



Chancellor's Advisory Council

Meeting Agenda – October 16, 2020

Zoom

<https://cccconfer.zoom.us/j/95918021422?pwd=dldlMVd3VUtRcnNMNkthN0oxeFJYZz09&from=msft>

9:00-10:30 a.m.

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	<i>I</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 June 5, 2020, meeting summary (<i>attachment 2</i>)	<i>A</i> – Provide accurate record of previous meeting.	Judy Miner
3. Review and reaffirmation of council Charge, Purpose, and Ground Rules (<i>attachment 3</i>)	<i>D/A</i> – Gain understanding of role of Chancellor’s Advisory Council and expectations of council members. Recommend changes to improve processes. Reaffirm or revise.	Judy Miner
4. Suggestions for program highlights/speakers schedule	<i>D</i> – Make recommendations for the program highlights schedule for the new academic year.	Judy Miner
5. Education Technology Advisory Committee Recommendation on End User Hardware Standard (<i>attachment 5</i>)	<i>D/A</i> – Provide input and consider approval of recommendation from ETAC.	Joe Moreau
6. Revision to board policy 2712 Conflict of Interest Code (<i>attachment 6</i>) <ul style="list-style-type: none"> Revised policy sent to council for review 8/4/20. Additional recommendations from county counsel sent on 9/23/20. Additional recommendation received from Santa Clara County Counsel on 10/10/20 to move Director, Capital Construction Program, from category 2 to category 1. 	<i>D/A</i> – Reaffirm approval of revised policy.	Judy Miner
7. Enrollment management	<i>I/D</i> – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Judy Miner
8. District strategic plan refresh	<i>I</i> – Share an update on the District Strategic Plan refresh process started in 2019-20.	David Ulate
9. 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 http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html Educational Technology Advisory Committee http://ets.fhda.edu/governance-committees/etac/index.html Business Process Alignment Task Force https://www.yammer.com/fhda.edu/-/threads/inGroup?type=in_group&feedId=14505859 	<i>I</i> – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All
10. Dates to remember	<i>I</i> – Share information for council members to disseminate to constituents.	All
11. Other information and updates	<i>I</i> – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A – Action

2020-21 Chancellor’s Advisory Council meeting dates:

October 16, 2020	March 12, 2021
November 13, 2020	April 23, 2021
January 15, 2021	May 14, 2021
February 19, 2021	June 18, 2021



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

June 5, 2020

Present: Roland Amit, Becky Bartindale, Leonardo Blas, Anthony Cervantes, Karen Chow, Susan Cheu, Isaac Escoto, Christina Espinosa-Pieb, Heidi King, Genevieve Kolar, Kristy Lisle, Kevin Metcalf, Shelly Michael, Judy Miner, Mike Mohebbi, Joe Moreau, Abhiraj Muhar, Thuy Nguyen, Dorene Novotny, Katelyn Pan, Mary Pape, Tim Shively, David Ulate, Chris White, Hyon Chu Yi-Baker

1. **Welcome and introductions**

Chancellor Miner welcomed council members and guests.

2. **Approval of May 8, 2020, meeting summary**

The May 8, 2020, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Review and approval of proposed revision to board policy 5010 Admissions and Concurrent Enrollment**

The council reviewed and approved the revisions to the admissions and concurrent enrollment board policy that were based on the Academic and Professional Matters Committee's approval of allowing adult education students to enroll as special admits.

4. **Call for 9/17 District Opening Day virtual workshops**

Suggestions from council members for opening day workshops and meetings included:

- Expanding cross district department meetings beyond instructional departments
- Safety training/COVID-19 requirements for return to campus
- Budget decision making processes

Christina advised that De Anza's Black Faculty and Staff Association recommended Dr. Joy DeGruy as keynote speaker for District Opening Day. Noting the presence of most of the members of the Academic and Professional Matters Committee, who are responsible for District Opening Day planning, at the council's meeting, Judy confirmed that there was consensus to pursue the idea. Additional suggestions from council members included recording a session if Dr. DeGruy is not available for a live meeting on September 17, involving Black staff and students in the planning, and holding smaller group sessions with trained facilitators following the keynote.

5. Enrollment management

Christina advised that De Anza College is working with Valley Medical Center and El Camino Hospital to ensure that nursing students can complete program requirements without coming back to campus. She noted that the college is working with Vice Chancellor of Business Services Susan Cheu and Vice President of Administrative Services Pam Grey on planning for the 80 or 90 sections in fall that will have a physical presence on campus but acknowledged that the courses may end up being held entirely online due to pandemic restrictions. She advised that the Child Development Center is surveying parents to determine if there would be enough demand for childcare once the county permits the center to reopen.

Judy explained in response to a question from Isaac that the 1320 (part-time faculty) budget is allocated annually, and the colleges determine how to distribute the money each quarter. She noted that the colleges have different strategies for enrollment, which means that one college may risk adding sections in a given quarter while the other college cuts some sections. They noted that enrollment management is really budget management at this point in time.

