



Chancellor's Advisory Council Meeting Agenda – January 19, 2018

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 December 9, 2017, meeting summary (<i>Attachment II</i>)	A	Judy Miner
III. Draft 2018 Legislative Principles (<i>Attachment III</i>)	D/A	Judy Miner
IV. Program Highlights – Shoppers/Droppers Research	D	David Ulate/Kristy Lisle
V. Enrollment management	D	Judy Miner
VI. 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 (<i>Attachment VI</i>) 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	Kevin McElroy Dorene Novotny Joe Moreau All
VII. Other information and updates	I	All



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

December 8, 2017

Present: Judy Miner, Danya Adib, Anthony Cervantes, Tess Chandler, Karen Chow, Mayra Cruz, Victoria Dinh, J.R. Dorcak, Isaac Escoto, Cristina Espinosa-Pieb, Kevin Harral, Karen Hunter, Robin Latta, Kristy Lisle, Joe Moreau, Thuy Nguyen, Dorene Novotny, Tim Shively, David Ulate, Lindsay West, Chris White, Laura Woodworth

I. Welcome

Chancellor Miner welcomed council members and invited self-introductions. She recognized J.R. for his many years of service to the district, wished him well in his retirement, and complimented his work and ethos as well as that of the other members of the police department.

II. Approval of October 27, 2017, meeting summary

The October 27, 2017, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

III. Proposed new/revised board policies (BP) and administrative procedures (AP)

Revised BP 7400 (previously BP 3152, BP 4170, BP 4176) Travel

The council reviewed proposed changes to board policies regarding travel that add language suggested by the Community College League of California's (CCLC) Policy and Procedure Service and merge several existing policies (3152 Travel Reimbursement, 4170 Staff Travel, and 4176 International Travel) into a single comprehensive policy. Dorene offered to reword the paragraph regarding international travel to clarify when advance approval of the chancellor is required. The council approved the policy by consensus.

Revised AP 7400 (previously AP 3152, BP 4175) Travel

Proposed changes to the administrative procedure regarding travel were discussed. The changes include moving language from the existing travel authorization policy (BP 4175) to the procedure, adding language to reflect the governing board's decision to ban travel to states that have passed discriminatory laws, and increasing per diem rates for those traveling internationally. Dorene suggested that the first numbered item under the travel authorization section be revised to include a reference to Central Services and that the fourth numbered item detail the different approval requirements for domestic and international travel. The council approved the revised procedure by consensus.

Revised AP 4235 Credit by Examination

Council members reviewed the changes proposed to the credit by examination administrative procedure, which were approved by the Academic and Professional Matters Committee earlier in the day. The revised procedure was approved by consensus.

Revised BP 5010 (formerly 5000) Admissions and Concurrent Enrollment

The council approved changes to the admissions board policy, which were previously approved by the Academic and Professional Matters Committee, by consensus.

IV. Program highlights – Foothill-De Anza Foundation (handouts attached)

Executive Director of the Foothill-De Anza Foundation Tess Chandler gave an overview of the work and mission of the Foundation, its Board of Directors, and commissions. She also introduced the staff and asked council members to let her know of potential candidates for the Foundation's volunteer Board of Directors, which is looking to recruit new community members from diverse fields and areas of expertise. Assistant Director Robin Latta talked about the opportunity for employees to contribute to the Foundation's programs and scholarships through payroll deductions, noting that currently 140-150 employees donate approximately \$20,000 each year. She also asked council members to follow the Foundation on social media.

Judy recognized Director of Development Laura Woodworth, who is retiring at the end of the year, for all the work she has done to promote Foothill College and its programs, sharing the wisdom that fundraising is really about telling our students' stories, and leaving a legacy of strong connections in the community.

In response to questions from Danya about opportunities for student involvement, Laura spoke about a student who helped write a successful grant proposal and mentioned that the student ambassadors have been very helpful with events. Calling students some of the most successful fundraisers, Judy indicated that she is always looking for students to talk to donors about the difference scholarships have made in their lives. Tess asked that Danya connect with her to further explore opportunities.

V. Enrollment management

Christina spoke about some of the initiatives that De Anza College has implemented to address the enrollment decline, including adding sections in high demand areas, increasing late start and online classes, and offering courses at Fremont Union High School District. She advised that the college sent an email about late start classes to every student who dropped before or after the quarter and filled three sections as a result. She also mentioned that the college is considering block scheduling and there are plans to query students who do not complete registration about their reasons for not enrolling. Danya suggested that the college try to find out why students are dropping and offer services to help them stay in class (e.g. counseling, tutoring). She also commented that late start courses and a responsive admissions office helped Foothill to retain her sister.

