



## Chancellor's Advisory Council Meeting Agenda – March 3, 2017

De Anza College  
Administration Building (Room 109)  
2:30 p.m.

	<b>AGENDA TOPIC</b>	<b>PURPOSE</b>	<b>DISCUSSION LEADER</b>
I.	Welcome and introductions	I	Judy Miner
II.	Approval of January 27, 2017, meeting summary ( <i>Attachment II</i> )	A	Judy Miner
III.	Budget Update	I	Kevin McElroy
IV.	ETAC recommendation on information security training for faculty, staff, and administrators ( <i>Attachment IV</i> )	D/A	Joe Moreau
V.	Board policies and administrative procedures <ul style="list-style-type: none"> <li>• New AP 5300 Student Equity (first reading) (<i>Attachment V</i>)</li> </ul>	D/A	Judy Miner
VI.	Program Highlights – Turkana Basin Fieldwork	I	Isaiah Nengo
VII.	Other Information and Updates	I	All



FOOTHILL-DE ANZA  
Community College District

Office of the Chancellor

## CHANCELLOR'S ADVISORY COUNCIL

### Meeting Summary

January 27, 2017

Present: Judy Miner, Becky Bartindale, Mayra Cruz, Isaac Escoto, Christina Espinosa-Pieb (for Brian Murphy), Rich Hansen, Kevin Harral, Carolyn Holcroft, Karen Hunter, Jim Nguyen, Erin Ortiz, Ramiel Petros, David Ulate, Lindsay West, Chris White

#### **I. Welcome**

Chancellor Miner welcomed council members and self-introductions were given.

#### **II. Approval of December 2, 2016, Meeting Summaries**

The December 2, 2016, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

#### **III. District Strategic Plan Feedback/Approval**

David presented the revised draft District Strategic Plan and noted that several strategies and metrics had been added based on feedback. He advised that the plan would be presented to the Board of Trustees at the February 6, 2017, study session for first reading.

David explained that although Rich had recommended a change to the language of college goal 6.1 regarding salaries, he had not incorporated the change because the language was derived directly from the college Educational Master Plan. Rich commented that he would still advocate for the change since salaries and benefits are set at the district level. Judy asked the council for input, and it was agreed that although it would deviate from the process used to develop the strategic plan, college goal 6.1 would be changed from "Maintain stable salaries and benefits" to "Maintain competitive salaries and benefits."

Rich also suggested that district strategy 2.1 be changed to read "Increase financial support for students." Kevin and Karen concurred, and the change was approved by consensus.

#### **IV. Accreditation**

##### Revised Resource Allocation Infographic

David shared the latest version of the resource allocation infographic, which was revised based on feedback given at the December 2, 2016, Chancellor's Advisory Council meeting. There was consensus to accept the revised infographic, and David advised that it would be posted on the research and district accreditation websites.

##### Governance Survey

David reported that he had only received a couple responses to the governance survey distributed in October 2016. He asked all those who had not yet responded to the survey to complete and

return it to Paula Norsell in the Chancellor's Office, so the data could be made available for use in the colleges' accreditation self-evaluations.

**V. Board Policies and Administrative Procedures**

Revised AP 2410 Policy and Administrative Procedure (fourth reading)

The revised administrative procedure, which includes changes to the flowchart recommended by the Academic and Professional Matters Committee in response to concerns expressed at the October 14, 2016, Chancellor's Advisory Council meeting, was approved by consensus.

Revised BP 4240 (formerly 5060) Academic Renewal

The revised academic renewal board policy, which was previously approved by the Academic and Professional Matters Committee, was presented for review. No changes were recommended by the council.

Revised AP 4240 (formerly 5060) Academic Renewal

The revised academic renewal administrative procedure, which was previously approved by the Academic and Professional Matters Committee, was presented for review. Isaac noted that the change removes the requirement that an entire quarter be disregarded and will allow students to select the specific courses to be disregarded. No changes were recommended by the council.

**VI. Proposed 2017 Legislative Principles**

Judy asked for comments and suggestions regarding the proposed 2017 legislative principles, which will be presented to the Board of Trustees at the February 6, 2017, meeting for approval. She explained that the legislative principles will be used in advocating the district's position to the state legislature, Congress, and the public in 2017.

Council members discussed the principles related to increasing local authority, funding career technical education, and maintaining a commitment to civil and immigrant rights. No specific changes were recommended.

**VII. Program Highlights – Service Excellence (see attached handout and PowerPoint presentation)**

Karen shared the Service Excellence project proposal developed by the De Anza College Classified Senate and supported by the Foothill College and Central Services classified senates. She provided background regarding the origins of Service Excellence, the goals of the project, recommendations to sustain and expand the program district wide, and the estimated budget required to purchase materials and provide training to classified employees.

