



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

April 19, 2019

Present: Anthony Cervantes, Susan Cheu, Karen Chow, Isaac Escoto, Christina Espinosa-Pieb, Monica Garcia, Kristy Lisle, Lorna Maynard, Judy Miner, Joe Moreau, Thuy Nguyen, Dorene Novotny, William Riley, Tim Shively, David Ulate, Chris White

1. **Welcome and introductions**

Chancellor Miner welcomed council members.

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

The March 15, 2019, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Proposed new board policy (BP) and administrative procedure (AP) (second reading)**

BP 3810 Claims Against the District (New)

AP 3810 Claims Against the District (New)

New board policy and administrative procedure 3810 regarding claims against the district were approved by consensus. Chancellor Miner advised that the policy will be presented for first reading at the next Board of Trustees meeting.

4. **Proposed new and revised board policies and administrative procedures recommended by the Academic and Professional Matters Committee**

BP 4100 (formerly BP 6020 and 6120) Graduation Requirements for Degrees and Certificates (Revised)

AP 4100 Graduation Requirements for Degrees and Certificates (New)

BP 4230 Grading (Revised)

AP 4230 Grading and Academic Record Symbols (New)

The council reviewed the proposed new and revised policies and procedures. Isaac explained that pursuant to [administrative procedure 2410](#), new and revised policies and procedures that only involve academic and professional matters are approved by the Academic and Professional Matters Committee and provided to the Chancellor's Advisory Council for information and dissemination to constituents. Chancellor Miner advised that the draft policies will be presented for first reading at the next Board of Trustees meeting.

5. Governance evaluation survey

David asked council members to complete a short evaluation survey available at <https://forms.gle/giL94VAEL53GekXX7> no later than the end of the academic year. He stated that the survey is being distributed to all districtwide participatory governance committees and results would be available in the fall.

8. Enrollment management

The council discussed the district's continuing struggles with enrollment. Judy reported that administrators and supervisors will have the opportunity to work with their counterparts across the district to develop initiatives to increase enrollment and maximize resources at two upcoming meetings. She noted that there will also be an opportunity for cross-district meetings during District Opening Day, and said that she hopes to highlight any promising initiatives that emerge at Chancellor's Advisory Council or Board of Trustees meetings next year. Chris questioned whether the role of classified professionals in the cross-district meetings had been considered, and there was discussion about trying to close offices for the afternoon to allow as much participation as possible.

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 has not met since the last Chancellor's Advisory Council meeting. She commented that the state has not made any decisions about imposing a deficit factor or making adjustments to the Student Centered Funding Formula for the current year, but there have been many rumors.

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

Dorene indicated that Director of Equity, Employment & Professional Development Laura Savage is working with the District Diversity and Equity Advisory Committee to establish new goals and objectives for the Equal Employment Opportunity Plan and to schedule training on data analytics.

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

Joe advised that the Educational Technology Advisory Committee has not met since the last Chancellor's Advisory Council meeting but is focusing on security recommendations and the 2019-2020 update to the District Technology Plan objectives.

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

Joe shared the results of the Business Process Alignment Task Force prioritization survey. He noted that task force members who responded to the survey ranked academic

calendar and term dates, registration dates, financial aid policies and processes, matriculation policies and processes, and applications and admissions policies and procedures as the top five opportunities for alignment. Joe asked for direction from the council regarding next steps, and the council agreed that the task force should identify the key people who need to be involved in developing alignment plans for each priority, ask each group to work on a solution, and provide an implementation deadline.

9. Other Information and Updates

Officer Riley reminded everyone about Police Chief Daniel Acosta's advisory council.

Lorna reported that the Caracci golf tournament fundraiser for the Auto Technology program will be held again this year on the first Friday in June.

Anthony reminded everyone that Classified Professional Development Day is scheduled for May 18 at De Anza College. He mentioned that he will now be representing the Administrative Management Association, instead of the Foothill College Classified Senate, on the Chancellor's Advisory Council.

Monica announced that Chancellor Miner will be honored for 30 years of service to the district at the upcoming Central Services Service Awards.

Judy reminded everyone to attend the May 2 Districtwide Retirement Celebration at De Anza College.

The meeting adjourned at 4:09 p.m.