principles was originally adopted in 1922 as the "Canons of Journalism." The document was revised and renamed "Statement of Principles" in 1975.

**PREAMBLE.** The First Amendment, protecting freedom of expression from abridgment by any law, guarantees to the people through their press a constitutional right, and thereby places on newspaper people a particular responsibility. Thus journalism demands of its practitioners not only industry and knowledge but also the pursuit of a standard of integrity proportionate to the journalist's singular obligation. To this end the American Society of Newspaper Editors sets forth this Statement of Principles as a standard encouraging the highest ethical and professional performance.

**ARTICLE I - Responsibility.** The primary purpose of gathering and distributing news and opinion is to serve the general welfare by informing the people and enabling them to make judgments on the issues of the time. Newspapermen and women who abuse the power of their professional role for selfish motives or unworthy purposes are faithless to that public trust. The American press was made free not just to inform or just to serve as a forum for debate but also to bring an independent scrutiny to bear on the forces of power in the society, including the conduct of official power at all levels of government.

**ARTICLE II - Freedom of the Press.** Freedom of the press belongs to the people. It must

be defended against encroachment or assault from any quarter, public or private. Journalists must be constantly alert to see that the public's business is conducted in public. They must be vigilant against all who would exploit the press for selfish purposes.

**ARTICLE III - Independence.** Journalists must avoid impropriety and the appearance of impropriety as well as any conflict of interest or the appearance of conflict. They should neither accept anything nor pursue any activity that might compromise or seem to compromise their integrity.

**ARTICLE IV - Truth and Accuracy.** Good faith with the reader is the foundation of good journalism. Every effort must be made to assure that the news content is accurate, free from bias and in context, and that all sides are presented fairly. Editorials, analytical articles and commentary should be held to the same standards of accuracy with respect to facts as news reports. Significant errors of fact, as well as errors of omission, should be corrected promptly and prominently.

**ARTICLE V - Impartiality.** To be impartial does not require the press to be unquestioning or to refrain from editorial expression. Sound practice, however, demands a clear distinction for the reader between news reports and opinion. Articles that contain opinion or personal interpretation should be clearly identified.

**ARTICLE VI - Fair Play.** Journalists should respect the rights of people involved in the news, observe the common standards of decency and stand accountable to the public for the fairness and accuracy of their news reports. Persons publicly accused should be given the earliest opportunity to respond. Pledges of confidentiality to news sources must be honored at all costs, and therefore should not be given lightly. Unless there is clear and pressing need to maintain confidences, sources of information should be identified.

These principles are intended to preserve, protect and strengthen the bond of trust and respect between American journalists and the American people, a bond that is essential to sustain the grant of freedom entrusted to both by the nation's founders.

*Reprinted from the American Society of Newspaper Editors Web site ([www.asne.org](http://www.asne.org)).*

## Appendix II: Advertising Rates & Information *June 2, 2005*

[This document may be amended by the Business Division, with two exceptions: (1) amendments to the rates must be approved by the Editorial Board; (2) amendments to the paragraphs called "Advertising Policies" must be approved by the College.]

### ABOUT THE SENTINEL

Since 1958, The Sentinel has served as the newspaper of Foothill College, one of the country's leading community colleges. The students, faculty and staff of Foothill look to The Sentinel for the latest college and local news as well as coverage of sports, local arts and entertainment, and opinion analysis.

The Sentinel provides a perfect opportunity for advertisers to directly reach the Foothill College community, which is located in the heart of Silicon Valley. Both display and classified advertising are available.

## CIRCULATION

--Total Circulation: 4,000 copies per issue, distributed to faculty and students at both the main Foothill Campus in Los Altos Hills and its satellite Middlefield Campus in Palo Alto.

--Published every other week on Tuesdays.

--2005 Winter and Spring Quarter Publication Dates....

--Complimentary copies are sent to local libraries, schools, and media organizations upon request.

## DISPLAY ADVERTISING

Display advertisements allow advertisers to custom design a certain space with their own graphics and text. Customers may design their own advertisements and send the Advertising Department camera-ready artwork or electronic files, or the Advertising Department can design the display advertisement according to the customer specifications.

Discounts are available to bulk customers (at least a 4-issue run, doesn't need to be run concurrently) and customers who are affiliated with Foothill College or approved nonprofit organizations. Advertisers located in San Francisco, Santa Clara, or San Mateo counties qualify for local discounts. Other discounts are sometimes made available; call for current details. Discounts run between 5% and 10% off. Higher discounts may be available at the discretion of the Business Division.

