



FOOTHILL-DE ANZA
Community College District
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
April 15, 2016

Present: Judy Miner, Becky Bartindale, Mayra Cruz, Carolyn Holcroft, Leo Contreras, Rich Hansen, Kimberlee Messina, Dorene Novotny, Marisa Spatafore (for Brian Murphy), David Ulate, Breeze Wen Liu, Lindsay West, Chris White

I. Welcome

Chancellor Miner welcomed council members.

II. Approval of February 19, 2016, Meeting Summary

The February 19, 2016, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus with a correction to show Lorna Maynard in attendance.

III. Draft District Mission Statement and Strategic Plan Update

David shared feedback received from the Foothill College Planning and Resource Council (PaRC) and De Anza College College Council regarding the draft district mission statement, and Judy distributed recommended revisions. There was general consensus that the changes Judy suggested improved the statement, but council members expressed concern about the use of the word "citizenry" as it may be perceived to exclude non citizens and suggested "community" as an alternative. In addition, the council agreed to remove "and communities" from the end of the first sentence and substitute "accessible, quality undergraduate education" for "high quality, affordable undergraduate education" in the second sentence. David indicated that he would make the suggested changes and send the revised draft to CAC, PaRC, and College Council for final review with the intent of presenting the statement to the Board of Trustees in June for first reading.

David reported that the Strategic Plan Workgroup is in the process of creating a narrative outline and hopes to have a rough draft available for review at the next CAC meeting.

IV. Board Policy and Administrative Procedures

- BP 3510 Workplace Violence (formerly BP 4515) – Revised (Second Reading)
- AP 3510 Workplace Violence – New (Second Reading)

Dorene distributed a revised draft of the workplace violence policy. She noted that in response to feedback received at the last meeting, some of the previous policy language has been added back in to the draft. Dorene asked that constituent groups review both the draft policy and procedure and send suggested changes to her.

- AP 2410 Policy and Administrative Procedure – Revised (First Reading)

Judy reported that the Academic and Professional Matters Committee had recommended the revisions to the procedure to clarify the process used to approve policy and procedure changes. She asked that the draft be shared with constituent groups and advised that the procedure would be presented to CAC for approval at the next meeting.

V. Feedback from Constituent Groups - Draft District Equal Employment Opportunity (EEO) Plan

The council approved the draft district Equal Employment Opportunity Plan by consensus. Dorene advised that the plan would be presented to the Board of Trustees for approval at the May 2, 2016, meeting.

VI. District Diversity and Equity Advisory Committee Requests

- Change in membership
- Diversity statement prompt for all applications – to encourage additional in-depth response to commitment to diversity/equity.
- Eliminate requirement for official transcripts at time of application; instead require prior to offer of employment.

The council reviewed the District Diversity and Equity Advisory Committee (DDEAC) requests. Council members recommended changing the membership document to remove the bullet from the statement “*These positions would be filled by the ‘Equity Tri-chairs’ at Foothill and the equivalent positions from De Anza” and to move the statement to the bottom of the membership list. Judy suggested that each of the college positions be listed separately for clarity, and Dorene agreed to do so on the website list. The DDEAC requests were approved by consensus.

VII. Call for District Opening Day Workshops

Mayra and Judy spoke about building upon the equity work of the last few years with an opening day theme that employs counter storytelling to help break through unconscious bias and stereotypes and to serve as an intersection between civic engagement and equity. Judy asked council members to consider opening day workshops that would give employees specific actions or strategies they could apply related to equity and indicated that a request for workshop proposals would be sent out by email soon. She noted that a new format for opening day with a shorter plenary session and two sets of workshops is under consideration.

VIII. Plans for Sunnyvale Education Center

Kimberlee shared plans for the Sunnyvale Education Center, which include a one-year code camp for recent high school graduates, a one-year accounting program with a Friday/Saturday schedule option, continuance of the existing programs currently housed at the Middlefield Campus, and complementary courses offered Mission College. Mayra spoke of the need in the community for the Spanish-speaking population to engage in literacy development and suggested that the Mexican consulate could serve as a partner.

VI. Other Information and Updates

Breeze reported that the Associated Students of Foothill College will hold elections in May, and Dorene and Rich commented regarding negotiations.

The meeting adjourned at 4:00 p.m.