FOOTHILL-DE ANZA
Community College District
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
February 23, 2024

Present:
Susan Cheu, Adriana Garcia, Jory Hadsell, Pat Hyland, Lee Lambert, Kathryn Maurer, Kevin Metcalf, Scott Olsen, Stanley Saraos, Tim Shively, Adiel Velasquez, Voltaire Villanueva, Kristina Whalen, Lydia Wong, Erik Woodbury

Guests:
Rick Andrews, Sam Bliss, Lydia Hearn, Hyon Chu Yi-Baker, Stacy Gleixner, Mary Donahue, Anu Khanna, Carla Maitland, Paula Norsell, Eric Reed

1.   Welcome and introductions

Chancellor Lambert welcomed council members and guests.

2.   Approval of December 1, 2023 meeting summary

The December 1, 2023, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3.   Administrative Procedures (AP) Reviewed for Feedback

District Academic Senate President Kathryn Maurer announced that the Academic and Professional Matters Committee (APM) recently revised the following Administrative Procedures:

AP 4105 Distance Education and Correspondence Education;
AP 5510 Student Code of Conduct;
AP 5520 Student Discipline Procedures; and
AP 5530 Student Rights and Grievances.

Kathryn Maurer stated that AP 5510, AP 5520, and AP 5530 were related to accreditation standards and therefore were a priority for being reviewed and updated accordingly.

Chancellor Lee Lambert requested that any feedback on the above listed Administrative Procedures be provided directly to Kathryn Maurer, District Academic Senate President and Anu Khanna, Senior Advisor to the Chancellor on Reimagining Foothill-De Anza. Next, Kathryn Maurer presented a PowerPoint presentation regarding shared governance and the proposed changes to BP 2410 Policy and Administrative Procedure and AP 2410

Policy and Administrative Procedure to Chancellor's Advisory Council members.

It was noted by both Kathryn Maurer and Anu Khanna that the revision to AP 2410 was not sent to the Chancellor's Advisory Council members with adequate time for review and therefore this item would come back to the March 15, 2024, meeting as a first reading to allow for further feedback and input from all shared governance groups.

4.   **Campus Enrollment Updates**

Foothill College President Kristina Whalen reported that Foothill College's enrollment is up by 11% and Spring enrollment had just begun. She noted that they are currently hosting events on campus to support robust enrollment at Foothill College.

Interim Vice President, Instruction Lydia Hearn reported that De Anza enrollment was up by 8%.

Faculty Association President Tim Shively inquired if instruction modality played a role in our declining enrollment.

Chancellor Lee Lambert reported the mix of instruction modality offered was important for in-person learning for the Dining Services as well as the following two student populations to maintain their eligibility for the following programs:

- The International Students Program requires the students to enroll in a number of in-person instruction to comply with their visa requirements.

- The Veterans Program requires its students to be enrolled in a number of in-person instruction to comply with program eligibility to receive and qualify for their benefits.

5.   **Institutional Effectiveness Partnership Initiative (IEPI)**

Senior Advisor to the Chancellor on Reimagining Foothill-De Anza Anu Khanna announced that constituency members have been invited to meet with the Partnership Resource Team scheduled on Wednesday, February 28, 2024. She further explained the team is made up of peers who would be visiting our district through the statewide **Institutional Effectiveness Partnership Initiative**.

Anu announced the purpose of their anticipated visit was to provide assistance and guidance on how the district might develop and launch robust, districtwide leadership, management, and/or supervisory training programs (or other leadership & transformation programs) that meet the needs of our different employee groups.

Anu emphasized that by engaging in this process, the district would have the opportunity to apply for some seed money to launch and develop some professional development opportunities for employees across all areas.

6.   **District Governance Committee/Constituent Group Reports**

Affordable Housing Task Force https://www.fhda.edu/_about-us/_participatorygovernance/_affordablehousingtaskforce.html

Eric Reed announced that the Volz Company just attended their Affordable Housing Task Force meeting today where Ann Volz, the President presented an overview of their findings of the Housing survey that was sent to all students, faculty, and staff at both campuses.

