



FOOTHILL-DE ANZA  
Community College District  
Office of the Chancellor

**CHANCELLOR'S ADVISORY COUNCIL**  
**Meeting Summary**  
**May 20, 2022**

Present: Cheryl Balm, Susan Cheu, Karen Chow, Jory Hadsell, Lloyd Holmes, Kathryn Maurer, Kevin Metcalf, Judy Miner, Mallory Newell, Scott Olsen, Elvin Ramos, Stanley Saraos, Tim Shively, Kevin Strauss, Sarah Wallace, Myisha Washington

Guests: Daniel Acosta, Ayah All-Ahmad, Becky Bartindale, Christina Espinosa-Pieb, Anu Khanna, Carla Maitland, Eric Reed, David Ulate

**1. Welcome and introductions**

Vice Chancellor of Business Services Susan Cheu welcomed council members and guests.

**2. Approval of March 11, 2022, meeting summary**

The April 15, 2022, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

**3. Feedback/approval of draft revised board policies**

BP 2010 Board Membership (revised)

BP 2100 Board Elections (revised)

BP 2310 Regular Meetings (revised)

Board policies 2010, 2100, and 2310 were approved by consensus. The revised policies will be presented to the Board of Trustees for first and second reading.

**4. Proposed revised board policy (BP) and new and revised administrative procedures (AP) recommended by the Academic and Professional Matters Committee**

BP 7210 (formerly BP 4155) Academic Employees (revised)

Karen reported that there had been a lot of input from both the Faculty Association and the academic senates on BP 7210.

AP 4225 Course Repetition (revised)

The council reviewed the procedure and had no comments.

AP 5013 Admissions and Concurrent Enrollment of Adult Education Students as Special Admits (new)

Eric pointed out a typo in the first paragraph of the procedure, which Susan indicated would be corrected. Cheryl mentioned that there had been discussion at either a De Anza Academic Senate meeting or an Academic and Professional Matters Committee meeting of possible confusion of the term “special admits” with special education. She suggested adding a definition of special admit to the procedure. [Note: The suggestion to add language to the procedure defining special admits was considered at the June 8, 2022, Academic and Professional Matters Committee. The committee determined that information on the college websites and marketing materials could be worded in such a way as to clear up any potential confusion, and no changes to the procedure were recommended.]

Susan advised that the BP 7210, AP 4225, and AP 5013 would be presented for a second reading of the Chancellor’s Advisory Council at the June meeting.

5. **Proposed revised administrative procedure (AP)**

AP 3507 COVID-19 Vaccination Requirement

The council reviewed the survey results submitted by Consultation Task Force members and the proposal to change the requirement for indoor face coverings in AP 3507 to a strong recommendation as of June 24, 2022. Susan explained that the change to optional masking is in line with current county recommendations.

Cheryl asked if faculty will be given individual purview over their classrooms to require masks or if students will have the right to attend unmasked. She noted that her personal experience from being on campus is that students would benefit from a mental health perspective if they were able to see facial expressions and emotional output. Lloyd responded that if a faculty member wants to require masking, they could include the requirement in their syllabus. Christina commented that the requirement would also need to be added as a footnote, so the information is available when a student registers. She added that it would be a lot of extra work for the schedulers, and it would be more enforceable if there were a districtwide policy behind it.

Tim suggested that more people would be willing to come back to campus if the mask mandate stays in place and commented that enforcement of mask requirements in individual classrooms would be a nightmare. Kathryn also expressed concern about masking requirements being left up to individual faculty members because of the conflicts that have arisen in society.

Jory questioned whether the council might be willing to drop the indoor mask requirement for fall quarter, if not for summer, since the colleges are pushing for more enrollment and a sense of normalcy, and the country as a whole is moving away from mandates.

In response to a question from Scott, Myisha indicated that most of the employee cases of COVID-19 reported to Human Resources do not appear to have resulted from on-site exposures.

After a lengthy discussion, the council was unable to reach consensus. Susan agreed to share the council's discussion with the chancellor, who will make the final decision. [Note: Following consideration of the council's discussion, Judy sent a districtwide announcement on May 24, 2022, noting the following changes to the second paragraph of AP 3507: "Face coverings are required ~~in all indoor settings except as specified in federal, state, and local public health agency guidelines~~ **indoors for classes and public-facing services**. Face coverings are highly recommended and may be required by staff in outdoor settings where social distancing cannot be maintained. The district's requirements regarding face coverings will follow the guidelines of federal, state, and local public health agencies, which may be relaxed or strengthened from time to time. In the event that the directives of federal, state, and local governing public health agencies differ, the District will comply with the most stringent or restrictive mandate **or practice.**"]

**6. Proposed revised board policy (BP) and new administrative procedure (AP)**

BP 6870 (formerly BP 3320) Police Department (revised)  
AP 6870 Police Department (new)

Susan explained that the change to BP 6870 was prompted by a new law in place as of January that requires public entities to follow a strict procedure to get approval for purchase of any military equipment. She noted that the "military equipment" the district police department is interested in having approved is a bean bag gun. Danny reported that the Police Chief's Advisory Committee reviewed the policy and procedure.

Susan advised that the BP and AP 6870 would be presented for a second reading of the Chancellor's Advisory Council at the June meeting.

**7. District initiatives update**

Affordable Housing Task Force update

Eric advised that the task force is scheduled to meet today and will welcome Julia Rapoza, who will be representing the Associated Students of Foothill College, and Mark Landefeld, who will be representing the De Anza College Academic Senate. He noted that the task force will be reviewing two feasibility study contractors, so the district will be ready to move forward should the grant money for the on-campus feasibility studies be approved in the state budget.

**8. Board of Trustees Priorities 2021-22**

There were no questions or comments.

**9. Enrollment management**

Lloyd reported that full time equivalent student (FTES) enrollment for spring has decreased 11.6 percent districtwide when compared to last year. Kathryn indicated that Foothill has started a Scheduling Task Force to discuss ways to increase enrollment, productivity, and an on-campus presence. Anu advised that a district Enrollment

Management Committee is in the planning stages, and she hopes to get the structure set up in the summer and start meeting in the fall.

**10. 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 will be meeting May 24, 2022, to discuss the Governor's 2022-23 Revised Budget Proposal. She stated that the governor's proposal would increase the district's base funding and includes a cost of living adjustment of 6.56 percent, but she cautioned that it is just a proposal and needs to be negotiated with the legislature.

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

No report provided.

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

Jory advised that the Educational Technology Advisory Committee has been discussing security protocols, including multi factor authentication, which is being tested by more than 400 users who have access to sensitive data.

**11. Dates to remember/other information and updates**

David reported that an evaluation survey of districtwide governance committees, which is usually conducted every two years, will be sent out to council members in the near future.

Karen shared a link to events planned for Asian American Pacific Islander Heritage Month at De Anza College (<https://www.deanza.edu/apasa/events/heritage>), and Becky shared information regarding Foothill College Theatre performance of Radium Girls (<https://foothill.edu/theatre/productions/radium-girls.html>) and links to end-of-year events at both colleges (<https://foothill.edu/graduation/celebrations.html> and <https://www.deanza.edu/graduation/celebrations>).

The meeting adjourned at 10:21 a.m.