Chancellor's Advisory Council
Meeting Agenda – June 8, 2018

FOOTHILL-DE ANZA
Community College District

Foothill College
Toyon Room (Room 2020)
2:30 p.m.

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Welcome and introductions	I	Judy Miner
II. Approval of May 11, 2018, meeting summary *(Attachment II)*	A	Judy Miner
III. Program highlight – Chancellor's Equity for Excellence initiative	D	Lakshmi Auroprem, Bernie Day, Laura Gamez, Maria Marin
IV. Revisions to District Technology Plan 2018-2019 *(Attachment IV)*	D/A	Joe Moreau
V. Providing critical feedback to colleagues	D	Joe Moreau
VI. Draft revisions to BP 2712 Conflict of Interest Code *(Attachment VI)*	D/A	Judy Miner
VII. Review/evaluation of 2017-2018 CAC Meetings *(Attachment VII)*	D	Judy Miner
VIII. Recognition of outgoing Chancellor's Advisory Council members	I	Judy Miner
IX. Enrollment management	D	Judy Miner
X. 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/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	All
XI. Other information and updates	I	All

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
May 11, 2018

Present: Judy Miner, Robert Covington, Mayra Cruz, Isaac Escoto, Christina Espinosa-Pieb, Kevin Harral, Karen Hunter, Gracian Lecue, Kristy Lisle, Kevin McElroy, Jim Nguyen, Dorene Novotny, William Riley, Tim Shively, David Ulate, Chris White

I.   Welcome

Chancellor Miner welcomed council members.

II.   Approval of April 27, 2018, Meeting Summary

The April 27, 2018, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

III.   Community outreach initiative

Judy shared positive feedback received during recent community outreach meetings and community events. In response to a question from Chris, Judy advised that the governing board will review a proposed list of projects at the June meeting, conduct additional polling after the conclusion of the June election, and decide whether or not to place a measure on the November ballot in July. She noted that the district plans to examine the results of the June election closely as it is the first time that the total cost of a bond is required to be included in bond measures.

Mayra commented that the Santa Clara Office of Education is planning to conduct a survey of early childhood education facilities and the need for new and upgraded facilities, which she suggested might be worth thinking about in terms of the project list. Judy noted that early childhood education received strong support in the poll conducted last fall. Gracian suggested that the Sunnyvale Center would be a good option as there are a lot of young working families with parents attending school at night.

IV.   Enrollment management

Christina reported that late spring courses at De Anza were strategically added and have filled well. She stated that productivity is currently at 504.

Kristy stated that productivity continues to rise, and she and the deans believe the late start courses will fill once students at four-year schools conclude for the year.

V.   District governance committee/constituent group reports

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

Kevin gave a preliminary analysis of the governor's May revision to the proposed 2018-2019 budget, which was released earlier in the day. He advised that the governor's proposal includes a two-year hold harmless provision, which would mean that the enrollment drop this year would not decrease funding next year, as well as a 2.71 percent cost of living adjustment, but it removes the security of stability funding during enrollment declines. He cautioned that although the two-year hold harmless provision would buy more time, it would do nothing to relieve the district's structural deficit caused by the enrollment decline. Kevin recommended that the district continue with the budget reduction plan or it would face a $14 million cliff once the period of hold harmless funding concludes.

Chris thanked Kevin for being clear, concise, and up front regarding the budget challenges.

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

Dorene reported that the District Diversity and Equity Advisory Committee is working on final revisions to the hiring procedures and expressed pleasure at the large group of district employees attending the National Conference on Race and Ethnicity in Higher Education Conference in New Orleans. Judy added that the five individuals selected to attend the conference from the Chancellor's Equity for Excellence cohort will provide a report at the next Chancellor's Advisory Council meeting.

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

No report given.

Business Process Alignment Task Force

Kevin asked that council members and their constituents share ideas about aligning processes between the colleges with the Business Process Alignment Task Force, which has created a Yammer group to facilitate communication https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&feedId=14505859.

De Anza College Classified Senate

Karen reminded the council about the joint classified senate Professional Development Day on May 18.

