



FOOTHILL-DE ANZA  
Community College District

Office of the Chancellor

## CHANCELLOR'S ADVISORY COUNCIL

### Meeting Summary

October 27, 2017

Present: Judy Miner, Anthony Cervantes, Karen Chow, Mayra Cruz, Isaac Escoto, Kevin Harral, Karen Hunter, Gracian Lecue, Kevin McElroy, Joe Moreau, Brian Murphy, Dorene Novotny, Frank Rocha, Jose Rueda, Tim Shively, Chris White

#### **I. Welcome**

Chancellor Miner welcomed council members and invited self-introductions.

#### **II. Approval of June 9, 2017, Meeting Summary**

The June 9, 2017, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

#### **III. Review and reaffirmation of council Charge, Purpose, and Ground Rules**

Council members reviewed the council's charge, purpose, and ground rules. Judy asked that members pay particular attention to the responsibilities of council members set forth in the representation section reprinted below:

- Each member will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Each member will represent his/her constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Each member will communicate a clear understanding of the issues and any CAC recommendations to his/her constituency.

The council reaffirmed the charge, purpose, and ground rules by consensus. Faculty Association President Tim Shively made positive comments regarding the document.

#### **IV. Review of meeting calendar**

The council reviewed the 2017-2018 meeting calendar and noted no major conflicts. Judy pointed out the new deadlines listed on the calendar for submitting written district advisory committee and constituent group reports, stating that she hopes to increase cross district awareness and communication by inviting council members to submit reports of the activities of the constituency group they represent to be included with the meeting packet. She also asked that council members provide suggestions for program highlights.

## **V. Review of district governance evaluation survey results**

Reflecting on the summary of responses to the third question of the background section of the survey, which indicates that 43 percent of respondents have been employed at the district for 11 or more years, Karen Chow wondered if there might be interest in working to involve those who haven't been here as long in shared governance. Judy agreed that it is important to be more intentional about succession planning.

With regard to the responses to question 7 of the committee evaluation question, "Please indicate all means in which you communicate committee decisions/discussions to your constituency groups," council members questioned why communicating via the website received low marks, contemplating whether generational differences or ease of website posting and/or navigation might be inhibiting more effective use. Joe theorized that people tend to want information regarding matters under discussion delivered to them but added that the committee webpages act as a good archive and reference and are particularly important for accreditation and audit purposes.

## **VI. Review of 2016-2017 accomplishment/goals for 2017-2018**

The council reviewed the summary of 2016-2017 CAC meeting outcomes and a draft list of activities anticipated for 2017-2018. Isaac commented that it is helpful to see ahead of time what the council might be doing. It was noted in answer to Dorene's question that the Chancellor's Office plans to prepare the referenced district shared governance guide for the council's review and input.

## **VII. Board policy and administrative procedure revision project status**

The council reviewed the status of the board policy and administrative procedure revision project. Judy explained that the district began a systematic review of policies and procedures in 2013, starting with Chapter 1, and has so far completed Chapters 1, 2, and half of Chapter 3. She noted that in addition to the policies and procedures revised as part of the systematic review process, a few policies and procedures in other chapters have been adopted or revised based on recommendations from the Community College League of California (CCLC) Policy and Procedure Service in its twice yearly updates or by administrators or faculty. Judy stated that the district's intent is to have a cyclical review process, starting again with review of Chapter 1 upon completion of the Chapter 7 review, while continuing to consider recommended updates as they are received by CCLC.

## **VIII. Proposed revisions to board policies**

### Revised BP 2340 Board Meeting Agendas

Judy drew the council's attention to the new requirement under Government Code 54954.2 that a link to the agendas for meetings of the Board of Trustees, Audit and Finance Committee, Citizens' Bond Oversight Committee, Foothill-De Anza Foundation, the academic senates, and the Associated Students of Foothill College and De Anza Associated Student Body will have to be placed on the district's home page by January 2019. She stated that the district is considering an upgrade from BoardDocs Pro to

BoardDocs Pro Plus, which would allow each of the groups to have separate access to the platform, as a possible solution. Paula explained that the district currently pays an annual fee of \$9,000 for BoardDocs, which would increase to \$17,500 if Plus were added. She suggested that council members take a look at the West Hills Community College District BoardDocs site <http://www.boarddocs.com/ca/whccd/Board.nsf/Public> if interested in seeing an example of how the change would look to the public and offered to send a link to the site by email to council members following the meeting. Karen Chow expressed concern about training.

The council approved revised board policy 2340 by consensus.

#### Revised BP 2350 Speakers at Board Meetings

The council reviewed the proposed change to board policy 2350, which adds language to provide an extended comment period at board meetings for speakers who use translators. The policy was approved by consensus.

#### Revised BP 4020 (formerly 6010) Program, Curriculum, and Course Development – APM approved 10/13/17

Changes to board policy 4020 recommended by the Academic and Professional Matters Committee, which add language regarding credit hours and update other text, were reviewed by council members and approved by consensus.

