Chancellor's Advisory Council
Meeting Agenda – April 26, 2024, 9:00-10:30 a.m.

District Office Building (D700), Board Conference Room 101

Zoom: https://fhda-edu.zoom.us/j/84942584233?pwd=JQ8ndCCUR7e49oprFrcbrtNIZSbLET.1

FOOTHILL-DE ANZA Community College District

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.	Lee Lambert
2. Approval of March 15, 2024 meeting summary	*A* – Provide accurate record of previous meetings.	Lee Lambert
3. Please review the draft of the following Board Policies and Administrative Procedures: • Draft BP 2410 Board Policies and Administrative Procedures (Second Reading) • Draft AP 2410 Board Policies and Administrative Procedures (Second Reading)	*I* – Review of policy and procedures approved by the Chancellor's Cabinet for dissemination to constituents. *(Note: Pursuant to administrative procedure 2410, administrative procedures that do not involve academic and professional matters are effective upon approval of the Chancellor's Advisory Council. Board polices are not effective until approved by the Board of Trustees.)* *(Note: Pursuant to administrative procedure 2410, administrative procedures that do not involve academic and professional matters are effective upon approval of the Chancellor's Advisory Council. Board polices are not effective until approved by the Board of Trustees.)*	Lee Lambert
4. Campus Enrollment Updates (standing item)	*I/D* – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Kris Whalen Christina Espinosa-Pieb
5. Accreditation Update	*I* – An update will be provided regarding the upcoming Accreditation Site visit from ACCJC.	Kris Whalen Christina Espinosa-Pieb
6. Core inquiry received from ACCJC Peer Review Team	*I* – An update will be provided regarding the core inquiry received from the Accreditation Site visit team to Board Policies and Administrative Procedures.	Lee Lambert
7. New positions related to the Chancellor's Priorities • Vice Chancellor, Organizational Effectiveness and Engagement • Board Relations Assistant	*I* – An update related to the Chancellor's Priorities related to realignment.	Lee Lambert
8. Title IX Updates	*I* – An update related to the Title IX changes from De Anza College's Title IX Coordinator.	Laureen Balducci
9. California Community College, Chancellor's Office potential creation for an Innovation Hub	*I* – An update related to the possibility of the California Community College, Chancellor's Office potential partnership.	Lee Lambert
10. Discuss District Opening Day (Format/Theme)	*I/D* – Discuss the format and theme of the 2024 District Opening Day on Wednesday, September 18, 2024.	Lee Lambert
11. District Governance Committee/Constituent Group Reports • Affordable Housing Task Force • District Budget Advisory Committee https://www.fhda.edu/_about-	*I* – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All

us/_participatorygovernance/district-budget-advisory-committee-@dbac~/ • Energy and Sustainability Advisory Committee https://www.fhda.edu/_about-us/_participatorygovernance/energy-and-sustainability-advisory-committee-@esac~/ • Police Chief's Advisory Committee https://www.fhda.edu/_about-us/_participatorygovernance/police-chiefs-advisory-committee-@pcac~/ • Human Resources Advisory Committee/District Diversity and Equity Advisory Committee https://www.fhda.edu/_about-us/_participatorygovernance/human-resources-advisory-committee-@hrac~/ • Educational Technology Advisory Committee https://www.fhda.edu/_about-us/_participatorygovernance/educational-technology-advisory-committee-@etac~/		
7. Dates to remember/other information and updates	*I* – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A – Action

2023-24 Chancellor's Advisory Council meeting dates:
May 24, 2024
June 14, 2024

Topic: Chancellor's Advisory Council | 04/26/2024
Time: Apr 26, 2024 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
https://fhda-edu.zoom.us/j/88635108075?pwd=388av3ixFZWPBUIojaaleiHZ1tb7mb.1

Meeting ID: 886 3510 8075
Passcode: 294333

One tap mobile
+14086380968,,88635108075# US (San Jose)
+16694449171,,88635108075# US

Dial by your location
+1 408 638 0968 US (San Jose)
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 719 359 4580 US
+1 253 205 0468 US
+1 312 626 6799 US (Chicago)
+1 564 217 2000 US
+1 646 876 9923 US (New York)
+1 646 931 3860 US
+1 689 278 1000 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
Find your local number: https://fhda-edu.zoom.us/u/kcXVJfbjTv

