



Chancellor's Advisory Council Meeting Agenda – March 13, 2020

De Anza College, ADM 109
11:30 a.m.-1:00 p.m.

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	<i>I</i> – Allow council members and guests to identify each other by name and constituent group represented and/or role at the colleges/district.	Judy Miner
2. Approval of February 21, 2020, meeting summary (<i>attachment 2</i>)	<i>A</i> – Provide accurate record of previous meeting.	Judy Miner
3. Proposed new board policy (BP) and administrative procedure (AP) (if approved by Academic and Professional Matters Committee on 3/11) <ul style="list-style-type: none"> • BP 3518 Child Abuse Reporting (<i>attachment 4a</i>) • AP 3518 Child Abuse Reporting (<i>attachment 4b</i>) 	<i>I</i> – Review of procedure approved by the Academic and Professional Matters Committee and dissemination to constituents.	Mary Pape/Karen Chow/Dorene Novotny
4. Enrollment management	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner
5. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> • District Budget Advisory Committee http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html • Human Resources Advisory Committee/District/District Diversity and Equity Advisory Committee http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html • Educational Technology Advisory Committee http://ets.fhda.edu/governance-committees/etac/index.html • Business Process Alignment Task Force https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&feedId=14505859 • Academic Calendar Exploration and Feasibility Analysis Task Force 	<i>I</i> – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All
6. Other information and updates	<i>I</i> – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A - Action



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

February 21, 2020

Present: Roland Amit, Karen Chow, Isaac Escoto, Christina Espinosa-Pieb, Heidi King, Kristy Lisle, Kevin Metcalf, Shelly Michael, Judy Miner, Mike Mohebbi, Joe Moreau, Dorene Novotny, Mary Pape, David Ulate, Chris White

1. **Welcome and introductions**

Chancellor Miner welcomed council members and guests.

2. **Approval of January 17, 2020, meeting summary**

The October 18, 2019, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Proposed revision to administrative procedure (AP) recommended by the Academic and Professional Matters Committee**

- AP 4240 Academic Renewal (Revised)

The council reviewed the revisions to the academic renewal administrative procedure. Mary reported that both college academic senates and the Academic and Professional Matters Committee have approved the changes.

4. **Proposed new board policy (BP) and administrative procedure (AP) (if approved by the Academic and Professional Matters Committee)**

- BP 3518 Child Abuse Reporting (New)
- AP 3518 Child Abuse Reporting (New)

The policy and procedure have not yet been approved by the Academic and Professional Matters Committee, so review by the council was postponed.

5. **District Strategic Plan – Refresh feedback**

David explained in response to Mary's questions that the District Strategic Plan is intended to document how the district supports the colleges' educational master plans. He noted that the college goals listed in the district plan are derived from the college plans. David indicated that he would prepare draft language for the council's review at a future meeting to reflect proposed new strategies (items highlighted in orange in the summary attachment).

6. **Call for 9/17 District Opening Day workshops and program highlights**

Isaac spoke in favor of increasing participating and advance planning for afternoon cross-district department meetings. Joe offered the possibility of inviting Michelle Samura from Chapman University to discuss equity in terms of the physical environment, a topic the district might want to consider if the district is able to embark on facilities upgrades as a result of voters passing the bond measure.

Heidi suggested offering workshops on both campuses and via Zoom to increase participation of classified employees. Kristy added that a Zoom option would likely attract online and part-time faculty as well. Kevin offered to facilitate a security training workshop via Zoom.

Roland spoke of challenges for Admissions and Records staff who are needed in the office during opening day and suggested that workshops be recorded. Heidi proposed 20-minute “quick bite” sessions to accommodate those who aren’t able to commit to an hour or two-hour session. Dorene recommended that the district develop a repository of trainings.

7. **Enrollment management**

Kristy reported that Foothill college’s enrollment declined in winter and appears to be flat for spring. She noted that dual enrollment, with increases of 78 percent, continues to be a strong point.

Christina advised that the college is cutting back spring courses to meet productivity targets and has met with Fremont Union High School District regarding dual enrollment. She noted that guided pathways, which is led by faculty, will play a huge part in the college’s enrollment management going forward.

Karen spoke of a proposal to allow adult education students to receive a dual enrollment fee waiver. Heidi suggested that the district work to attract students planning to take the California High School Proficiency Examination.

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

District Budget Advisory Committee http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html
No report given.

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee <http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html>
Dorene provided an update regarding increased opportunities for Equal Employment Opportunity training and the availability online of the list of employees who have been trained.

Educational Technology Advisory Committee <http://ets.fhda.edu/governance-committees/etac/index.html>

Joe advised that the Educational Technology Advisory Committee (ETAC) is hoping that the colleges and district will use the same assessment instrument in gathering input for the revision of technology plans.