Rates:                Full Page, 10" wide by 15.5" tall, \$500  
                          Half Page, 10" wide by 7.75" tall, \$250  
                          Quarter Page, 5" wide by 7.75" tall, \$125  
                          All other ad sizes are charged \$4.50 per square inch

## CLASSIFIED ADVERTISING

Classified advertisements, which are text-only, are traditionally used to advertise jobs and items for sale. Classified advertising is billed by the word. Payment is required at the time of placement for all classified advertising. Classified advertisements run for one issue. First 25 words, \$10.00. Additional words (each), \$0.25. NEW THIS QUARTER! As an additional service free-of-charge, all classified ads will be listed on the Sentinel website, upon request, for the duration of their run in the paper. This webspace is also available free-of-charge for anyone who wishes to post a classified on the web only. The Sentinel retains the right to delete any classified posted in this manner and deemed inappropriate.

## ADVERTISING ARTWORK

Customer-designed display advertisements must be submitted as camera-ready artwork or as electronic files. Camera-ready artwork can be sent via post mail to the Advertising Department or dropped off at the Sentinel Office. Electronic artwork (in the form of JPEG, TIFF, PDF, PageMaker, or QuarkXPress file) can be sent along with all graphics and fonts. All advertising artwork must be submitted at least seven days prior to publication.

The Sentinel provides design and layout services through outside contractors. Call the Sentinel for current rates. Space reservations and design specifications must be submitted at least ten days prior to publication. One proof is included with base fees. Designs must be finalized by seven days prior to publication. Payment must be made in advance based on an original quote.

#### PLACEMENT

Advertisers placing full-page advertisements may request the back page of the newspaper for an additional \$100 (bringing the total to \$600). The Sentinel will not guarantee any other requests.

#### DEADLINES

--Display advertising reservations must be placed and camera-ready artwork received at least seven days prior to publication for customer-designed advertisements. Late customer-designed display advertisements will only be accepted with Advertising Department approval. A 30% additional late fee will be charged on all fees.

--Display advertising reservations must be placed at least ten days prior to publication for Sentinel-designed advertisements. Designs must be finalized by seven days prior to publication. Late Sentinel-designed display advertisements will only be accepted with Advertising Department approval. A 30% additional late fee will be charge on all column inch fees and the house charge for design work will increase.

--Classified advertisements must be placed seven days prior to publication. Late classified advertisements will only be accepted with Advertising Department approval. A 30% additional late fee will be charged on all per-word fees.

#### CANCELLATIONS AND REFUNDS

--Advertisements cancelled before seven days prior to publication will be billed at 50%.

--Advertisements cancelled between seven and five days prior to publication are billed at 80%.

--After five days prior to publication, no refunds for advertisements are given.

--No refunds are given for display advertising design.

--Refunds will be received in the form of checks within 60 days of original date of publication.

--No refunds are given for credit advertising.

#### PAYMENT

--Payment is only accepted by cash or check (make checks out to "The Sentinel").

--Full payment is due within 30 days of ad publication.

--If payment in full is not received by 30 days of invoice date (or the next business day), a late charge of \$15 will be assessed and a finance charge of 1.5% per month (18% annual percentage rate) of the unpaid principal balance will begin to accrue.

--After placing three advertisements, advertisers may apply for invoiced billing. A signed credit application is required.

--Payment in advance is required for all political, public issue, going out of business, and entertainment event advertisements.

## ADVERTISING POLICIES

--Foothill College students must present Owl Cards to receive student discounts. Faculty, staff, and department representatives must present official identification.

--The Sentinel does not advertise the following: tobacco, alcohol, term paper research or assistance, drug paraphernalia, or sexually suggestive ads. Recruitment advertisements from the Armed Forces are not accepted. The Sentinel will only advertise that which is legal to sell.

--The Sentinel reserves the right to edit, alter, or refuse any advertisement submitted for publication.

--Printing an advertisement does not imply endorsement or acceptance of the person, service, event, product, or idea advertised. All advertisements are accepted and published upon representation that the agency or advertiser is authorized to publish the entire contents of the subject matter of its advertisement.

--Final acceptance of an advertisement is only indicated by publication.

--The Sentinel is not liable for delays in delivery in the event of unforeseeable actions by any government entity, fire, flood, riot, earthquake, labor or material shortage, transportation problem, interruption of any kind or condition beyond the control of The Sentinel affecting production or delivery in any manner.

--The Sentinel reserves the right to revise its advertising rates, policies, or publishing schedule any time. Announcements of rate changes shall be made 30 days in advance to contract advertisers. No verbal agreement altering the rates or terms of these rate sheets shall be recognized.

--In the event of an error, The Sentinel's liability is limited to credit for one insertion. Errors not reported seven days from first publication of an advertisement will not be corrected and no refunds made.