FOOTHILL-DE ANZA
Community College District
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
March 15, 2024

Present:
Susan Cheu, Christina Espinosa-Pieb, Adriana Garcia, Jory Hadsell, Pat Hyland, Elaine Kuo, Lee Lambert, Kathryn Maurer, Kevin Metcalf, Jim Nguyen, Scott Olsen, Stanley Saraos, Adiel Velasquez, Voltaire Villanueva, Kristina Whalen, Lydia Wong, Erik Woodbury

Guests:
Ariana Aguilar, Rick Andrews, Andrea Avilles, Sam Bliss, Pauline Brown, Yvette Campbell, Stacy Carrasco, Mary Donahue, Matsuko Estrada, Nazy Galoyan, Patty Guitron, Claudia Guzman, Stacy Gleixner, Lydia Hearn, Cynthia Kaufman, Harjit Kaur, Anu Khanna, Carla Maitland, Andre Meggerson, Sherwin Mendoza, Jamie Pelusi, Marcelo Quinones, Shaila Ramos-Garcia, Eric Reed, Noemi Teppang, Jennifer Ulloa, Felisa Vilaubi, Anna Vo, Hyon Chu Yi-Baker

1. **Welcome and introductions**

   Chancellor Lambert welcomed council members and guests.

2. **Approval of February 23, 2023 meeting summary**

   The February 23, 2023 Chancellor's Advisory Council (CAC) meeting summary was approved by consensus with one correction: Stacy Gleixner was present instead of Stacy Carrasco.

3. **Board Policies (BP) and Administrative Procedures (AP) Reviewed for Feedback**

   Anu Khanna the Senior Advisor to the Chancellor, and Kathryn Maurer, District Academic Senate President, presented the revised draft of BP/AP 2410 Board Policies and Administrative Procedures for a first reading. They explained that the draft was based on feedback from various stakeholders, CCLC and ASCCC guidance, and Chancellor's priorities. They highlighted the main changes in the draft, which included:

   - Clarifying the criteria and process for initiating, drafting, reviewing, and approving new or revised policies and procedures;
   - Distinguishing between the two phases of the process: initiation and drafting/editing, and review and approval;
   - Identifying the appropriate shared governance bodies and constituent groups for each phase, depending on the nature and scope of the policy or procedure;

- Incorporating the role of collective bargaining units and outlining the timeline and expectations for negotiation;
- Establishing a checklist and a flowchart to track the progress and status of policies and procedures, and ensure transparency and accountability;
- Piloting the new process until December 2024, and revisiting it in January 2025 for assessment and improvement.

Anu Khanna and Kathryn Maurer invited questions and comments from the council members and guests and asked them to share the draft with their constituencies for further input before the second reading at the April 26 Chancellor's Advisory Council meeting. They also offered to present the draft to any constituent group that requested their assistance and thanked everyone for their engagement and support.

4.   **Campus Enrollment Updates**

This standing item was not discussed as we ran out of time.

5.   **HEFAS Legal Update**

Marcelo Quinones and Harjit Kaur gave a brief overview of the relevant legal considerations for the district in developing and implementing policies and procedures related to interactions with federal immigration officials. They explained the complexity and uncertainty of the legal landscape, the different bodies of law that apply, and the terminology and definitions that are commonly used. They also highlighted the existing state laws that provide some protections and limitations for the district and its police department, such as the California Values Act (SB 54), the Immigrant Worker Protection Act (AB 450), and the Student Financial Aid: Dreamer Resource Liaison (AB 1645). They answered questions from the council members and guests and offered their assistance and support for the district's decision-making process.

After the legal presentation, Chancellor Lambert thanked Marcelo Quinones and Harjit Kaur for their valuable information and insights. He invited the members of HEFAS to share their perspective and recommendations on how the district can support undocumented students and declare itself a sanctuary campus. Angélica Esquivel, HEFAS Program Director, introduced the other HEFAS representatives. She explained the history and mission of HEFAS and its role in advocating for and providing services to undocumented students at De Anza College. She also shared some of the challenges and fears that undocumented students face in the current political climate, such as increased anxiety, stress, and isolation, as well as barriers to accessing financial aid, health care, and legal assistance. She emphasized the need for the district to adopt a clear and comprehensive policy and procedure that would protect the privacy and safety of undocumented students and prevent cooperation with federal immigration enforcement. She presented the council with a draft resolution and a draft board policy and administrative procedure that were developed by HEFAS in collaboration with other stakeholders, such as the Academic Senate, the Classified Senate, and the Student Trustee. She asked the council to review and endorse the draft documents and forward them to the Board of Trustees for approval. She also requested that the district allocate funds and resources to support the implementation and dissemination of the policy and

procedure, as well as the ongoing training and education of staff and faculty on the rights and needs of undocumented students.

