# Chancellor's Advisory Council
## Meeting Agenda – October 18, 2019

**Foothill College**
**Toyon Room (2020)**
**11:30 a.m.-1:00 p.m.**

| 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. | Judy Miner |
| 2. Approval of June 7, 2019, meeting summary *(attachment 2)* | *A* – Provide accurate record of previous meeting. | Judy Miner |
| 3. Review and reaffirmation of council Charge, Purpose, and Ground Rules *(attachment 3)* | *D/A* – 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. Confirmation of meeting calendar *(attachment 4)*<br>• Suggestions for program highlights/speakers schedule | *D/A* – Confirm council meeting dates for 2019-2020 academic year. | Judy Miner |
| 5. Review of 2018-2019 goals/accomplishments *(attachment 5)*<br>• Discussion of goals for 2019-2020 | *D* – Review council actions of 2018-2019. Make recommendations for council goals for new academic year. | Judy Miner |
| 6. District governance evaluation survey results | I/D - Review feedback from districtwide shared governance groups. Provide recommendations to improve processes. | David Ulate |
| 7. District Strategic Plan refresh *(attachment 6)* | *I* – Share the timeline and process for updating the District Strategic Plan for council members to disseminate to constituents. | David Ulate |
| 8. Formation of Academic Calendar Exploration and Feasibility Analysis Task Force | *I* – Introduce the purpose and charge of the new task force. | Dorene Novotny |
| 9. De Anza College visioning process and president search | *I* – Provide an update regarding the De Anza College visioning process and president search for council members to disseminate to constituents. | Judy Miner |
| 10. Community Outreach Initiative update | *I* – Share information regarding the community outreach initiative for council members to disseminate to constituents. | Judy Miner |
| 11. Community Benefit Initiative timeline and Town Hall (11/12 @ 4:00 p.m. - De Anza Conference Rooms A/B) *(attachment 11)* | *I* – Share information regarding the community benefit initiative for council members to disseminate to constituents. | Judy Miner |
| 12. Enrollment management | *I/D* – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies. | Judy Miner |
| 13. District Governance Committee/Constituent Group Reports<br>• District Budget Advisory Committee http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html<br>• Human Resources Advisory Committee/District/District Diversity and Equity Advisory Committee http://hr.fhda.edu/diversity/c-meeting-minutes-and-agendas.html<br>• Educational Technology Advisory Committee http://ets.fhda.edu/governance-committees/etac/index.html<br>• Business Process Alignment Task Force https://www.yammer.com/fhda.edu/_-/threads/inGroup?type=in_group&feedId=14505859 | *I* – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups. | All |
| 14. Other information and updates | *I* – Share information for council members to disseminate to constituents. | All |

*I – Information, D – Discussion, A - Action*

**FOOTHILL-DE ANZA**
**Community College District**
**Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL**
**Meeting Summary**
**June 7, 2019**

Present:    Anthony Cervantes, Susan Cheu, Karen Chow, Isaac Escoto, Monica Garcia, Carolyn Holcroft, Genevieve Kolar, Kristy Lisle, Judy Miner, Joe Moreau, Thuy Nguyen, Tim Shively, David Ulate, Chris White

1.    **Welcome and introductions**

Chancellor Miner welcomed council members and guests.

2.    **Approval of March 15, 2019, Meeting Summary**

The April 19, 2019, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3.    **Equal Employment Opportunity Plan Updae**

Judy advised that the Equal Employment Plan update, which the district is required to submit to the California Community Colleges Chancellor's Office in order to qualify for equity funding, is scheduled for governing board approval at the June 10, 2019, meeting. Chris questioned why the analysis of applicant pools does not include part-time faculty or temporary classified employees. Judy responded that the data regarding part-time employees is indeed important, and she would ask Dorene, who was unable to attend the meeting, to provide a response.

4.    **District Technology Plan Update**

Joe shared updates to the District Technology Plan recommended by the Educational Technology Advisory Committee. He committed to bringing an assessment of District Technology Plan objectives to the Chancellor's Advisory Council in the fall. The council approved the update by consensus.

5.    **Governance evaluation survey**

David asked that council members who have not already completed the governance evaluation survey do so by the end of the month. He stated that the survey is being distributed to all districtwide participatory governance committees and results would be available in the fall.

