



CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
May 24, 2024

Present:

Susan Cheu, Christina Espinosa-Pieb, Adriana Garcia, Jory Hadsell, Elaine Kuo, Lee Lambert, Kathryn Maurer, Scott Olsen, Stanley Saraos, Tim Shively, Adiel Velasquez, Voltaire Villanueva, Kristina Whalen, Lydia Wong, Erik Woodbury

Guests:

Sam Bliss, Mary Donahue, Nazy Galoyan, Stacy Gleixner, Lydia Hearn, Kurt Hueg, Anu Khanna, Carla Maitland, Kevin Metcalf, Paula Norsell, Luca Paliska, Eric Reed, Hyon Chu Yi Baker

1. Welcome and introductions

Chancellor Lambert welcomed council members and guests.

2. Approval of April 26, 2024 meeting summary

The April 26, 2024 Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. Discuss District Opening Day – Proposed Schedule

Adriana Garcia volunteered to be a part of the planning committee for District Opening Day.

4. District IEPI-PRT project Update

Anu Khanna, the Senior Advisor to the Chancellor gave an update to the Chancellor's Advisory Council regarding the Institutional Effectiveness Partnership Initiative-Partnership Resource Team (IEPI-PRT) from the State Chancellor's office aims to provide peer assistance to address institutional effectiveness issues. The focus areas for the district's plan include leadership development, employee engagement, and professional growth opportunities.

She reported the initiative aligns with the Chancellor's vision of becoming a nationally recognized employer of choice and working collaboratively towards unified goals. If awarded the seed grant money would support these priorities by improving morale, motivation, and team building and leadership skills.

She presented three main opportunities for using the seed grant money:

- conducting team building workshops.
- developing leadership and management workshops; and
- conducting a climate engagement and needs assessment survey.

These opportunities aim to invest in employee development, create a sustainable model for professional growth, and establish metrics for becoming an employer of choice.

5. **Board Policy 2410 and Administrative Procedure 2410 (Second Reading)**

Chancellor's Advisory Council (CAC) approved by consensus the second readings of Board Policy 2410 and Administrative Procedure 2410. The administrative procedure went into effect on May 24, 2024, and the board policy 2410 titled Board Policies and Administrative Procedures will go to the June 10, 2024, board meeting for a first reading and the July 8, 2024, board meeting for a second reading.

6. **New Board Policies and Administrative Procedures**

Anu Khanna announced the new process for the use of unmanned aircraft systems (AP 3910) also known as drones and wanted the members to review this considering the newly revised AP 2410. She mentioned that the unmanned aircraft systems procedure was brought to the executive leadership team as an issue that needed a procedure as the need to address issues around drones, including curricular impacts, as some programs and departments want to use drones. This was also taken to Academic and Professional Matters Committee, and it was decided that a work group would be convened to gather additional feedback before proceeding with further readings on administrative procedure (AP 3910).

Anu Khanna reported that she had already received substantial feedback about this procedure and will continue to gather more feedback before proceeding as Mark Hua, the Director of Purchasing, Contracts and Risk Management is assisting in the process of refining this administrative procedure. There was also a discussion about whether the term "unmanned" should be used due to its gender implications, and it was noted and cautioned by Paula Norsell, that while the district can decide on titles, they must reflect what is in the law.

Anu Khanna announced a new administrative procedure regarding drones (AP 3910) was brought to the executive leadership team's attention as this does not have a CCLC template. She reminded Chancellor's Advisory Council to utilize the newly revised Administrative Procedure 2410 to help guide their review of any new BPs and APs.

Erik Woodbury gave feedback and two suggested edits to Anu during the meeting regarding the language and offered replacement language to further clarify AP 3910 and its intent.

Erik suggested that the requirement for a remote pilot certificate under the section "who may operate a UAS" should be more flexible. He pointed out that the current wording requires both building and operating UAS in every course or club, which might not be the case and proposed that the requirement should allow for either building or operating, and not necessarily both.

Erik also raised a concern about the potential flood of calls to the campus police department if employees or officials are required to report every observed UAS flying on the property and suggested revisiting this section to find a better way to word it or to mitigate the possibility of overwhelming the police with calls.

Anu introduced (AP 2325) Teleconference Meetings and Jory Hadsell, the Vice Chancellor of Technology provided feedback to Anu Khanna.

Jory Hadsell and Kathryn Maurer noted that the draft included provisions for allowing board members and the public to participate in meetings remotely. However, there are concerns about the operational aspects and legal requirements of these provisions, as the board has historically chosen not to allow remote public participation.

Both Jory and Kathryn also discussed the fact that there are several operational details that need further review, such as the criteria for remote participation by board members and the process for public comments during teleconferenced meetings. These details need further clarification before moving forward with the draft.

Kathryn Maurer raised two questions regarding the approval process and the new administrative procedure AP 2325. The first question she had was about whether the procedure, which requires only the Chancellor's approval, would be reviewed by the Board since it relates to board functioning and the second question was about whether the policy would also apply to bodies governed by the Brown Act, such as the academic senates, curriculum committees, Associated Students of Foothill College (ASFC) and De Anza Student Government (DASG).

Jory noted that this AP 2325 would most likely be worked on by the Chancellor and the board officers as he has the direct relationship with the Board.

It was agreed by Chancellor's Advisory Council that Election of Student Members (BP 2105/AP 2105) should be sent to the two employees who oversee student government (Daphne Small and Hyon Chu Yi Baker) to gain their feedback and insight especially as it relates to the administrative procedure.

It was agreed that these BPs and APs will be brought back for further discussion at a future Chancellor's Advisory Council meeting for a second reading, or third reading if necessary.

7. Existing Board Policies and Administrative Procedures to be Retired

No action was taken at this Chancellor's Advisory Council meeting related to the

proposal to retire BP 5065 Counseling; BP 6210 Philosophy for Counseling Program; and BP 2306 Representative to Vote for County Committee (County Committee on School District Organization). This will come back to the next meeting on June 14, 2024.

8. Technical Revisions

Chancellor's Advisory Council (CAC) approved by consensus the technical revisions to Board Policy 1100 The Foothill-De Anza Community College District and BP 1200 Mission of the Foothill-De Anza Community College District. These were both moved forward to the June 10, 2024, board meeting for a first reading and the July 8, 2024, board meeting for a second reading.

9. Revisions to Board Policies and Administrative Procedures

This item was not heard as the meeting had concluded before it could be discussed.

10. Campus Enrollment Updates

This standing item was not discussed as we ran out of time.

11. District Governance Committee/Constituent Group Reports

This standing item was not discussed as we ran out of time.

Dates to remember/other information and updates

The May 24, 2024, meeting will take place via Zoom.

Meeting adjourned at 10:32 a.m.