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

This standing item was not discussed as we ran out of time.

Dates to remember/other information and updates
The April 26, 2024, meeting will take place via hyflex (both in person and Zoom).

Meeting adjourned at 10:33 a.m.

BP 2410 **Board Policies and Administrative Procedures**

References: Education Code Section 70902; ACCJC Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4

The Board of Trustees shall be the policy-forming body of the Foothill-De Anza Community College District. The Board**, with the recommendation and assistance of the Chancellor,** may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies **(BP's)** are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended**, unless the policy is in response to an emergent crisis and is time-sensitive. The Chancellor is authorized to amend policies without Board approval for minor revisions (correction of typographical errors and/or revisions/additions to statutory and regulatory references). The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.**

Administrative procedures **(APs)** are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees and the public through the district web site.

See Administrative Procedure 2410 Policy and Administrative Procedure

FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	DRAFT Board Policies and Administrative Procedures
Code	AP 2410
Status	Up For Revision
Legal	2014 ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b & e); 2024 Accreditation Standard 4.4
	Education Code Section 70902
Adopted	October 18, 2013
Last Revised	January 27, 2017
Origin	???
Upload	February 3, 2017

Rationale for Updates to Board Policies & Administrative Procedures:

Board Policies and Administrative Procedures are proposed, revised, or edited to comply with changes for a variety of reasons including changes to state and federal laws and regulations, updates from the CCLC, ASCCC resolutions, or to reflect current or best practices from councils, committees or bargaining units across the District. A regular review of policies and procedures is required to:

- Ensure the district is complying with the most current laws, regulations and/or accreditation standards
- Articulate a new or updated policy or procedure that has districtwide application

In determining the need for a new policy or procedure, or an update to an existing one, the following questions are considered:

1. Must this issue be addressed to ensure compliance with applicable laws, regulations, or accreditation standards?
2. Would the inclusion or update of the BP or AP contribute to greater effectiveness in fulfilling the mission of the District?
3. Does the policy or procedure have districtwide application, with an anticipated longevity as to not require frequent updates?

If the proposed new or updated policy or procedure does not meet the above criteria, it may be best addressed in operational manuals, division or departmental guidelines, or other local, campus or district communications.

Process for Updates to BPs & APs:

It is important to follow a systematic shared governance review process for policy and procedure revisions to ensure

accuracy and broad institutional dialogue as the basis for inclusion of stakeholder input and efforts at building consensus. The revision process assumes appropriate review and discussion by designated groups and departments across the District whose work is affected by changes to policies and procedures. These groups may include the academic senates, the classified senates, the associated students, the employee bargaining units, and the appropriate councils and committees whose purpose and function determine their participation given the particular issues under discussion.

It is equally important to follow a succinct and time-sensitive review process to meet legal and regulatory mandates and accreditation standards, ensure consistent and appropriate operations across the District, and reduce workload inefficiencies. All involved stakeholders in the policy and procedure review process are asked to prioritize requested BP and AP reviews, and immediately communicate and provide a plan to address any anticipated barriers that may hinder timely review.

Technical revisions (e.g. changes to legal references, website links, and titles) to BPs and APs are not subject to the review process and shall be sent directly to the chancellor for implementation. Technical revisions will be shared with the Chancellor's Advisory Council for information.

1) Initiating the creation of a new BP/AP or updating an existing one

a) External initiation
The District subscribes to the Community College League of California's (CCLC) Policy and Procedure Subscription Service. The service provides legally vetted board policy and administrative procedure templates that comply with state and federal statutes and regulations as well as accreditation standards. The language and numbering of the district's policies and procedures mirrors the CCLC templates to the greatest extent possible to ensure legal compliance and minimize tracking and legal vetting of policies and procedures unique to the district.