6. **Enrollment management and tentative budget**

Susan provided an overview of the tentative budget for 2019-20, noting that the district would benefit from the governor's proposed extension of the hold harmless provision of the Student Centered Funding Formula but faces a large deficit once the provision expires due to declining enrollment. She advised that the five percent deficit factor floated earlier in the year seems to have disappeared as an option after negative response from districts throughout the state. Susan noted that the district's deficits of the last three years have reduced the stability fund, but the fund has served as a good tool to ease into budget reductions. She advised that Chancellor's Cabinet has reduced the full-time equivalent students (FTES) target by 1,000 FTES in recognition of a likely drop in enrollment resulting from the full implementation of AB 705 but has increased the productivity target slightly.

Tim inquired about strict class cancellation policies at De Anza, and Karen commented that she has asked faculty chairs to speak with their deans and Lorrie Ranck when there is a compelling reason to run a low enrollment course. Genevieve commented that from a student perspective, it would help to have more support when classes are cancelled, such as a suggestion of another open course that would meet the same requirements.

Karen reported that she recently attended a meeting of the North Santa Clara County Adult School Consortium and believes there are substantial opportunities to partner with the Mountain View Los Altos Adult School to increase the pipeline of students attending the colleges. She noted that one barrier to enrolling adult school students is that they are not able to benefit from concurrent enrollment, a situation that can later jeopardize their ability to qualify for College Promise. Anthony advised that Foothill College has been enrolling adult school students as concurrent enrollment students. Judy suggested having the Academic and Professional Matters Committee review possible policy changes that would allow concurrent enrollment of adult school students districtwide.

7. **Reminder – District Opening Day workshop proposals needed by 6/30**

The council was reminded that workshop proposals for District Opening Day are due to the Chancellor's Office by June 30.

8. **Recognition of outgoing Chancellor's Advisory Council members**

Judy recognized Carolyn and Monica for serving on the council during the 2018-2019 academic year and for their exemplary work outside the council. She noted that recognition certificates would be sent to outgoing council members who were unable to attend the meeting: Craig Gawlick, Lorna Maynard, and Chelsey Nguyen.

9. **District governance committee/constituent group reports**

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

Susan reported that the District Budget Advisory Committee met May 28, 2019, to review the May Revision to the Governor's Proposed Budget for 2019-20, the Third Quarter Report, and the 1320 budget forecast.

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

Dorene was not able to attend the meeting, so no report was provided.

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

Joe indicated that the Educational Technology Advisory Committee will hold its last meeting of the academic year this week to finalize District Technology Plan assessments.

Business Process Alignment Task Force https://www.yammer.com/fhda.edu/ -/threads/inGroup?type=in_group&feedId=14505859.

No report given.

Foothill College Academic Senate

Isaac reported that the Foothill and De Anza academic senates are working on plans for afternoon cross-district department meetings for District Opening Day.

Central Services Classified Senate

Monica advised that the senate awarded $500 scholarships to Chelsey Nguyen of Foothill College and Peter Pham of De Anza College. She commented that the Foothill, De Anza, and Central Services classified senates joined together for a professional development day on May 17 that approximately 200 classified professionals attended.

De Anza Associated Student Body (DASB)

Genevieve reported that the DASB passed a resolution in support of closing the Flint Center and replacing the facility with affordable student housing and conference space.

9.    **Other Information and Updates**

Thuy shared that the student Wisdom Club surprised custodial staff and the Dining Hall team with a thank you breakfast.

Joe reported that the California Virtual Campus-Online Education Initiative awarded 70 grants totaling $28 million to colleges across the state to develop online career technical education curriculum and pathways.

The meeting adjourned at 4:13 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**

• 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.

• Each member will solicit input from and disseminate information to their respective constituency group.

**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
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

# Chancellor's Advisory Council
## 2019-2020 Meeting Schedule

| Date/agenda topics | Location | Time | Written district committee/ constituency group reports to be distributed with agenda due to Chancellor's Office |
|---|---|---|---|
| Friday, October 18, 2019<br>• Charge, Purpose, and Ground Rules<br>• 2019-20 meeting calendar<br>• 2018-19 accomplishments/2019-20 goals<br>• District governance survey results | Foothill College, Toyon Room (2020) | 11:30 a.m.-1:00 p.m. | Monday, October 14, 2019 |
| Friday, November 15, 2019 | De Anza College, ADM 106 (Administration Building) – *Note room change* | *11:30 a.m.-1:00 p.m. (Possible conflict - De Anza visioning faculty focus group scheduled 11:30 a.m.-2:00 p.m.)* | Tuesday, November 12, 2019 |
| Friday, January 17, 2020<br>• 2020 Legislative Principles<br>• Governor's Proposed 2020-21 Budget | De Anza College, ADM 109 (Administration Building) | 11:30 a.m.-1:00 p.m. | Monday, January 13, 2020 |
| Friday, February 21, 2020<br>• Call for District Opening Day workshops and program highlights | De Anza College, ADM 109 (Administration Building) | 11:30 a.m.-1:00 p.m. | Tuesday, February 18, 2020 |
| Friday, March 13, 2020 | Foothill College, Toyon Room (2020) | 11:30 a.m.-1:00 p.m. | Monday, March 9, 2020 |
| Friday, May 8, 2020 | De Anza College, ADM 109 (Administration Building) | 11:30 a.m.-1:00 p.m. | Monday, May 4, 2020 |
| Friday, June 5, 2020<br>• Review of 2019-20 meetings<br>• Recognition of outgoing members | Foothill College, Toyon Room (2020) | 11:30 a.m.-1:00 p.m. | Monday, June 1, 2020 |

**Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL**

**2018-2019 Goals**

Participate in development, review, and approval of district planning documents
Participate in development, review, and approval of board policies and administrative procedures
Provide feedback regarding district accreditation documents
Share information about district programs, challenges, and opportunities
- Program highlights
- District committee reports (District Budget Committee, HRAC/DDEAC, ETAC)
- Updates from colleges and Central Services and constituency groups

**2018-2019 Accomplishments**

| Meeting Date | Agenda Topic | Outcome |
|---|---|---|
| October 5, 2018 | Approval of June 8, 2018, meeting summary | Approved |
| | Review of Charge, Purpose and Ground Rules | Revision proposed |
| | Review of calendar for 2018-19 | Approved - program highlights suggestion made |
| | Review of 2017-2018 goals/accomplishments | Discussed - revision proposed to provide more outcome information on future reports |
| | California Community Colleges Board of Governors 100% smoke free resolution | Discussed - council members to seek guidance from constituencies and report back |
| | Enrollment management | Discussed college strategies - suggestions made regarding more research of market demands and audience |
| | District governance committee/constituent group reports | Postponed – meeting time ended before item could be addressed |
| | | |
| December 7, 2018 | Approval of October 5, 2018, meeting summary | Approved |
| | Program Highlights - Online Education Initiative Course Exchange Demo | Previewed course exchange system being deployed to pilot colleges across state |
| | Proposed revision to council Charge, Purpose, and Ground Rules | Discussed – Additional changes recommended |
| | Proposed new administrative procedure 4020 Program and Curriculum Development | Approved |
| | Feedback from constituency groups regarding California Community Colleges Board of Governors recommendation to pursue 100% smoke free campuses | Tabled for at least a year based on feedback from constituent groups |
| | Debrief of emergency closure of campuses for poor air quality | Discussed – recommendations made for future crises |

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|---|---|---|
| | Enrollment management | Postponed - meeting time ended before item could be addressed |
| | District governance committee/constituent group reports | Postponed – meeting time ended before item could be addressed |
| | | |
| January 11, 2019 | Approval of December 7, 2018, meeting summary | Approved |
| | Program Highlight – Sequoia Union High School District TIDE Academy partnership with Foothill College | Previewed new Foothill College dual enrollment initiative |
| | Proposed revision to council Charge, Purpose, and Ground Rules based on discussions at 10/5/18 and 12/7/18 meetings | Approved revisions that incorporate cross-district information sharing as an important part of council's responsibility |
| | Proposed 2019 Legislative Principles | Approved |
| | Proposed new and revised board policies and administrative procedures<br>• BP 2315 Closed Session (Revised)<br>• BP 2330 Quorum and Voting (Revised)<br>• BP 3300 (formerly BP 1120) Public Records (Revised)<br>• AP 3300 Public Records (New)<br>• BP 6750 (formerly BP 3218 and 3218.5) Parking (Revised)<br>• AP 6750 Parking (New) | Reviewed - council members to seek guidance from constituencies and report back |
| | Governor's proposed 2019-20 budget for community colleges | Discussed |
| | Enrollment management | Discussed - increased productivity at both colleges, expansion of dual enrollment and loss of enrollment due to AB 705 at Foothill College, increased online offerings and exploration of additional noncredit offerings at De Anza |
| | District governance committee/constituent group reports | Postponed – meeting time ended before item could be addressed |
| | | |
| February 22, 2019 | Approval of January 11, 2019, meeting summary | Approved |
| | Proposed new and revised board policies and administrative procedures<br>• BP 2315 Closed Session (Revised)<br>• BP 2330 Quorum and Voting (Revised)<br>• BP 3300 (formerly BP 1120) Public Records (Revised)<br>• AP 3300 Public Records (New)<br>• BP 6750 (formerly BP 3218 and 3218.5) Parking (Revised)<br>• AP 6750 Parking (New) | Approved |