## REACHING THE ADVERTISING DEPARTMENT

The Sentinel's account representatives are available to help you with all your advertising needs. Please contact them for advertising reservations and additional information. Telephone: 650 949-7372. Email: [advertising@foothillsentinel.com](mailto:advertising@foothillsentinel.com). By Post Mail: The Sentinel, Advertising Department, 12345 El Monte Rd., Los Altos Hills, CA 94022. In Person: Visit our offices at Foothill College in Los Altos Hills, California. We are located in Room 5911. Call for directions and business hours.

Members of a college community - students, faculty, staff and visitors - must be able to study and work in an atmosphere of mutual respect and trust. Foothill-De Anza Community College District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups. The Board of Trustees supports an environment where diverse cultures, abilities and needs are respected and where differences offer opportunities for learning and for personal and professional fulfillment. The District is committed to providing an academic and work environment free of unlawful harassment and discrimination. ~~should be free of sexual harassment and all forms of sexual intimidation and exploitation.~~ All students, staff and faculty must be assured that the District will take action to prevent misconduct. Anyone who engages in ~~sexual~~ unlawful harassment or discrimination shall be subject to sanctions.

Accordingly, the Board adopts the following:

It is the policy of the Foothill-De Anza Community College District to provide an educational, employment and business environment free of ~~unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by Federal and State law.~~ Sexual harassment may include, but is not limited to: unlawful harassment and discrimination. The Board will not discriminate against any person in the provision of any program or service based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or gender identity.

**Harassment:**

Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or gender identity of a person, or the perception that a person has one or more of these characteristics is illegal and violates District policy.

Harassment comes in many forms, including but not limited to the following conduct:

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

- Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other status protected by law.
- Visual or Written: the display or circulation of visual or written material that degrades an individual or groups based on gender, race nationality, sexual orientation or other status protected by law. This may include, but is not limited to, posters, cartoons, drawing , graffiti, reading materials; computer graphics or electronic media transmissions not relevant to the subject matter and/or objectives of the class or activities on the job.
- Environmental: A hostile academic or work environment exists where it is permeated by sexual and/or racial innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other status protected by law; or gratuitous comments regarding gender, race, sexual orientation, or other status protected by law that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others.

### Sexual Harassment

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

Submission to the conduct of a sexual nature that is explicitly or implicitly made a term or condition of an individual's employment or education academic status or progress;

Submission to, or rejection of, the conduct by the individual is used as the basis of An employment or academic decisions affecting the individual based on the submission to or rejection of a sexual advance.

Verbal or physical conduct of a sexual nature that interferes with an individual's performance or creates The conduct has the purpose or effect of

having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Foothill or De Anza college.

Sexual harassment may be verbal, visual, written, physical or environmental.

### **Retaliation**

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or discrimination or for participating in an investigation of such complaints. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be investigated.

### **Academic Freedom**

The Board reaffirms its commitment to academic freedom and recognizes that academic freedom does not allow harassment or any other form of unlawful discrimination. The lecture, content and discourse that are an intrinsic part of the course content shall in no event constitute harassment or other forms of unlawful discrimination.

### **Complaints**

Immediate action shall be taken against individuals determined to be in violation of this policy. Any individual who believes that he or she has been a victim of ~~sexual harassment~~ or discrimination or retaliation in violation of this policy may file a complaint within one year of the alleged unlawful harassment or discrimination or within one year of the date on which the complainant knew or should have known of the facts of the ~~sexual harassment~~ incident(s).

The District has developed procedures to address complaints of ~~sexual discrimination and~~ harassment. Complaints filed by an employee of the District against another employee or student, or a student against an employee of the District shall be referred and handled pursuant to the District's "Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination."

Complaints filed by a student against another student, or student against the criteria of a program, shall be referred and handled pursuant to the District's "Procedures to Resolve Student Complaints of ~~Sexual~~ Harassment and Discrimination."

**Final Draft 9/1/05**

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

Copies of the District's Administrative Procedures: Investigation and Resolution of Complaints Regarding Harassment and Discrimination, Procedures to Resolve Student Complaints of ~~Sexual~~ Harassment and Discrimination, and the District's Unlawful Harassment and Discrimination Complaint forms are available in the District Human Resources Office, the District Chancellor's Office, the President's Office at each campus, the Office of the Vice President for Student Services (De Anza), and the Office of the ~~Dean~~ Vice President of Instruction & Student Affairs Student Development and Instruction (Foothill). ~~All participants in the complaint procedure are protected from retaliatory acts by the District, its employees, students, and agents.~~

Approved 5/3/82  
Amended 11/15/93; 5/1/95  
Amended 9/05

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