



FOOTHILL-DE ANZA  
Community College District

Office of the Chancellor

## CHANCELLOR'S ADVISORY COUNCIL

### Meeting Summary

December 8, 2017

Present: Judy Miner, Danya Adib, Anthony Cervantes, Tess Chandler, Karen Chow, Mayra Cruz, Victoria Dinh, J.R. Dorcak, Isaac Escoto, Christina Espinosa-Pieb, Kevin Harral, Karen Hunter, Robin Latta, Kristy Lisle, Joe Moreau, Thuy Nguyen, Dorene Novotny, Tim Shively, David Ulate, Lindsay West, Chris White, Laura Woodworth

#### **I. Welcome**

Chancellor Miner welcomed council members and invited self-introductions. She recognized J.R. for his many years of service to the district, wished him well in his retirement, and complimented his work and ethos as well as that of the other members of the police department.

#### **II. Approval of October 27, 2017, meeting summary**

The October 27, 2017, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

#### **III. Proposed new/revised board policies (BP) and administrative procedures (AP)**

##### Revised BP 7400 (previously BP 3152, BP 4170, BP 4176) Travel

The council reviewed proposed changes to board policies regarding travel that add language suggested by the Community College League of California's (CCLC) Policy and Procedure Service and merge several existing policies (3152 Travel Reimbursement, 4170 Staff Travel, and 4176 International Travel) into a single comprehensive policy. Dorene offered to reword the paragraph regarding international travel to clarify when advance approval of the chancellor is required. The council approved the policy by consensus.

##### Revised AP 7400 (previously AP 3152, BP 4175) Travel

Proposed changes to the administrative procedure regarding travel were discussed. The changes include moving language from the existing travel authorization policy (BP 4175) to the procedure, adding language to reflect the governing board's decision to ban travel to states that have passed discriminatory laws, and increasing per diem rates for those traveling internationally. Dorene suggested that the first numbered item under the travel authorization section be revised to include a reference to Central Services and that the fourth numbered item detail the different approval requirements for domestic and international travel. The council approved the revised procedure by consensus.

#### Revised AP 4235 Credit by Examination

Council members reviewed the changes proposed to the credit by examination administrative procedure, which were approved by the Academic and Professional Matters Committee earlier in the day. The revised procedure was approved by consensus.

#### Revised BP 5010 (formerly 5000) Admissions and Concurrent Enrollment

The council approved changes to the admissions board policy, which were previously approved by the Academic and Professional Matters Committee, by consensus.

### **IV. Program highlights – Foothill-De Anza Foundation (handouts attached)**

Executive Director of the Foothill-De Anza Foundation Tess Chandler gave an overview of the work and mission of the Foundation, its Board of Directors, and commissions. She also introduced the staff and asked council members to let her know of potential candidates for the Foundation's volunteer Board of Directors, which is looking to recruit new community members from diverse fields and areas of expertise. Assistant Director Robin Latta talked about the opportunity for employees to contribute to the Foundation's programs and scholarships through payroll deductions, noting that currently 140-150 employees donate approximately \$20,000 each year. She also asked council members to follow the Foundation on social media.

Judy recognized Director of Development Laura Woodworth, who is retiring at the end of the year, for all the work she has done to promote Foothill College and its programs, sharing the wisdom that fundraising is really about telling our students' stories, and leaving a legacy of strong connections in the community.

In response to questions from Danya about opportunities for student involvement, Laura spoke about a student who helped write a successful grant proposal and mentioned that the student ambassadors have been very helpful with events. Calling students some of the most successful fundraisers, Judy indicated that she is always looking for students to talk to donors about the difference scholarships have made in their lives. Tess asked that Danya connect with her to further explore opportunities.

### **V. Enrollment management**

Christina spoke about some of the initiatives that De Anza College has implemented to address the enrollment decline, including adding sections in high demand areas, increasing late start and online classes, and offering courses at Fremont Union High School District. She advised that the college sent an email about late start classes to every student who dropped before or after the quarter and filled three sections as a result. She also mentioned that the college is considering block scheduling and there are plans to query students who do not complete registration about their reasons for not enrolling. Danya suggested that the college try to find out why students are dropping and offer services to help them stay in class (e.g. counseling, tutoring). She also commented that late start courses and a responsive admissions office helped Foothill to retain her sister.

There was discussion of students finding the campuses and faculty intimidating and suggestions about ramping up the use of student ambassadors, encouraging employees to be more proactively friendly and helpful, and offering training and a checklist that would

assist instructors in communicating with students about resources and options available to help them stay in class.

Thuy and Kristy shared efforts at Foothill College to improve enrollment, which include a focus on online and first generation student retention, professional development, implementation of an accelerated hybrid model at the Sunnyvale Center, expansion of dual enrollment, targeted marketing, and consideration of innovative scheduling options that would allow four-year students to take general education or core courses during summer.

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

Discussion of this item was postponed to the next meeting. It was noted that meeting minutes for each of the district governance committees are available online.

The meeting adjourned at 4:01 p.m.