Upon receipt of the biannual updates from the CCLC, the Chancellor will bring recommended new and revised policies and procedures to the Chancellor's Executive Leadership Team for review. The Executive Leadership Team will consider which updates require action, and assign each to the appropriate Executive Leadership Team member(s) for further action. The Chancellor will share the list of assigned Board Policies and Administrative Policies and the designated Executive Leadership Team member lead with the members of CAC.

b) Internal initiation by employee or constituent groups
A member of the Chancellor's Executive Leadership Team may initiate the process to update or create a policy or procedure should it fall in the purview of their organizational area, and follow the process described in the next section. Members of any constituent group may also submit a request to create a new policy or procedure or revise a current policy or procedure through their representative on the Chancellor's Advisory Council, who will then submit a request to the Chancellor. Rationale and justification for the change meeting the criteria for inclusion (see above under the section on "Rationale") needs to be specified with the request, along with proposed draft language for the policy or procedure. The Chancellor's Office will bring the requested update to the Chancellor's Executive Leadership Team for initial review and assignment to the appropriate Executive leadership team member to sponsor through the shared governance process.

2) Preparing and tasking the review of the draft BPs/APs

The Executive Leadership Team member assigned to review a particular policy or procedure will prepare a draft based on CCLC guidance and/or language proposed in the internal request. New BPs and APs will be assigned an appropriate number that corresponds with the numbering system used by the CCLC in consultation with the Chancellor's Office. Drafts of the changes to existing policies and procedures will bold and underline all newly proposed language, clearly indicating in the draft what is legally required versus recommended. Language that is to be eliminated from existing policies and procedures will be represented by ~~strikethrough~~. The Chancellor's office will assist, if needed, with preparation of the revisions into the district's standard policy and procedure format. The drafts will be distributed for review to constituent representatives as appropriate.

The Executive Leadership Team shall task the appropriate shared governance body with the initial review of the new or revised BP/AP as follows:

a) If any part of the BP/AP involves an academic and professional matter, commonly referred to as "the 10+1," then the

Academic and Professional Matters committee (APM) will be tasked with the initial review.

b) If the BP/AP does not explicitly reference an academic and professional matter, then the BP/AP will be tasked to the Chancellor's Advisory Council (CAC) or directly to one of the established CAC Subcommittees: The District Budget Advisory Committee (DBAC), The District Diversity and Equity Advisory Committee (DDEAC), The Energy and Sustainability Advisory Committee (ESAC), The Educational Technology Advisory Committee (ETAC), The Human Resources Advisory Committee (HRAC), or the Police Chief's Advisory Committee (PCAC).

c) If any part of the proposed change could involve a collective bargaining issue, the recommendation will be referred to the appropriate employee bargaining unit(s), with a notification to the collective bargaining representative(s) and the designated governance council/committee chair to reach an agreement as to the process and timeline for review and/or negotiation, if requested by the bargaining unit(s). It is expected that collective bargaining units identify areas of concerns and points of interest for possible negotiation to be addressed within an appropriate and mutually agreed upon timeframe so the review and approval process can be concluded in a reasonable period of time.

d) If the new/revised BP/AP is in response to an emergency or crisis-situation, the Chancellor or designee may take appropriate action to address the most immediate needs of the situation. The Chancellor or designee will consult with affected stakeholders whenever possible and will follow up once the crisis of emergency has passed to bring the policy and/or procedure through the governance process outlined in this procedure.

3) The draft review

a) APM Review – only applicable for BPs and APs involving academic and professional matters

First reading: The district academic senate president (co-chair of APM) will present the proposed new or revised BP/AP to the committee for an initial discussion. If deemed necessary, and agreed upon at APM, a temporary workgroup shall be convened to work on revising the draft. APM will agree on the desired membership, leadership and appointment process of the temporary workgroup, and establish target deadlines for returning to APM with a completed draft. Upon completion of the draft by the workgroup, or if APM does not deem a workgroup necessary, APM will task the college academic senate presidents and relevant administrative leads at the colleges with review of the draft BP/AP. Any comments received from the senates or administrative teams will be provided to the district academic senate president by an agreed-upon deadline.

