	Chancellor's Advisory Council
FOOTHILL-DE ANZA Community College District	Meeting Agenda April 15, 2022, 9:00-10:30 a.m. Zoom https://fhda-edu.zoom.us/j/97990713829?pwd=eEpPV05SaERERjJZKzFUYmpHTFFDZz09 (information to connect by phone below)

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	*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 March 11, 2022, meeting summary *(attachment 2)*	*A* – Provide accurate record of previous meeting.	Judy Miner
3 Review of draft board policies (first reading) *(attachments 3a-c)* • BP 2010 Board Membership (revised) • BP 2100 Board Elections (revised) • BP 2310 Regular Meetings (revised)	*I* – Review of proposed revisions to board policies and dissemination to constituents for feedback at next meeting.	Judy Miner
4. District initiatives update (standing item) • Affordable Housing Task Force update	*I/D* – Broaden awareness regarding districtwide initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner Eric Reed
5. Board of Trustees Priorities 2021-22 (standing item)	*I/D* – Gain understanding of 2021-22 priorities adopted by the Board of Trustees and how the priorities are being implemented at the colleges and Central Services. Provide feedback, and share information with constituencies.	Judy Miner
6. Enrollment management (standing item)	*I/D* – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Bernadine Fong Lloyd Holmes
7. District Governance Committee/Constituent Group Reports • District Budget Advisory Committee http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html • Human Resources Advisory Committee/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	*I* – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All
8. Dates to remember/other information and updates	*I* – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A – Action

2021-22 Chancellor's Advisory Council meeting dates:
October 22, 2021	*March 11, 2022*
November 12, 2021	*April 15, 2022*
January 14, 2022	*May 20, 2022*
February 11, 2022	*June 10, 2022*

Join Zoom Meeting
https://fhda-edu.zoom.us/j/97990713829?pwd=eEpPV05SaERERjJZKzFUYmpHTFFDZz09

Meeting ID: 979 9071 3829
Passcode: 194829
One tap mobile
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+14086380968,,97990713829# US (San Jose)

Dial by your location
    +1 669 900 6833 US (San Jose)
    +1 408 638 0968 US (San Jose)
    +1 346 248 7799 US (Houston)
    +1 253 215 8782 US (Tacoma)
    +1 646 876 9923 US (New York)
    +1 301 715 8592 US (Washington DC)
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FOOTHILL-DE ANZA
Community College District
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
March 11, 2022

Present: Melissa Aguilar (for Mallory Newell), Rick Andrews, Cheryl Balm, Susan Cheu, Karen Chow, Jory Hadsell, Kevin Harral, Fatai Heimuli, Lloyd Holmes, Adrienne Hypolite, Kathryn Maurer, Kevin Metcalf, Judy Miner, Scott Olsen, Kathy Perino (for Tim Shively), Elvin Ramos, Sarah Wallace, Myisha Washington

Guests: Daniel Acosta, Becky Bartindale, Sushini Chand, Mary Donahue, Christina Espinosa-Pieb, Eric Reed, David Ulate

1. **Welcome and introductions**

   Chancellor Miner welcomed council members and guests.

2. **Approval of February 11, 2022, meeting summary**

   The February 11, 2022, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Executive administrators search timeline (attached)**

   Judy shared a broad timeline for hiring the vice chancellors of Technology and of Human Resources & Equal Opportunity, the Foothill College president, and the new chancellor. She spoke about challenges in attracting qualified candidates and reminded council members that candidates are interviewing us as we interview them, so it is important that those participating on search committees are kind and maintain confidentiality. Judy asked that constituent leaders consider placing people on hiring committees who have some knowledge or experience related to the position and refrain from having the same people serve on every committee. She also advised that no open forums are planned for the vice chancellor finalists.