In response to questions from Carolyn and Ramiel, Karen advised that the senates hope to have at least six trainers, and training would be voluntary for classified staff. Erin mentioned that the training could be incorporated into the employee orientation or onboarding program that the Foothill College Classified Senate has been requesting. She added that Service Excellence training for classified employees would help retain and recruit students and would help with employee retention, too.

Christina made positive comments regarding De Anza College's orientation for classified professionals, which includes a lunch with senior staff that allows her the opportunity to get to know new employees.

Ramiel commented that the number one issue for students is getting bounced around from place to place while searching for information. Karen responded that the classified senates are very aware of the problem and have held “Break the Bubble and Stop the Bounce!” workshops specifically to look at ways to remedy the situation. Lindsay observed that student success is the focus of the project. She stated that Service Excellence training provides an opportunity for classified professionals to learn about each other’s roles in the district, which is one part of the solution in providing students the accurate information they need to succeed.

Erin remarked that the classified senates held a joint equity workshop on opening day that was standing room only. She stated that everyone has the same concerns and genuinely wants to help direct students to the services they need. She added that implementing Service Excellence is challenging because classified employees are expected to fulfill the requirements of their full-time jobs in addition to taking on training and shared governance commitments without the benefit of release time.

Judy thanked Karen for the work she has done to push forward the Service Excellence project and for reaching out to the Foothill and Central Services classified senates. She indicated that she believes Service Excellence is an important part of a larger puzzle and that she has spoken with Dorene Novotny about the possibility of taking advantage of the grassroots efforts of the senates and trying to find some categorical dollars to fund the project.

### **VIII. Other Information and Updates**

Rich provided an update on the statewide effort to transition California community colleges to a new accreditor.

With regard to Foothill College’s accreditation self-evaluation report, Erin thanked Kevin for stepping in to take over writing the finance portion of Standard III.

Judy asked that council members participate in the upcoming enrollment and revenue generation conversations on each of the campuses and advised that she would report back to the council regarding ideas generated at the meetings. She also asked for help with rumor control in the community related to the Flint Center. She stated that although De Anza College has removal of the Flint Center as a proposal in the Facilities Master Plan, nothing has been approved. Judy announced that the district has submitted a letter of interest to the City of Sunnyvale to acquire the two parcels adjacent to the Sunnyvale Center. She stated that she and Thuy will attend the February 7, 2017, Sunnyvale City Council meeting in support of the proposal to acquire the parcels for the purpose of developing a tripartite collaboration with Fremont Union High School District and University of California, Santa Cruz.

The meeting adjourned at 3:48 p.m.

**Educational Technology Advisory Committee  
Recommendation on Information Security Training  
February 2017**

Given the increasing threats to information systems that have potentially significant, negative impacts on the academic programs and business operations of colleges, it is imperative the Foothill-De Anza Community College District take immediate steps to protect against criminal or political cyberattacks and threats. Information technology professionals nationally have identified improved end-user awareness of information security strategies and related training as one of the strongest defenses against these threats.

The Educational Technology Advisory Committee recommends that all employees of the district be strongly encouraged to complete the *Securing the Human* information security training program offered by the SANS Institute as part of the district's efforts to assist employees in protecting both district and employee personal technology assets.

This training can be done online and at the convenience of the employee. This training is available to the district at no cost through a program funded by the CCC Technology Center.



**FOOTHILL-DE ANZA  
Community College District**

Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Student Equity
Number	AP 5300
Status	New
Legal	<a href="#">Education Code Section 66030</a> <a href="#">Education Code Sections 66250 et seq.</a> <a href="#">Education Code Sections 72010 et seq.</a> <a href="#">California Code of Regulations, Title 5, Section 54220</a>
Origin	APM (approved 1/27/17)

The District has a Student Equity Plan for each college. The plans are filed as required with the California Community Colleges Chancellor's Office following approval by the Board of Trustees.

The development of each college's Student Equity Plan shall include:

- The active involvement of participatory governance groups.
- Involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- Campus-based research as to the extent of student equity.

Each college's Student Equity Plan shall address:

- Institutional barriers to equity.
- Goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- Activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.
- Sources of funds for the activities in the plan.
- A schedule and process for evaluation of progress toward the goals.
- An executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.

The student equity plans shall be developed, maintained, and updated by the college entity determined by each college. The plans shall be coordinated under the supervision of the Vice President of Instruction and Vice President of Student Services. The college President shall be responsible for approving, holding accountable, and receiving updates on the implementation of the equity plan.

See Board Policy 5300 Student Equity

Last Modified by Paula J Norsell on February 28, 2017