Second reading: The district academic senate president will incorporate any requested edits into a revised draft for a second reading at APM. Should recommendations and feedback received be substantial, the policy or procedure may be returned for an additional reading. Approval will be sought by the committee based on guidelines established in board policy for primary reliance on academic senates versus mutual agreement on academic and professional matters. Once approved, the Chancellor will share the BP/AP with CAC.

b) CAC Subcommittee Review – for BPs and APs that fall within subcommittee purview and do not involve academic and professional matters

First reading: The designated committee chair will bring the proposed new or revised BP or AP to the subcommittee for review of the draft BP or AP. Subcommittee members are responsible for seeking out the input and guidance of their respective constituent groups and prior to consenting to approval of the draft BP/AP. Feedback should be shared timely with the committee chair. Subcommittee members should strive to provide feedback that is specific and actionable, proposing draft language when appropriate.

Second reading: The committee chair will incorporate recommendations into the draft BP/AP for a second (or final) read, and then present the committee's recommendation to the Chancellor for review at CAC.

c) CAC Review – for BPs and APs that do not involve academic and professional matters

First reading: The chancellor will present the proposed new or revised BP/AP to the CAC for an initial discussion. If the draft BP/AP has been forwarded to CAC from a subcommittee, the committee chair will present the recommendation. If the draft BP/AP has come directly to CAC and the group deems it necessary, a temporary workgroup shall be convened

to work on revising the draft. The members will agree on the desired membership, leadership and appointment process of the temporary workgroup, and establish target deadlines for returning to CAC with a completed draft. The chancellor shall consult appropriate constituent group leaders, if applicable, if additional constituent representatives are requested to be appointed to the temporary workgroup. Upon completion of the draft by the workgroup, or if CAC does not deem a workgroup necessary, or if the draft BP/AP has already been approved at a CAC subcommittee, the council members will be tasked with distributing the BP/AP to their constituent groups for review and comment. Recommendations from the subcommittee should be given strong consideration. Chancellor's Advisory Council members should strive to provide feedback that is specific and actionable, proposing draft language when appropriate. Any comments received by council members will be provided to the chancellor at least five days prior to the next scheduled council meeting.

Second reading: The chancellor will incorporate constituent group recommendations into the proposal for a second reading. After constituency consultation and collegial review at this meeting, the Chancellor's Advisory Council will make a recommendation to the chancellor. Should recommendations and feedback received be substantial, the policy or procedure may be returned for an additional reading.

4) Implementation

New and revised APs involving academic and professional matters (see process for APM Review above) shall be *effective after approval by APM and informational review by CAC. All other new and revised APs shall be effective upon approval by CAC (see process for CAC Review above).

*All approved BPs and APs are considered effective *pending legal review* should the Chancellor request that to occur. If legal review identifies any substantive recommendations from legal review, then the BPs and APs should be taken back to APM or CAC for consideration of these recommendations.

New and revised board policies shall not be operable until approved by the Board of Trustees.

Once effective, the Chancellor shall be responsible for ensuring the newly approved BPs and APs are made public, and directing the appropriate organizational area(s) in the district to comply with implementation of these policies.

See Board Policy 2410 Policy and Administrative Procedure

Chancellor's Priorities

1. Improve employee engagement and morale and nurture a more responsive, service-based culture to improve the employee and student experience across the district.

2. Establish and nurture cohesive, highly effective administrative teams with clear expectations and accountability.

3. Establish a leadership, management, and supervision professional development program.

4. Engage employee groups in identifying a labor negotiation model that is proactive in administrative interests and is based on a more collaborative, win-win approach.

5. Identify and remove barriers in the student and employee experience, including identifying duplicative or inefficient processes and/or systems.

6. Facilitate collaborative efforts across the district such as implementing legislative mandates, streamlining procedures, and improving professional development opportunities.

7. Strengthen governmental relations within our district service areas to build resource capacity and/or pursue partnership opportunities.

8. Develop a comprehensive districtwide enrollment management strategy.

9. Provide leadership in identifying and implementing innovations or emerging technologies that accelerate student learning and administrative efficiency.

10. Prioritize efficiency in facilities and operations to manage energy use across the district.

11. Develop and implement an ongoing process for a balanced budget while prioritizing and allocating resources aligned with districtwide priorities developed in coordination with campus, Chancellor, and Board priorities.

12. Identify policy changes, resources, and advocacy efforts needed to support College plans and strengthen student economic mobility as a lever for equity.