   Cheryl asked about plans for reviewing the district's equal employment opportunity training, and Judy advised that because Pat Hyland has needed to take leave, there are no plans to make changes at this time. Scott expressed concerns about the need for Human Resources to continue operations despite the shortage of personnel and asked if there are plans to backfill Pat's position. Myisha explained that the district is in the process of recruiting and hiring a Director of Equity and Professional Development, the position responsible for equal employment opportunity training, and Judy added that there have been discussions with some former Human Resources management about serving in interim positions.

Kathryn asked if a more detailed timeline for the Foothill president search, including dates of forums to provide input into the presidential profile, could be shared with the college. Judy agreed to ask Bernadine to work on the schedule.

4.   **District initiatives update**

Affordable Housing Task Force update

Eric reported that the Department of Finance has recommended approval of the district's application for the Higher Education Student Housing grant, which would provide $270,000 for a housing feasibility study.

5.   **Board of Trustees Priorities 2021-22**

Judy shared additional efforts to accomplish the governing board's housing priorities and stated that she hopes to be able to make an announcement by the end of the year.

6.   **Enrollment management**

Lloyd indicated that De Anza College is surveying students and working with deans and faculty to adjust the schedule in an attempt to increase enrollment. Judy reported an increase in international student applications for fall and advised that the district is working closely with NOVAworks to increase opportunities for working learners and to secure federal grants for students needing help in meeting the total cost of attendance.

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

District Budget Advisory Committee http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html

Susan reported that the District Budget Advisory Committee reviewed the Governor's Proposed 2022-23 Budget at its meeting in January, but with the decline in the stock market, state revenue from personal income taxes projected in January may be at risk.

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html

Myisha advised that at the most recent meeting, the Human Resources Advisory Committee/District Diversity and Equity Advisory Committee discussed plans for the districtwide professional development day on April 4, which will feature two speakers in the morning followed by college activities in the afternoon; attendance at the National Conference on Race and Ethnicity in Higher Education conference; and revision of hiring procedures. She noted that there are some fundamental disagreements between the campuses regarding the hiring procedures that need to be resolved before the procedures are presented to Chancellor's Advisory Council for approval.

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

Jory reported that the Educational Technology Advisory Committee is focusing on coordination across the college technology committees, improving WiFi access, and increasing security through multifactor authentication for employees with high levels of access to sensitive data and mandatory password updates. Kathy, Kathryn, and Cheryl offered to promote the cybersecurity training to faculty.

8.   **Dates to remember/other information and updates**

Cheryl invited everyone to attend the in-person Winter Choral and Band Concert on March 12, 2022, at the De Anza College Visual and Performing Arts Center.

Judy reported that it appears likely that Congress will approve an increase in Pell Grants and additional money for federal work study.

Scott reported that a new podcast called "Learned by Being Burned" regarding 403(b) accounts is available on the 403bwise website at this link: https://403bwise.org/blog/entry/blog-burned.

The meeting adjourned at 10:32 a.m.

Foothill-De Anza Community College District
Executive Administrator Search Timelines

Search tasks	Timeline
Vice Chancellor of Human Resources & Equal Opportunity search committee established	Winter 2022
Vice Chancellor of Human Resources & Equal Opportunity interviews	Winter/Spring 2022
Foothill College President search committee established	Spring 2022
Vice Chancellor of Technology search committee established	Spring 2022
New Vice Chancellor of Human Resources & Equal Opportunity begins	Fall 2022
Foothill College President interviews	Fall 2022
Vice Chancellor of Technology interviews	Fall 2022
New Vice Chancellor of Technology begins	Winter 2023
New Foothill College President begins	Winter 2023
Chancellor search committee established	Winter 2023
Chancellor interviews	Spring 2023
New Chancellor begins	Fall 2023

FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Board Membership
Code	BP 2010
Status	Up For Revision
Legal	ACCJC Accreditation Standard IV.C.6
	Education Code 72023
	Education Code 72103
	Education Code 72104
Adopted	March 2, 1964
Last Revised	June 3, 2013
Origin	Legally required - formerly BP 9110 - Revision to update to gender neutral language, add the prohibition about serving on a high school district board, and reflect the change of election by trustee area
Office	Chancellor's Office

The Board will be composed of five trustees elected by the qualified voters of the district ~~at large~~. **Members shall be elected by trustee area.**

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

~~An employee~~ **Employees** of the District may not be sworn into office as an elected or appointed member of the governing board unless ~~he or she~~ **the employee** resigns ~~as an employee~~.