#### Revised BP 5030 Fees

Council members reviewed the proposed changes to board policy 5030 to update the health fee and add language regarding the baccalaureate degree pilot program. Judy noted that the policy will need to be revised again if students vote to change the Eco Pass fee. The revised policy was approved by consensus.

### **IX. Enrollment management**

Judy reported that strong summer enrollment allowed the district to start the year a bit ahead in full time equivalent students (FTES), but as of the fall census date, enrollment has declined below 2016-2017 numbers. She expressed hope that late start courses at both colleges combined with positive attendance at Foothill would bring in enough enrollment to make up for the loss but expressed concern about winter and spring enrollment.

Brian advised that De Anza College is offering several late start courses for fall and has agreed to a partnership with the Fremont Union High School District to offer concurrent enrollment classes at the high school starting in January. He reported that about 400 faculty members have completed Canvas certification training, and the college is continuing to expand online offerings. Brian noted that the decline in fall enrollment came as a surprise as it even affected previously robust programs such as Automotive Technology. He advised that most students cite transfer as the reason for not continuing enrollment, and the college has not had a decline in new students. Brian also mentioned that although there has been a drop in enrollment in students from the far east side of the valley, enrollment of Fremont Union High School District graduates increased by three percent even as the high school district's graduation rate decreased three percent.

Chris recognized that a decrease in enrollment from spring to fall could likely be attributed to transfer, but expressed concern about the drops the colleges have seen from fall to winter and winter to spring. She wondered if research is being conducted to determine why students are not continuing from quarter to quarter within the academic year.

In response to a question from Karen Chow, Mayra reported that both San Jose and Evergreen colleges have developed outreach teams that are very active. She noted that some of the local school districts will be closing schools, which will translate to fewer college students in the future. Brian acknowledged that although De Anza is the number one college destination for all local high school districts, there is now more competition for fewer students.

Judy highlighted some of Foothill's strategies for increasing enrollment and other revenue, including admission of high school freshman and sophomores, waiving fees for high school students, growing noncredit offerings, expanding apprenticeship opportunities and stackable degrees, increasing outreach to nontraditional students (e.g. homeschool), and improving success rates in online courses. In answer to Karen Chow's question, she explained that the STEM Success Center and Teaching and Learning Center employ noncredit faculty tutors who meet minimum qualifications, which allows the college to generate FTES. She noted that the STEM Success Center generated 46 FTES in fall 2016 and is now open seven days per week with evening hours.

Karen Chow wondered whether the colleges could employ marketing techniques used by online retail businesses, such as reminding students who have "shopped" for classes that they can still "check out" and suggesting courses based on those that have been searched. Joe indicated that with the upgrade to Banner and changes in the registration interface, this sort of marketing may be possible and a pilot program is being considered.

With regard to Gracian's question, Judy advised that the governor signed College Promise legislation, but it has not been funded. She added that the money the colleges are soliciting for College Promise programs would still be of use in providing other support to students (e.g. textbooks).

In response to a question from Karen Chow, Kevin McElroy and Judy explained that the district would have to lose about 30 percent of its enrollment to qualify as a basic aid district. Kevin reminded the council that budget town hall meetings have been scheduled at both colleges during the last week of November and first week of December. Judy announced that she will be holding an open office hour at noon on October 30 at De Anza College in the Main Dining Room.

## **X. District Governance Committee/Constituent Group Reports**

### [District Budget Advisory Committee](#)

Kevin McElroy provided an overview of topics discussed at the first District Budget Advisory Committee meeting of the academic year. He advised that the committee reviewed the adopted budget and three-year budget reduction presentations given to the Board of Trustees, a memorandum sent to Chancellor's Cabinet to memorialize the

district's plan to address the \$10.3 million structural deficit, and summer and fall enrollment numbers. He reminded everyone that the budget reduction plan will be reviewed quarterly and targets may increase or decrease based on enrollment. Kevin also advised that the district submitted a recalculated First Principal Apportionment Attendance Report (320 P1) to adjust five FTES.

#### [Human Resources Advisory Committee/District Diversity and Equity Advisory Committee](#)

Dorene advised that the Human Resources Advisory Committee and District Diversity and Equity Advisory Committee will meet next week for the first time this academic year. She highlighted some of the outcomes of the committees' work last year, including the spring convocation and enhanced hiring committee equal employment opportunity training, and spoke about some of the topics of discussion this year, such as offering a level 2 equal employment opportunity training and increasing the number of people attending the National Conference on Race and Ethnicity in Higher Education (NCORE).

#### [Educational Technology Advisory Committee](#)

Joe gave some background regarding the Educational Technology Advisory Committee and spoke about the committee's major project last year to align the district and college technology plans. He also mentioned plans this year to start on the District Technology Plan annual revision process.

### **XI. Other information and updates**

Mayra reported that she is working with San Jose's Fire Chief and Chief of Police on a donation drive to be held November 18-19 to benefit Puerto Ricans dealing with the consequences of Hurricane Maria.

The meeting adjourned at 1:40 p.m.