There was discussion of students finding the campuses and faculty intimidating and suggestions about ramping up the use of student ambassadors, encouraging employees to be more proactively friendly and helpful, and offering training and a checklist that would

assist instructors in communicating with students about resources and options available to help them stay in class.

Thuy and Kristy shared efforts at Foothill College to improve enrollment, which include a focus on online and first generation student retention, professional development, implementation of an accelerated hybrid model at the Sunnyvale Center, expansion of dual enrollment, targeted marketing, and consideration of innovative scheduling options that would allow four-year students to take general education or core courses during summer.

X. District Governance Committee/Constituent Group Reports

Discussion of this item was postponed to the next meeting. It was noted that meeting minutes for each of the district governance committees are available online.

The meeting adjourned at 4:01 p.m.

DRAFT

Foothill-De Anza Colleges Foundation Structure

Executive Director, Tess L. Chandler:

Direct the comprehensive fundraising program for the colleges and implement fundraising strategies. Provide leadership and collaborate with campus Presidents to determine priorities. Maintain portfolio of major and planned gift prospects. Oversee all Foundation fiscal activities. Provide executive leadership to the Foundation Board. Hire, supervise, direct and evaluate Foundation staff.

Director of Development-Foothill, Laura Woodworth & De Anza, Dennis Cima:

Work as members of the foundation's team to advance its efforts to provide much-needed private support for the district, the colleges and individual programs and projects. These directors work with internal and external partners, including deans, faculty and program staff, to:

- Help identify key programs and priorities for support;
- Identify key prospects and cultivate prospective donors;
- Guide the work of the Foothill and De Anza commissions;
- Plan and staff related fund raising meetings, events and initiatives; and
- Write and develop fund raising proposals and related materials.

Associate Director, Robin Latta:

Primary point person for scholarships: work with donors in setting up criteria; named scholarship endowment and request renewal for scholarships when appropriate. Work with each college's Financial Aid Office in scholarship offerings and serve on each of the Final Scholarship Committees. Fundraise for annual gifts including the Chancellor's Circle as well as provide all stewardship activities for the Chancellor's Circle. (\$1,000 annual unrestricted gifts) Provide budget (fundraising revenue projections and operational expense) and operating support to the Executive Director, including overseeing all Foundation related expenses \$5,000 and under. Manage payroll deductions. Create and oversee the production of Foundation collateral such as the annual report (print and online).

Accountant, Kathy Nguyen:

Review/monitor expenditures activities to both campuses who are using Foundation funds to ensure funding availability, to avoid any misuse of fund (which could cause an audit). Create requisitions for both campuses. Work with auditors to prepare F/Ss and 990s. Provide training/guidance/support to campuses managers/staffs on District policies/procedures. Reconcile investment accounts. Acting as liaison to all Foundation accounting related questions.

Communications and Development Coordinator, Lindsay West:

Build digital content strategy and develop email newsletters to alumni and donors, perform prospect research and assist with development events.

Gift Processor, Victoria Dinh:

Receive and process gifts/ donations. Ensure gifts and donations are posted in the correct funds. Make sure all the acknowledgement letters are sent to donors; and assist the supervisor and other staff members in development events.



**Foothill-De Anza
Community College District
Payroll Services Deduction Request**

I, _____ authorize the Foothill-De Anza Community College District to deduct \$ _____ per month (\$5 minimum) from my paycheck as a voluntary tax-deductible contribution to:

- Educational Excellence Fund
- Specific Program _____

Please start my deduction with paycheck dated _____ (month), _____ (year) until further notice.

Your Name: _____
Signature: _____
Campus ID: _____
Date: _____

Employee Status (Check One)

- 12 Month
- 11 Month
- 10 Month
- Part-time Faculty

Please return the complete form to:

Foothill-De Anza Foundation
12345 El Monte Road
Los Altos Hills, CA 94022

*Must be received by the Foundation by the 15th
in order to process for the current month.*

Questions? Please call the Foundation Office at 650-949-6230.
Thank you very much for supporting our students and programs.