V.   <u>Other Information and Updates</u>

<u>Proposed change of format for opening day</u>

Judy reported that the Academic and Professional Matters Committee discussed a new format for opening day and asked that Jim share the idea with council members. Jim credited Sal Breiter with the proposal that the district and colleges hold a combined opening day on the Thursday before fall classes begin with Friday serving as an open house/orientation for students. He stated that the orientation/open house would give students a chance to buy books, access services, and meet faculty and staff. Christina expressed support for the idea. Karen questioned why the district allows offices to close for opening day but not for Classified Professional Development Day.

The meeting adjourned at 3:15 p.m.

District Technology Plan
Revised Capabilities, Goals & Objectives
May 2018

Existing Strategic Capabilities
Develop and maintain infrastructure and exostructure that supports the digital transformation of our colleges and Central Services organization.

Develop and maintain an agile product management methodology to support the efficient, effective, and timely completion of IT projects.

Partner with established and start-up technology firms to enhance the capabilities of the district and provide leading edge services for students, faculty, and staff.

Proposed New Strategic Capabilities for 2018/19
Provide for the effective stewardship of district resources to promote efficiency, cost-effectiveness, privacy, and security.

Existing 3-Year Goals
1. Modernize district-wide applications to support greater access, efficiency and effectiveness along with mobility.
2. Improve district-wide infrastructure to support greater speed, reliability, and coverage.
3. Improve information security at all levels.
4. Utilize cloud technology to optimize fiscal and staff resources.

Proposed New Goals for 2018/19
5. Help transform the institutional culture around the handling of data and information particularly regarding the requirements of FERPA, accessibility (ADA), copyright and fair use, and privacy and security.
6. Increase training and professional development opportunities for faculty and staff.

Proposed 2018/19 Objectives (1 year implementation plan)

Goal 1 - Modernization
1. Implement the Adobe Sign system and integrate with the Banner ERP to support digital distribution, workflow, and signature of a wide variety of college/district forms, contracts, and other documents.
2. Upgrade the district ERP system to version 9 of the Ellucian Banner platform.
3. Pilot business intelligence software for research.
4. Implement a managed print service system for all employee print output.
5. Implement Virtualized Desktop Infrastructure off-campus access.

Goal 2 - Infrastructure
6. Complete the overhaul and refurbishment of 1911 machine room include physical security, HVAC, and primary and backup electrical systems.
7. Expand coverage of the wireless network and improve connection speeds at all district locations.

Goal 3 - Security
8. Consolidate and streamline the district's Active Directory identity management system.
9. Deploy the *Securing the Human* information security training for all employees.
10. Conduct a penetration test and Payment Card Industry (PCI) compliance assessment.
11. Upgrade FH and DA campus Firewall and Intrusion Protection Systems.
12. Implement Symantec central management of end-point device malware protection.
13. Provide standardized back-up for faculty and staff data files

Goal 4 – Cloud Technology
14. Migrate the key mission critical systems and infrastructure to the cloud.
15. Transform the internal support expertise to the cloud infrastructure.

Goal 5 – Institutional Culture
16. Update data retention policy
17. Provide training to all employees on compliance issues such as FERPA, accessibility, copyright, and privacy.

Goal 6 – Training & Professional Development
18. Conduct the district-wide training of the new Banner 9 ERP system.

DRAFT – 2018 Biennial Review

Conflict of Interest Code   2712

The Political Reform Act, California Government Code section 81000 et seq., requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing. Therefore, the terms of Title 2, California Code of Regulations, section 18730, and any amendments to it, duly adopted by the Fair Political Practices Commission, along with the Appendix, below, in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Foothill-De Anza Community College District.

Board members and designated employees shall file statements of economic interests with the district's filing official. If a statement is received in signed paper format, the district's filing official shall make and retain a copy and forward the original of this statement to the filing officer, the County of Santa Clara Clerk of the Board of Supervisors. If a statement is electronically filed using the County of Santa Clara's Form 700 e-filing system, both the district's filing official and the County of Santa Clara Clerk of the Board of Supervisors will receive access to the e-filed statement simultaneously. The district shall make the statements available for public inspection and reproduction subject to Government Code section 81008.