6. District Governance Committee/Constituent Group Reports

District Budget Advisory Committee <http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html>

Susan advised that the committee reviewed the Governor's May Revision of the 2020-21 State Budget and the district's Third Quarter Report.

She reported that the district's 2020-21 Tentative Budget, which will be presented to the governing board for approval this month, was built on the proposals included in the Governor's May Revision of the 2020-21 State Budget; however, the Legislature's budget proposal differs significantly and depends heavily on the passage of a federal aid package. She noted that in addition to the uncertainty about the final budget, the district faces a large risk in terms of loss of nonresident enrollment.

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

Dorene advised that the Equal Employment Opportunity Fund Multiple Methods Allocation Model Certification Form will be presented to the governing board for approval at the June 8, 2020, meeting. She noted that the district is only required to meet seven of the nine standards, but has met eight. The only activity remaining is a grow-your-own plan, which is something she said she hopes the district will be able to put resources toward going forward.

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

Joe reported that the Educational Technology Advisory Committee is working on a formal recommendation to the Chancellor's Advisory Council to have portable computing devices serve as the official district standard.

Business Process Alignment Task Force

Joe expressed an eagerness to restart the work of the task force but acknowledged that he has concerns about ensuring that the task force works as an appropriate augmentation to the consolidation discussions currently going on in governance committees and the Consultation Task Force.

Judy advised that the district needs to build its budget with equity as the primary driver, determining the programs and services that are core, auxiliary, and elective. She explained that while instruction might be assumed to be core and student services auxiliary, there are strands that run through student services and district services (e.g. payroll) that are parallel and equally important to the district's main mission of transfer and workforce preparation.

Academic Calendar Exploration and Feasibility Analysis Task Force

Dorene reported that the Academic Calendar Exploration and Feasibility Analysis Task Force had been making progress on analyzing the benefits of changing the academic calendar but suspended activities in light of the work required to address budget and safety measures.

Associated Students of Foothill College

Leonardo spoke about the struggles students are having psychologically due to the pandemic and the Black Lives Matter protests. He asked that faculty and staff convey sensitivity in communicating with students.

7. Recognition of outgoing council members

Chancellor Miner recognized and thanked Leonardo, Shelly, Roland, Mike, Mary, and Officer Riley for their work on the council.

The meeting adjourned at 12:56 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. CAC members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to constituency groups.

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 are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

PURPOSE

To provide a forum for advice and consultation between the Chancellor and constituency groups on districtwide governance, institutional planning and budgeting, policies and procedures to promote the educational mission and goals of the Foothill-De Anza Community College District.

REPRESENTATION

- Members will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Members will represent their constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Members will communicate a clear understanding of the issues and any CAC recommendations to their constituency.
- Members will solicit input from and disseminate information to their respective constituency group.

MEETINGS

- Members will honor the agenda and be prepared to participate in the entire meeting.
- Members will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.

PARTICIPATION

- Members 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.
- Members will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Members will practice "active" listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

INTERACTION

- Members will base their 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.

- Members 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

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/16/15

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/14/16

Revised and reaffirmed by consensus of the Chancellor's Advisory Council: 1/11/19

Revised and reaffirmed by consensus of the Chancellor's Advisory Council: 1/17/20

DRAFT

Education Technology Advisory Committee
Recommendation on End User Hardware Standard
June 2020

Background

The recent pandemic has exemplified the need for all faculty, staff and administrators to have access to a current, reliable, portable computing device (e.g. a laptop computer).

Recommendation

ETAC recommends the district adopt portable computing devices as the default standard for all faculty, staff, and administrators. The standard configuration should include a large formfactor display, a docking station, and an external keyboard and mouse. As has been the longstanding practice of the district, exceptions to the standard will be considered on a case by case basis according to unique academic or operational requirements.



**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	Conflict of Interest Code
Code	BP 2712
Status	Up For Revision
Legal	California Code of Regulations Title 2, Section 18730 Government Code Sections 81000 et seq
Adopted	February 18, 2003
Last Revised	August 6, 2018
Origin	formerly BP 9200 - Biennial review - Updated positions and titles. CAC approval 8/14/20. Additional recommended changes to delete references to contractors or subcontractors and replace books with goods in the description of what must be reported in categories 1 and 2 received from county counsel after preliminary review. Recommendation to move Director, Capital Construction Program, to Category 1 received 10/10/20 from county counsel.
Office	Chancellor's Office
Next Review	July 1, 2020

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.

DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

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
 Director of **Capital Construction Program** ~~Bond Program~~
 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
 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, **goods, books**, machinery or equipment of the type used by the District.

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

Executive Director, Institutional Planning and Research

Director, Information Systems and Operations

Director, Networks and Client Services

Director of Purchasing, Contracts & Risk Management

Senior Buyer

Buyer

Director of Campus Bookstore

Director of Campus Center

Director of Equity, **Employment, and Professional Development** ~~and Employee Relations~~

Director of Environmental Health & Safety

Director of Human Resources

Director of Risk Management

Dean of Student Affairs and Activities

Dean of Language Arts and Learning Resource Center, Foothill

Director, 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, **goods, 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 the district'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's filing official 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](#)

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, 8/6/18