(For Foundation/Payroll staff use)

Foundation:

- AGAPLDG \$ _____ (annual pledge amount) Date: _____
- Additional Pledge

Payroll:

- PEADED (deduction code 825/gift type PD) Date: _____
- Additional Pledge (must use another deduction code besides 825)



FOOTHILL-DE ANZA
Community College District

2017 Legislative Principles

Annual legislative principles are adopted by the Board of Trustees to provide policy guidelines for the Chancellor when addressing matters pending before the California Legislature or the United States Congress. For 2017, the Foothill-De Anza Board of Trustees endorses the following advocacy positions:

A. State Legislative Principles

1. Protect the fiscal integrity of the system and stabilize funding.
2. Support lowering the vote threshold for the approval of school and community college district parcel tax measures from two-thirds (67%) to a super majority of 55%.
3. Support increase of base funding to colleges for 2017-18 to address the lack of statutory cost of living adjustments between 2007-08 and 2012-13.
4. Support revision of funding formulas to account for variable cost of living throughout the state.

~~Advocate for ongoing and expanded funding for systemwide initiatives, such as the Online Education Initiative and CENIC.~~

5. Increase local authority and control in the administration of the colleges.
6. Support use of open textbooks, open educational resources and other appropriate approaches to reduce costs for students and community colleges.
7. Advocate for increasing the authority and flexibility of local districts, including flexibility in setting fees (e.g. health, technology).
8. Support efforts to increase transfer of qualified community college students to the University of California and the California State University.
9. Support statewide funding of career technical education (CTE) that benefits community colleges.

10. Support the preservation and enhancement of state financial aid for community college students.
 11. Support collaborative efforts of K-12 and higher education faculty to refine curriculum to better align with agreed upon student learning outcomes.
 12. Support measures that enhance the ability of community colleges to quickly respond to the changing needs of local labor markets.
 13. Support programs that enable community colleges to provide specialized services to disadvantaged populations, students with disabilities, and veterans. .
 14. Support the advancement of instructional technology, counseling, and support services to increase access and student success.
 15. Support solutions to the escalating costs of health benefits.
 16. Support solutions to scarcity and escalating costs of housing for both students and employees.
 17. Support efforts to encourage and sustain public-private partnerships.
 18. Support efforts for energy efficiency and sustainability.
 19. Support efforts for regional and statewide collaboration that result in lower costs, increased efficiency, and/or improved services to students.
 20. Ensure that any new reporting requirements are adequately funded and genuinely serve the interests of students, the colleges and the system.
 21. Support expansion of opportunities for high school students to enroll in community college courses through concurrent/dual enrollment partnerships and remove funding penalties and barriers.
 22. Support establishment of an ongoing professional development fund for faculty, staff and administrators.
 23. Support expanding the authority for community colleges to offer applied baccalaureate degrees in areas of high workforce demand.
- ~~Support the continuation of Proposition 30 funding, Proposition 13 reform, and ongoing adequate funding for community colleges and other educational institutions.~~
24. Advocate for funding to cover increased employee pension costs.

25. Advocate for unfettered access to quality community college education for all Californians, including lifelong learners.
26. Support audit fee equalization that will allow colleges to provide access at an equitable cost to students.
27. Support legislation requiring the disaggregation of student achievement data by Asian Pacific Islander subgroups.
28. **Support ongoing funding for the College Promise programs.**

B. Federal Legislative Principles

1. Support accountability measures that accurately evaluate the success of community colleges on measures of access, affordability and outcomes.
2. Support funding the Pell Grant program to include automatic inflationary increases and restoration of eligibility for the year-round Pell Grant and for “ability-to-benefit” students.
3. Advocate for robust Perkins Act funding that serves the needs of all types of career-technical education students and maintains flexibility for community colleges.
4. Support programs that enable community colleges to serve diverse and disadvantaged populations.
5. Support the continuation of the deferred action for childhood arrivals (DACA) program.
6. Support funding to help institutions serve the particular needs of students who are veterans.
7. Include community colleges in efforts to bolster America’s competitiveness in science, technology, engineering and math (STEM) fields.
8. Reauthorize and improve the Higher Education Act and recognize the unique nature, mission and contributions of community colleges.
9. Maintain the country’s commitment to civil rights and immigrant rights.
10. Support elimination of the federal financial aid cap for those students who begin their education at a community college.
11. **Advocate for revisions to tax reform legislation that would place heavier financial burdens on the neediest students.**