<center>DESIGNATED POSITIONS/DISCLOSURE CATEGORIES</center>

1.   Persons occupying the following positions are designated employees in Category 1:

>   Trustee
>   Chancellor
>   President
>   Vice President
>   Vice Chancellor of Business Services
>   Vice Chancellor of Human Resources & Equal Opportunity
>   Vice Chancellor of Technology
>   Associate Vice President
>   Executive Director of Facilities and Operations
>   Executive Director, Fiscal Services
>   Director, Budget Operations
>   Executive Director of Foundation
>   Director of Flint Center
>   Executive Director, California Community College Online Education Initiative
>   Chief Academic Affairs Officer for the Online Education Initiative
>   Chief Student Services Officer for the Online Education Initiative

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Chief Professional Development Officer for the Online Education Initiative
Director, Strategic Planning and Operations for the Online Education Initiative

Designated persons in this category must report:
(a) Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
(b) Investments in, business positions in, and income (including gifts, loans, and travel payments) from sources which:
      1. Are engaged in the acquisition or disposal of real property within the District;
      2. Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District or
      3. Manufacture or sell supplies, books, machinery or equipment of the type used by the District.

2.   Persons occupying the following positions are designated employees in Category 2:

      Director of Purchasing**, Contracts & Risk Management** ~~& Material Services~~
      Senior Buyer
      Buyer
      Director of Bond **Program** ~~Management~~
      Director of **Campus** Bookstore
      Director of Campus Center
      Director of Equity and Employee Relations
      Director of Human Resources
      Director of Risk Management
      Dean of Student Affairs and Activities
      ~~Dean of Learning Resources, De Anza~~
      Dean of Language Arts **and Learning Resource Center**, Foothill
      Director ~~Manager~~, Benefits

Designated persons in this category must report investments in, business positions in, and income (including gifts, loans, and travel payments) from sources which:
(a) Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
(b) Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a Central Services manager's department is the entire District and a campus manager's department is the entire campus.

3.   Persons occupying the following positions are designated employees in Category 3:

      Consultant

Consultants, as defined for purposes of the Political Reform Act, shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Chancellor or designee may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements of the broadest category, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A "consultant" is an individual who, pursuant to a contract with the District makes a governmental decision whether to:

(i)   Approve a rate, rule, or regulation;

(ii)   Adopt or enforce a law;

(iii)   Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;

(iv)   Authorize the district to enter into, modify, or renew a contract provided it is the type of contract that requires district approval;

(v)   Grant district approval to a contract that requires district approval and to which the district is a party, or to the specifications for such a contract;

(vi)   Grant district approval to a plan, design, report, study, or similar item;

(vii)   Adopt, or grant district approval of, District policies, standards, or guidelines.

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in regulation 2 CCR 18704 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code.

Newly created positions

A newly created position that makes or participates in the making of decisions that may foreseeably have a material effect on any financial interest of the position-holder, and which specific position title is not yet listed in an agency's conflict of interest code is included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Chancellor or designee may determine in writing that a particular newly created position, although a

"designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the broadest disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that newly created position. Such written determination shall include a description of the newly created position's duties and, based upon that description, a statement of the extent of disclosure requirements. The district's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Government Code section 81008).

As soon as the district has a newly created position that must file statements of economic interests, the district shall contact the County of Santa Clara Clerk of the Board of Supervisors Form 700 division to notify it of the new position title to be added in the County's electronic form 700 record management system, known as eDisclosure. Upon this notification, the Clerk's office shall enter the actual position title of the newly created position into eDisclosure and the district shall ensure that the name of any individual(s) holding the newly created position is entered under that position title in eDisclosure.

Additionally, within 90 days of the creation of a newly created position that must file statements of economic interests, the district shall update this conflict of interest code to add the actual position title in its list of designated positions, and submit the amended conflict of interest code to the County of Santa Clara Office of the County Counsel for code-reviewing body approval by the County Board of Supervisors (Government Code section 87306).

