



FOOTHILL-DE ANZA
Community College District

Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

June 5, 2020

Present: Roland Amit, Becky Bartindale, Leonardo Blas, Anthony Cervantes, Karen Chow, Susan Cheu, Isaac Escoto, Christina Espinosa-Pieb, Heidi King, Genevieve Kolar, Kristy Lisle, Kevin Metcalf, Shelly Michael, Judy Miner, Mike Mohebbi, Joe Moreau, Abhiraj Muhar, Thuy Nguyen, Dorene Novotny, Katelyn Pan, Mary Pape, Tim Shively, David Ulate, Chris White, Hyon Chu Yi-Baker

1. **Welcome and introductions**

Chancellor Miner welcomed council members and guests.

2. **Approval of May 8, 2020, meeting summary**

The May 8, 2020, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. **Review and approval of proposed revision to board policy 5010 Admissions and Concurrent Enrollment**

The council reviewed and approved the revisions to the admissions and concurrent enrollment board policy that were based on the Academic and Professional Matters Committee's approval of allowing adult education students to enroll as special admits.

4. **Call for 9/17 District Opening Day virtual workshops**

Suggestions from council members for opening day workshops and meetings included:

- Expanding cross district department meetings beyond instructional departments
- Safety training/COVID-19 requirements for return to campus
- Budget decision making processes

Christina advised that De Anza's Black Faculty and Staff Association recommended Dr. Joy DeGruy as keynote speaker for District Opening Day. Noting the presence of most of the members of the Academic and Professional Matters Committee, who are responsible for District Opening Day planning, at the council's meeting, Judy confirmed that there was consensus to pursue the idea. Additional suggestions from council members included recording a session if Dr. DeGruy is not available for a live meeting on September 17, involving Black staff and students in the planning, and holding smaller group sessions with trained facilitators following the keynote.

5. **Enrollment management**

Christina advised that De Anza College is working with Valley Medical Center and El Camino Hospital to ensure that nursing students can complete program requirements without coming back to campus. She noted that the college is working with Vice Chancellor of Business Services Susan Cheu and Vice President of Administrative Services Pam Grey on planning for the 80 or 90 sections in fall that will have a physical presence on campus but acknowledged that the courses may end up being held entirely online due to pandemic restrictions. She advised that the Child Development Center is surveying parents to determine if there would be enough demand for childcare once the county permits the center to reopen.

Judy explained in response to a question from Isaac that the 1320 (part-time faculty) budget is allocated annually, and the colleges determine how to distribute the money each quarter. She noted that the colleges have different strategies for enrollment, which means that one college may risk adding sections in a given quarter while the other college cuts some sections. They noted that enrollment management is really budget management at this point in time.

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

District Budget Advisory Committee <http://www.fhda.edu/about-us/participatorygovernance/C-budget-advisory-committee.html>

Susan advised that the committee reviewed the Governor's May Revision of the 2020-21 State Budget and the district's Third Quarter Report.

She reported that the district's 2020-21 Tentative Budget, which will be presented to the governing board for approval this month, was built on the proposals included in the Governor's May Revision of the 2020-21 State Budget; however, the Legislature's budget proposal differs significantly and depends heavily on the passage of a federal aid package. She noted that in addition to the uncertainty about the final budget, the district faces a large risk in terms of loss of nonresident enrollment.

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

Dorene advised that the Equal Employment Opportunity Fund Multiple Methods Allocation Model Certification Form will be presented to the governing board for approval at the June 8, 2020, meeting. She noted that the district is only required to meet seven of the nine standards, but has met eight. The only activity remaining is a grow-your-own plan, which is something she said she hopes the district will be able to put resources toward going forward.

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

Joe reported that the Educational Technology Advisory Committee is working on a formal recommendation to the Chancellor's Advisory Council to have portable computing devices serve as the official district standard.

Business Process Alignment Task Force

Joe expressed an eagerness to restart the work of the task force but acknowledged that he has concerns about ensuring that the task force works as an appropriate augmentation to the consolidation discussions currently going on in governance committees and the Consultation Task Force.

Judy advised that the district needs to build its budget with equity as the primary driver, determining the programs and services that are core, auxiliary, and elective. She explained that while instruction might be assumed to be core and student services auxiliary, there are strands that run through student services and district services (e.g. payroll) that are parallel and equally important to the district's main mission of transfer and workforce preparation.

Academic Calendar Exploration and Feasibility Analysis Task Force

Dorene reported that the Academic Calendar Exploration and Feasibility Analysis Task Force had been making progress on analyzing the benefits of changing the academic calendar but suspended activities in light of the work required to address budget and safety measures.

Associated Students of Foothill College

Leonardo spoke about the struggles students are having psychologically due to the pandemic and the Black Lives Matter protests. He asked that faculty and staff convey sensitivity in communicating with students.

7. Recognition of outgoing council members

Chancellor Miner recognized and thanked Leonardo, Shelly, Roland, Mike, Mary, and Officer Riley for their work on the council.

The meeting adjourned at 12:56 p.m.