



FOOTHILL-DE ANZA
Community College District
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
June 10, 2022

Present: Rick Andrews, Anthony Cervantes, Susan Cheu, Karen Chow, Jory Hadsell, Adrienne Hypolite, Kurt Hueg, Kathryn Maurer, Kevin Metcalf, Judy Miner, Scott Olsen, Ray Quan, Stanley Saraos, Tim Shively, Sarah Wallace, Myisha Washington, Casie Wheat (for Mallory Newell)

Guests: Daniel Acosta, Becky Bartindale, Mary Donahue, Joy Garza, Anu Khanna, Christina Espinosa-Pieb, Eric Reed

1. Welcome and introductions

Chancellor Miner welcomed council members and guests.

2. Approval of May 20, 2022, meeting summary

The May 20, 2022, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. District initiatives update

Reimagining Foothill-De Anza

Anu provided an update regarding the reimagining initiative, noting that she will be coming back to the council for help in defining reimagining and in developing guiding principles, plans and processes, and milestones.

She gave an overview of themes that have emerged thus far in discussions with people across the district, including improving collegiality across the colleges and creating a culture of collaboration versus competition; increasing transparency, trust, and communication districtwide; eliminating duplication in systems and processes; providing leadership opportunities and training; creating a culture of philanthropy; and providing opportunities for innovation funds for pilot projects.

In response to Scott's question, Judy advised that the district mission should drive the budget and plans need to be made to manage the drop in revenue that will occur when hold harmless funding expires. Anu added that she is hearing a lot of questions in her conversations about how funds are allocated.

Affordable Housing Task Force update

Eric provided an update regarding the review of feasibility study proposals and advised that the task force will be recommending Brailsford and Dunlavey.

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

BP 7210 (formerly BP 4155) Academic Employees (revised)
AP 4225 Course Repetition (revised)
AP 5013 Admissions and Concurrent Enrollment of Adult Education Students as Special Admits (new)

Council members reviewed proposed changes to board policy 7210 and administrative procedure (AP) 4225 and proposed new procedure 5013. The policy and procedures were approved by the Academic and Professional Matters Committee on April 20, 2022, and included on the May 20, 2022, Chancellor's Advisory Council for information.

Karen reported that the Academic and Professional Matters Committee considered the suggestion made at the last Chancellor's Advisory Council meeting to add language to AP 5013 to define special admits, but 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. No changes to the procedure were recommended.

Council members had no further comments regarding the policy and procedures. The board policy will be presented to the Board of Trustees for first reading at the July 11, 2022, regular meeting.

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

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

Susan reported that she received a suggestion to include emergency preparedness in the policy and/or procedure following the first reading at the May 20, 2022, Chancellor's Advisory Council meeting. She advised that information regarding emergency preparedness would better fit in BP 3315 Emergency Response Plan or a related procedure.

The council approved BP 6870 and AP 6870 by consensus. The board policy will be presented to the Board of Trustees for first reading at the July 11, 2022, regular meeting.

6. **Review of draft timeline and committee charter for the chancellor search**

Judy shared the draft timeline and committee charter for the chancellor search. She stated that the governing board is scheduled to consider approval of the timeline and charter at the June 13, 2022, meeting and noted that she would recommend at the meeting that the

numbers of administrators, faculty, and classified staff be increased to match the numbers on the current Foothill College President Search Committee.

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

Judy advised that the next report of progress on achieving goals related to the Board's priorities is scheduled for the August 1, 2022, Board meeting.

8. **Enrollment management**

Kurt reported that Foothill College has seen some improvement in summer enrollment numbers. He noted that almost all of the offerings during summer are online, and the college is adding sections for courses with waitlists and cutting those with low enrollment. Lloyd advised that De Anza College is working to find the right balance between online and face-to-face classes.

9. **District governance evaluation survey**

Jory reminded everyone to complete the evaluation survey that was recently sent to all district governance committee representatives. Judy advised in response to Kathryn's question that the survey results would be shared with the Chancellor's Advisory Council in the fall.

10. **Reminder – District Opening Day workshop proposals needed by July 1**

Judy advised that Compton Community College District Chancellor Keith Curry will be serving as keynote speaker for District Opening Day. She added that a small group will be getting together during the summer to plan the day's events and invited anyone interested in helping to contact Paula.

Karen spoke about the possibility of bringing in facilitators to work with employees on restorative healing, and Cheryl indicated that she has heard from faculty that there is a desire to have time set aside for follow up or interaction after the keynote.

Adrienne suggested that the district and college opening days center on a particular theme and that the work continue through the year. Scott suggested training people to lead and organize themselves to ensure sustainability of equity practices.

11. **Recognition of outgoing council members**

Judy recognized and thanked Myisha Washington, Adrienne Hypolite, and Karen Chow for their service to the Chancellor's Advisory Council.

12. **District Governance Committee/Constituent Group Report**

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

Susan reported that at the May meeting, the District Budget Advisory Committee reviewed the Third Quarter Report and the Governor's May Revision to the 2022-23

budget proposal. She advised that the May Revision reduced the amount of funding for scheduled maintenance and added money for student housing.

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

Myisha advised that the committee plans to resume meeting next week. She advised that quite a few people from across the district attended the National Conference on Race & Ethnicity in Higher Education. Kathryn made positive comments about the conference, calling it a valuable investment.

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

Jory reported that the Educational Technology Advisory Committee held an exceptional conversation at its last meeting about ways to support faculty and staff in Zoom and Hyflex classes and hybrid meetings.

13. Dates to remember/other information and updates

No comments.

The meeting adjourned at 10:24 a.m.