Eric also announced that Foothill College was approached by the Town of Los Altos Hills to apply with the Town in a priority site application through the Association of Bay Area Governments. He noted that the decision for funding has not yet been decided until after the state budget is finalized.

President Kristina Whalen thanked Eric Reed for the work he did to work with the Town of Los Altos on the submittal and asked him to explain the two different programs they have within this application.

Eric elaborated that there was a Letter of Interest for the Regional Early Action Program (REAP) and Priority Development Area (PDA) Planning & Technical Assistance and that they applied for both programs.

District Budget Advisory Committee https://www.fhda.edu/_about-us/_participatorygovernance/district-budget-advisory-committee-@dbac~/

Susan Cheu reported that the District Budget Advisory Committee canceled their January meeting and they convened on Tuesday, February 20 where they discussed the 2024-25 Governor's State Budget, reviewed the vacancy reports as of December 31, 2023 and gave enrollment updates.

Energy and Sustainability Advisory Committee https://www.fhda.edu/_about-us/_participatorygovernance/energy-and-sustainability-advisory-committee-@esac~/

Susan Cheu stated that they are working with Recology on recycling options and relooking at the charge of the Energy and Sustainability Advisory Committee (ESAC) and also looking at determining the role that ESAC can play in helping us reach the goals in the Electrification Study.

Police Chief's Advisory Council https://www.fhda.edu/_about-us/_participatorygovernance/police-chiefs-advisory-committee-@pcac~/
https://police.fhda.edu/_about-us/police-chiefs-advisory-committee/index.html

Susan Cheu reported that the Police Chief's Advisory Committee met on the Wednesday, February 15 and they held some outreach events such as Coffee with a Cop, Run, Hide, Defend and will be holding a Community Forum. They are also discussing the option for Police Officers to explore having tasers as a non-lethal option. Chief Acosta has brought this issue up as a point of discussion for now and no decision has been made.

The next meeting of the Police Chief's Advisory will be held on Thursday, March 20.

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee https://www.fhda.edu/_about-us/_participatorygovernance/human-resources-advisory-committee-@hrac~/

https://www.fhda.edu/_about-us/_participatorygovernance/district-diversity-and-equity-advisory-committee-@ddeac~/

Pat Hyland gave an overview of the purpose and history of the Human Resources Advisory Committee (HRAC) and District Diversity and Equity Advisory Committee (DDEAC) Committees. These committees have not met for some time and DDEAC is has now been resurrected and is now meeting to review the EEO Plan that must be submitted to the State Chancellor's Office.

Educational Technology Advisory Committee https://www.fhda.edu/_aboutus/_participatorygovernance/educational-technologyadvisory-committee-@etac~/

Jory Hadsell reported that ETAC had a Valentine's meeting with hearts, chocolate and technology coming together. Topics included a conversation with the Foothill Technology Committee to determine a better pathway for technology decisions and recommendations or procurements through Foothill's shared governance process. There was also discussion about the structures of subcommittees within ETAC. One subcommittee that is being resurrected is the Hardware and Software Standards Subcommittee in the response to faculty wanting more input into decision making around these issues such as multimedia classrooms and devices related to departmental needs.

ETAC is also kicking off the planning cycle for the 3-year Technology Plan. ETAC is also reviewing BP 3260/AP 3260 the electronic security policy and procedures. Jory also informed the group that an Artificial Intelligence Work Group was being developed at the district level to focus on policy, grants, and other AI related issues. A set of 12 participants did attend the virtual AI Summit sponsored by WCET earlier this week.

A discussion occurred with the Chancellor about having an integrated approach to planning so that any updates to current plans tie together. Chancellor Lambert stated that there will be future discussions on how to develop a framework that will look at all the different plans across the district and integrate them.

Dates to remember/other information and updates
The March 15, 2024, meeting will take place via Zoom only.

Meeting adjourned at 10:24 a.m.