No member of the Governing Board shall, during the term for which ~~he or she~~ **the member** is elected, hold an incompatible office.

Members of the Governing Board shall not, during the term for which they were elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

Approved 3/2/64
Amended 5/3/82, 2/7/11
Amended and renumbered 6/3/13 (formerly BP 9110)

FOOTHILL-DE ANZA
Community College District

Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Board Elections
Code	BP 2100
Status	Up For Revision
Legal	Education Code Sections 5000 et seq.
	Education Code Section 72036
Adopted	June 3, 2013
Origin	Legally required - Revision to reflect change to by trustee area elections
Office	Chancellor's Office

The term of each trustee will be four years, commencing on ~~the date of the first Board meeting, typically in December~~, **second Friday in December** following certification of the election results. Terms of trustees will be staggered so that, as nearly as practical, one half of the trustees shall be elected at each even numbered year.

The Board of Trustees has provided for the election of trustees by trustee area. Trustee areas established as of February 14, 2022, are:

> **Area 1 - Mountain View and portions of north Sunnyvale and northeast Los Altos - November 2024 election and every four years thereafter**

> **Area 2 - Sunnyvale (central) - November 2022 election and every four years thereafter**

> **Area 3 - Los Altos, Los Altos Hills, and portions of south Sunnyvale and northwest Cupertino - November 2024 election and every four years thereafter**

> **Area 4 - Cupertino and small portions of west San Jose, southwestern Santa Clara, and northern Saratoga - November 2022 election and every four years thereafter**

> **Area 5 - Palo Alto and Stanford - November 2024 election and every four years thereafter**

Trustee Area Map

The election of a Board member residing in and registered to vote in the trustee area shall be only by the registered voters of the same trustee area.

The Chancellor shall submit recommendations to the Board regarding adjustments made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Chancellor shall submit the recommendations in time for the Board to act as required by law.

Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Regular Meetings
Code	BP 2310
Status	Up For Revision
Legal	Education Code Section 72000(d)
	Government Code Section 54961
	Government Code Section 54950 et seq.
Adopted	February 3, 1997
Last Revised	December 19, 2013
Origin	formerly BP 9125 - Revision to add provisions for holding virtual meetings during a state of emergency
Office	Chancellor's Office

The Governing Board shall hold regular monthly meetings. Unless the Board otherwise prescribes, the meetings shall occur commencing at 6:00 p.m. on the first Monday of each month at the Board Room in the District Office, 12345 El Monte Road, Los Altos Hills, California. Notice of all regular and special meetings, and posting of agendas, shall be accomplished in conformity with the requirements of the Ralph M. Brown Act, California Government Code section 54950, *et seq*. and with the requirements of California Education Code section 72000(d) and any related provisions.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted ~~at each community college maintained by the district~~ at least ten days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency**, ~~or~~** is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District**, or is meeting during a proclaimed state of emergency**.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Meetings During Proclaimed States of Emergency

Prior to January 1, 2024, the Board may hold a regular meeting, or special or emergency meetings as defined in board policy 2320 Special and Emergency Meetings, virtually through voice or video teleconferencing services during a proclaimed state of emergency under the provisions of the Brown Act.

In order for the Board to meet virtually during a proclaimed state of emergency, the Board will make findings by a majority vote, as required by the Brown Act by way of a Board resolution.

If the Board elects to meet virtually during a proclaimed state of emergency, the District will comply with relevant provisions of the Brown Act regarding the posting of agendas, public access to meetings through call-in or internet-based service options, public participation, and limits on Board action in the event of a meeting disruption due to interruption of teleconferencing services.

During proclaimed states of emergency, the Board is not required to provide a physical location from which members of the public may attend or provide public comment.