Academic Calendar Exploration and Feasibility Analysis Task Force

Dorene reported that the Academic Calendar Exploration and Feasibility Analysis Task Force has been researching the potential impact on finances and equity and achievement gaps of moving from a quarter system to a compressed semester. She noted that the task force is working to finalize student and employee surveys.

De Anza College Associated Student Body

Shelly reported that students are in the midst of budget deliberations and have been advocating for a higher local minimum wage, developing a resource poster to be used collegewide in all classrooms, planning for the March in March, and promoting an initiative for student senator priority enrollment.

De Anza College Academic Senate

Karen reported that both college academic senates are planning for the Academic Senate for California Community Colleges (ASCCC) spring plenary. She announced that a De Anza faculty member has been named the recipient of a Fulbright fellowship.

De Anza College Classified Senate

Heidi spoke of collaborating with the Foothill College and Central Services classified senates on classified professional development day, the theme of which is “Camp Classified--Kumbayawesome!” She noted that the event will include a student panel, field games, and workshops. Heidi asked that classified staff be encouraged to attend and supported in changing work schedules.

Foothill College Academic Senate

Isaac shared a suggestion that the district help offset emissions for air travel to/from conferences. Judy advised that she has asked Susan Cheu to come up with a ballpark figure and consider possible ways to facilitate donations by interested employees. Kristy suggested that perhaps travelers could waive per diem reimbursements for food and have the savings go toward carbon offset.

Isaac reported that the college is hosting the ASCCC Area B meeting on March 27, 2020, which California Community Colleges Chancellor Eloy Oakley is planning to attend.

Foothill College Classified Senate

Mike provided an update of positive developments that have resulted from guided pathway mapping.

The meeting adjourned at 12:59 p.m.



**FOOTHILL-DE ANZA
Community College District**

Book	Board Policy
Section	Chapter 3 - General Institution
Title	Child Abuse Reporting
Code	BP 3518
Status	New
Legal	Family Code Sections 7820-7827 Family Code Sections 7890 and 7892 Penal Code Sections 261 and 264.1 Penal Code Sections 285, 286, 288, 288a, 289 Penal Code Section 647a Penal Code Sections 273a and 273d Penal Code Sections 11164-11174.3 Welfare and Institutions Code Section 300 Welfare and Institutions Code Section 318 Welfare and Institutions Code Section 601
Origin	CCLC template - Legally advised

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.



FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 3 - General Institution
Title	Child Abuse Reporting
Code	AP 3518
Status	New
Legal	Family Code Sections 7802, 7807, 7808 Family Code Sections 7820-7829 Family Code Sections 7890 and 7892 Penal Code Sections 261 and 264.1 Penal Code Sections 273a and 273d Penal Code Sections 285, 286, 288, 288a, 289 Penal Code Section 647a Penal Code Sections 11164-11174.3 Welfare and Institutions Code Section 300 Welfare and Institutions Code Section 318 Welfare and Institutions Code Section 601
Origin	Legally advised - APM review 6/9/17 (CCLC template), 10/16/19 (D. Novotny revision - Referred to senates for feedback/approval.

The District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include all employees who, within the scope of their employment, have contact with minor students on a regular and continuous basis; this includes faculty, administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

DEFINITIONS:

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/her training and experience, to suspect child abuse” (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff’s department, a county probation department, or a county welfare department. The District Police Department is considered a child protective agency (Penal Code Section 11165.9).

IMMUNITY:

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his/her identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code Section 11172(e)).

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that report was false. (Penal Code Section 11172(a)).

REPORTING AND FOLLOW UP:

Mandated reporters must report immediately any reasonable suspicion of child abuse to District Police or a local child protective agency (Department of Family and Children Services Child Abuse and Neglect Center - San Jose Area 408-299-2071/Palo Alto Area 650-493-1186) and follow up with a written report within 36 hours. The written report may be mailed or submitted by facsimile or electronic transmission.

Child abuse reporting forms are available from the District Police Department.

When a college or district administrator releases a minor student to a police officer for the purpose of removing the student from the campus, the administrator shall take immediate steps to notify the parent or guardian regarding the release of the student to the officer, and regarding the place to which the student is reportedly being taken (Education Code Section 87044). This procedure shall apply except when a student has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the administrator shall provide the police officer with the address and telephone number of the student's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency; and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency or police officer who is investigating the known or suspected cause of child abuse (Penal Code Section 11167(b)).

NOTICE TO EMPLOYEES:

The District shall provide all employees with a statement informing the employee that they may be a mandated reporter and the definition of positions included as mandated reporters. The District will inform the employee of their reporting obligations under Penal Code Section 11166 and of their confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing their employment and as a prerequisite to that employment, employee shall sign and return the statement to the District. The signed statements shall be retained by the District Office of Human Resources in the employee's official personnel file (Penal Code Section 11166.5).

The District will distribute this procedure to all employees and will provide Mandated Reporter information and training on an annual basis