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|---|---|---|
|  | Proposed revised board policy<br>• BP 5020 Nonresident Tuition (Revised) | Reviewed - council members to seek guidance from constituencies and report back |
|  | Educational Technology Advisory Committee recommendation to explore blockchain technology | Discussed/approved |
|  | Enrollment management | Discussed – AB 705 student success data and enrollment challenges, suggestions for expanding internships, pop up chat box, coach to direct students, centralized resources |
|  | District governance committee/constituent group reports | Postponed – meeting time ended before item could be addressed |
|  | District governance committee/constituent group reports | Discussed |
|  |  |  |
| March 15, 2019 | Approval of February 22, 2019, meeting summary | Approved |
|  | Proposed revised board policy<br>• BP 5020 Nonresident Tuition (Revised) | Approved |
|  | Proposed new board policy and administrative procedure<br>• BP 3810 Claims Against the District (New)<br>• AP 3810 Claims Against the District (New) | Reviewed - council members to seek guidance from constituencies and report back |
|  | Call for 9/19/19 District Opening Day workshop proposals | Council members to share request with constituents |
|  | Enrollment management | Discussed – AB 705 enrollment decline |
|  | District governance committee/constituent group reports | Reports given for District Budget Advisory Committee, Human Resources Advisory Committee/District Diversity and Equity Advisory Committee, Educational Technology Advisory Committee, and Business Process Alignment Task Force |
|  |  |  |
| April 19, 2019 | Approval of March 15, 2019, meeting summary | Approved |
|  | Proposed new board policy and administrative procedure<br>• BP 3810 Claims Against the District (New)<br>• AP 3810 Claims Against the District (New) | Approved |
|  | Proposed new and revised board policies and administrative procedures recommended by the Academic and Professional Matters Committee | Reviewed – council members to share with constituents |
|  | Governance evaluation survey | Request for council members to complete survey by 6/30/19 |
|  | Enrollment management | Discussed cross-district meetings to develop enrollment initiatives and maximize resources |
|  | District governance committee/constituent group reports | Reports given for District Budget Advisory Committee, Human Resources Advisory Committee/District Diversity |

| | | and Equity Advisory Committee, Educational Technology Advisory Committee, and Business Process Alignment Task Force |
|---|---|---|
| | | |
| June 7. 2019 | Approval of April 19, 2019 meeting summary | Approved |
| | Equal Employment Opportunity Plan Update | Discussed – recommendation to include analysis of part-time faculty/classified pools |
| | District Technology Plan Update recommended by Educational Technology Advisory Committee | Approved |
| | Governance evaluation survey | Request for council members to complete survey by 6/30/19 |
| | Enrollment management and tentative budget | Discussed – adult school pathway, class cancellation, tentative budget and projected enrollment target |
| | Reminder – District Opening Day workshop proposals needed by 6/30 | Council members to share request with constituents |
| | Recognition of outgoing Chancellor's Advisory Council members | Recognition |
| | District governance committee/constituent group reports | Reports given for District Budget Advisory Committee, Educational Technology Advisory Committee, and Foothill College Academic Senate, Central Services Classified Senate, De Anza Associated Student Body |

## District Strategic Plan

## Refresh Timeline

The following represents the proposed timeline to refresh the District Strategic Plan.  The purpose of the refresh is to make necessary changes/updates to the current plan and *not* to develop a new plan.

**Fall 2019** – Information gathering

- Review college Education Master Plans for any substantive changes that may need to be incorporated in the district strategic plan.
- Solicit feedback from CAC members for changes/updates they would like to incorporate into the district strategic plan.

** David Ulate will be point person for this work.

**Winter 2020** – Report out and discuss

- Present to CAC findings from the information gathering done during the fall quarter. (David Ulate)
- CAC will discuss findings, what to incorporate in the strategic plan refresh, and how.  For example:
  - Does a current priority, goal, and/or strategy need to be updated?
  - Do we need a new goal and/or strategy?

**Spring 2020** – Update current district strategic plan

- Incorporate changes decided on during the winter quarter.
  - David Ulate will work to incorporate the changes and bring it to CAC for their review.
- Vote to approve the updated district strategic plan.