See Board Policy 2710 Conflict of Interest

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Approved 2/18/03
Amended 8/2/04, 8/28/06; 8/25/08; 10/20/08; 8/30/10
Reviewed 8/6/12
Amended and renumbered 08/25/14 (formerly BP 9200)
Amended 8/29/16

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Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
2017-2018 Accomplishments

Meeting Date	Agenda Topic	Outcome
October 14, 2016	Approval of June 9, 2017, meeting summary	Approved
	Review of Charge, Purpose and Ground Rules	Reaffirmed
	Review of calendar for 2017-18	Approved
	Review of district governance evaluation survey reslts	Discussed
	Review of 2016-17 Accomplishments/Goals for 2017-18	Discussed
	Board policy and administrative procedure revision project status	Discussed
	Board Policies and Administrative Procedures • BP 2340 Board Meeting Agendas (revised) • BP 2350 Speakers at Board Meetings (revised) • BP 4020 (formerly 6010) Program, Curriculum, and Course Development (revised) • BP 5030 Fees (revised)	Approved
	Enrollment management	Discussed
	District governance committee/constituent group reports	Discussed
December 8, 2017	Approval of October 27, 2017, meeting summary	Approved
	Board Policies and Administrative Procedures • BP 7400 (formerly 3152, 4170, 4176) Travel (revised) • AP 7400 (formerly 3152, BP 4175) Travel • AP 4235 Credit by Examination (revised) • BP 5010 (formerly 5000) Admissions and Concurrent Enrollment (revised)	Approved with additional changes to BP/AP 7400
	Program highlights – Foothill-De Anza Foundation	Discussed
	Enrollment management	Discussed
	District governance committee/constituent group reports	Postponed to next meeting

January 19, 2018	Approval of December 9, 2017, meeting summary	Approved
	Draft 2018 Legislative Principles	Approved with changes
	Program Highlights – Shoppers/droppers research	Discussed
	Enrollment management	Postponed to next meeting
	District governance committee/constituent group reports	Postponed to next meeting
February 9, 2018	Approval of January 19, 2018, meeting summary	Approved
	Board Policies and Administrative Procedures - AP 4236 Advanced Placement Credit (new) - BP/AP 4237 (formerly BP/AP 4236) Honors Courses and Programs (revised) - BP 5700 Intercollegiate Athletics (new) - AP 5700 Intercollegiate Athletics: Concussion Management Protocol (new)	Approved
	Business Process Alignment Task Force	Discussed/scheduled for follow up
	Enrollment management	Discussed
	Call for 9/20 District Opening Day workshops and program highlights	Discussed
	District governance committee/constituent group reports	Discussed
March 16, 2018	Approval of February 9, 2018, meeting summary	Approved
	Revised Policies and New Administrative Procedures AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students (new)	Approved
	AP 5012 College and Career Access Pathways (new)	Discussed/scheduled for follow up
	Business Process Alignment Task Force	Approved with changes
	Program highlight – Energy and Emissions Strategy Advisory Committee	Discussed
	Community outreach initiative	Discussed
	Differences between parcel tax and general obligation bond measures	Discussed
	Enrollment management	Postponed to next meeting
	District governance committee/constituent group reports	Discussed
April 27, 2018	Approval of March 16, 2018, meeting summary	Approved

	Board Policies and Administrative Procedures • AP 5012 College and Career Access Pathways (new)	Approved
	Community outreach initiative	Discussed
	Program highlights – MakerSpace	Discussed
	Enrollment management	Discussed
	District governance committee/constituent group reports	Discussed
May 11, 2018	Approval of April 27, 2018, meeting summary	Approved
	Community outreach initiative	Discussed
	Enrollment management	Discussed
	District governance committee/constituent group reports	Discussed
	Proposal to combine district and college opening days on Thursday and hold student orientation/open house on Friday	Discussed/Support
June 8, 2018	Approval of May 11, 2018, meeting summary	
	Program highlight – Chancellor's Equity for Excellence initiative	
	Revisions to District Technology Plan 2018-2019	
	Providing critical feedback to colleagues	
	Board Policies and Administrative Procedures • BP 2712 Conflict of Interest Code (revised)	
	Review/evaluation of 2017-2018 Chancellor's Advisory Council meetings	
	Recognition of outgoing Chancellor's Advisory Council members	
	Enrollment management	
	District governance committee/constituent group reports	