Chancellor's Advisory Council
Meeting Agenda – October 16, 2015

**FOOTHILL-DE ANZA
Community College District**

**Foothill College
Toyon Room (Room 2020)
1:30 p.m.**

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Welcome and Introductions	I	Judy Miner
II. Approval of 5/22/15 Meeting Summary *(Attachment 1)*	A	Judy Miner
III. Review of Charge, Purpose and Ground Rules *(Attachment 2)*	D/A	Judy Miner
IV. District Mission Statement Review Timeline and Process	I	David Ulate
V. District Educational Master Plan Timeline and Process	I	David Ulate
VI. Foothill College President Search Update	I	Judy Miner
VII. Other information and updates	I	All

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
May 22, 2015

Present: Linda Thor, Laureen Balducci (for Judy Miner), Randy Bryant, Leo Contreras, Isaac
             Escoto, Christina Espinosa-Pieb (for Brian Murphy), Rich Hansen, Kurt Hueg, Carolyn
             Holcroft, Kevin McElroy, Blanche Monary, Joe Moreau, Dorene Novotny, Frank Rocha,
             Dennis Shannakian, Karen Smith, David Ulate

I.   Welcome

Chancellor Thor welcomed council members.

II.   Approval of April 17, 2015, Meeting Summary

The April 17, 2015, meeting summary was approved without changes.

III.   New and Revised Policies and Procedures

BP 1200 Mission of the Foothill-De Anza Community College District (Revised – Second
Reading)

Linda explained that technical changes related to the district's participation in the baccalaureate
degree pilot program are being proposed at this time and that a full review of the district mission
statement will take place next year as part of the regular cycle related to accreditation and
strategic planning. Rich noted that the change referenced in the April 17, 2015, meeting summary
to the last sentence of the first paragraph of the policy was not reflected in the draft included with
the meeting agenda. Linda responded that she would have Paula Norsell make the correction
before the policy is presented to the Board of Trustees. Council members approved the policy by
consensus.

BP/AP 3225 Institutional Effectiveness (New)

The council reviewed and approved the proposed new board policy and administrative procedure.
The new policy will be presented to the Board of Trustees for first reading in June 2015.

BP/AP 4235 (formerly BP/AP 6030) Credit by Examination

Linda advised that the Academic and Professional Matters Committee recommended the
following clarification to the first sentence of the policy, "It shall be the policy of the Foothill-De
Anza Community College District to grant credit to any student who satisfactorily passes an
examination **when such an examination is** approved and conducted by proper authorities of the
college." The revised policy will be presented to the Board of Trustees for first reading in June
2015.

<u>BP 7210 (formerly BP 4144) Academic Employees (Revised – Second Reading)</u>

Linda reported that the Academic and Professional Matters Committee recommended the following additional changes to the fifth paragraph of the policy and requested that the academic senates have the opportunity to review the new language again in the fall:

> The District may employ **full-time or part-time** temporary faculty from time to time as required by the interests of the District and in accordance with the requirements of the Education Code. ~~Temporary faculty may be employed full time or part time.~~ The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty, **and such hiring is in accordance with the District administrative hiring procedure**.

In addition, Linda advised that the policy will reference the administrative procedure regarding hiring and that Rich will recommend replacement language for the sixth paragraph of the policy.

Rich suggested that the third paragraph be made more generic and that a reference be made to Education Code in paragraph two. Dorene agreed to review the policy further.

IV.   **District Opening Day Workshops**

The council reviewed the proposed District Opening Day workshops. Linda stated that workshop organizers will be asked to include representatives from both colleges where practicable.

VI.   **Other Information and Updates**

Kevin provided an overview of the Governor's May Budget Revision, which he called the best budget proposal for the community college system in over 20 years. He advised that the proposal includes an increase to the system's base allocation of $266 million, which would help offset increased employer contributions to the California State Teachers' Retirement System and California Public Employees' Retirement System as well as anticipated lost revenue when Proposition 30 sunsets. The proposal also includes $626 million in one-time funds for mandated cost reimbursements.

Dennis shared information regarding the recent classified professional development day, which attracted over 200 employees.

Karen encouraged participation in district participatory governance meetings and asked that the meetings be held on a regular basis. Dorene advised that she is hoping to get the Human Resources Advisory Committee back on track now that a new Human Resources Director is in place.

Dorene advised that the Joint Labor Management Benefits Council has recommended some additional voluntary benefit plans, including accident, legal, and pet insurance. She noted that long-term care insurance will be offered after the first of the year.

Linda encouraged council members to participate in the upcoming chancellor finalist open forums.

The meeting was adjourned at 3:12 p.m.

CHANCELLOR'S ADVISORY COUNCIL

CHARGE, PURPOSE AND GROUND RULES

OVERVIEW

The Chancellor's Advisory Council (CAC) is the primary district-wide, participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting the educational programs and services of the Foothill-De Anza Community College District. Members of the CAC advise and make recommendations to the chancellor regarding district goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and goals of the district.

PHILOSOPHY & MISSION

We believe in the principles of openness, honesty, fairness, objectivity, and collegiality in policy development, planning, and budgeting. We adhere to the consensus model in conducting the business of the CAC. We expect that major district policies and procedures stemming from our mission, exclusive of those that are collectively bargained, be first submitted in draft form to the appropriate district governance groups most affected and then reviewed by the campus and/or district constituencies prior to action by the CAC. It is especially important that the 11 points agreed to in the participatory governance charter between the Academic Senates and the Trustees be acknowledged to avoid duplication of efforts and confusion. We adhere to the principles of clear, open, and honest communication and consultation, and we believe that every member of the CAC has the right to express his or her views on all issues under deliberation. We also are cognizant and respectful of the purpose and goals of the district's governance constituencies, and believe we can play a major role in coordinating and disseminating district-wide information to those we represent, and to the community we serve.

The mission of the Foothill-De Anza Community College District is used to guide the work of the CAC as follows:

> The mission of the Foothill-De Anza Community College District is student success. We accomplish this by providing access to a dynamic learning environment that fosters excellence, opportunity**, equity,** and innovation in meeting the ~~diverse~~ **various** educational and career goals of our **diverse** students and communities. **The district provides high-quality undergraduate education at an affordable price for students and reasonable cost to the state and maintains the primary mission of advancing California through education, training, and workforce improvement.**

PURPOSE

To advise and consult with the Chancellor on district-wide governance, institutional planning and budgeting, policies and procedures to promote the educational mission and goals of the Foothill-De Anza Community College District.

REPRESENTATION

• Each member will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.

• Each member will represent his/her constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.

• Each member will communicate a clear understanding of the issues and any CAC recommendations to his/her constituency.

MEETINGS

• Each member will honor the agenda and be prepared to participate in the entire meeting.

• Each member will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.

PARTICIPATION

• Each member will encourage full and open participation by all CAC members and make a concerted effort to avoid discussions that are dominated by a few people.

• Each member will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.

• Each member will practice "active" listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

INTERACTION

• Each member will base his/her interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the CAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.

• Each member will honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Approved by consensus of the Chancellor's Advisory Council: 11/7/03
Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/15/10
Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/19/12