# Community Benefit Initiative (CBI) - Action Plan
## October 7, 2019

| | Process: | Duration: | Dates: |
|---|---|---|---|
| **Initial Assessment and Determination** | Flint Facility Assessment conducted by Design Professional | Activities completed | April 25, 2019 |
| | Flint Facility Assessment Study presented to the Board of Trustees for review only | | May 6, 2019 |
| | Board of Trustees meeting, action item for Flint Facility, Option C approved - permanently close the Flint Center | | June 10, 2019 |
| | | | |
| **Surplus & Abatement** | Asset Inventory & Report, completed | Activity Completed | August 30, 2019 |
| | Hazardous materials on-site testing | 1 -2 weeks | Early October 2019 |
| | Hazardous Materials Report | 1-2 weeks | October 2019 |
| | Inventory of facility contents - Surplus sales / removal task | 3 months | October - December 2019 |
| | | | |
| **Board of Trustees Update / Notification** | Community Benefit Initiative update | Board Meeting | July 8, 2019 |
| | Community Benefit Initiative update | Board Meeting | August 5, 2019 |
| | Community Benefit Initiative update | Board Meeting | September 9, 2019 |
| | **Timeline of activities** | **Board Meeting** | **October 7, 2019** |
| | | | |
| **Decommissioning** | Decommissioning plan development with district and Design Professional team | 4 months | July - November 2019 |
| | Decommissioning plan submission and approval by Santa Clara County Fire Department | 1 month | Fall - Winter 2019 |
| | Regulatory notifications required to decommission to the State of California, Department of Industrial Relations Division of Occupational Safety and Health - Elevator | Letter/Mail/Meeting | Winter 2020 - Spring 2020 |
| | Decommissioning activities | 3 months | Winter 2020 - Spring 2020 |
| | | | |
| **Building Review** | California Environmental Quality Act study on building implications for future demolition | 1 month | Fall - Winter 2019 |
| | | | |
| **Nature and Scope of Project (what is built and how financed)** | De Anza College Facilities Master Plan update | 3 months | Fall 2019 |
| | Assessment and determination of project delivery methods for facility | 3 months | **December 2020** |
| | **Board of Trustees:  Nature and scope of project** | **Board Meeting** | **December 14, 2020** |
| | Public Outreach<br>May-October 2019:  Cupertino Interim City Manager Timm Borden; Cupertino City Manager Deborah Feng; Cupertino Mayor Steven Scharf, Cupertino Councilmembers Darcy Paul, Rod Sinks, and Jon Willey; Cupertino Historical Society and Museum Board member Sharon Blaine and Executive Director Jennifer Furlong; Cupertino Chamber of Commerce CEO Anjali Kausar; Cupertino Union School District Superintendent Craig Baker; De Anza Associated Student Body; De Anza Commission; Foothill-De Anza Foundation Board of Directors;  Fremont Union High School District Superintendent Polly Bove and Deputy Superintendent Graham Clark; Los Altos School District Superintendent Jeff Baier; Mountain View-Los Altos School District Superintendent Nellie Meyer; Apple Director of State and Local Government Affairs Michael Foulkes;  Rotary Club of Cupertino Fall Family Festival; Silicon Valley Leadership Group Housing Summit with State Senator Scott Weiner<br>November 2019:  Town Hall at De Anza College, Cupertino City Council | ongoing | June 2019 - December 2020 |
| | | | |
| **Underground Utility Relocation Construction Project** | Project development for necessary utility relocation (fiber, data, power, etc.) | 6-8 months | Summer 2020 - Winter 2021 |
| | **Board of Trustees:  Approval of underground utility relocation construction contract** | **Board Meeting** | **January 11, 2021** |
| | Underground utility construction | 3-4 months | Winter 2021 - Spring 2021 |
| | | | |
| **Environmental Impact Report (EIR) / The California Environmental Quality Act (CEQA)** | Environmental Impact Report - study surrounding areas and assessment of environmental impact for future building | 4-6 months | Winter 2021 - Spring 2021 |
| | | | |
| **Construction Documents (Drawings & Specifications)** | Scoping with internal Foothill-De Anza shared governance process | 3 months | Winter 2021 - Spring 2021 |
| | Construction document creation (drawings & specifications) | 1 year | Summer 2021 - Summer 2022 |
| | Submittal/approval through Division of State Architect (DSA) | 1 year | Summer 2022 - Summer 2023 |
| | | | |
| **Construction** | **Board of Trustees:  Approval of construction contract** | **Board Meeting** | **Fall 2023** |
| | Construction of facility | 30-36 months | Winter 2023 - Winter 2026 |