



FOOTHILL-DE ANZA  
Community College District

Office of the Chancellor

## CHANCELLOR'S ADVISORY COUNCIL

### Meeting Summary

June 16, 2023

Present: Cheryl Balm, Susan Cheu, John Fox, Jory Hadsell, Lloyd Holmes, Amy Huang, Kurt Hueg, Elaine Kuo, Kathryn Maurer, Kevin Metcalf, Judy Miner, Ray Quan, Stanley Saraos, Adiel Velasquez, Voltaire Villanueva, Kristina Whalen

Guests: Daniel Acosta, Ivette Contreras, Angelica Esquivel Moreno, Mary Donahue, Kurt Hueg, Anu Khanna, Shaila Ramos-Garcia, Eric Reed, David Ulate, Felisa Vilaubi, Lydia Wong, Erik Woodbury

#### 1. **Welcome and introductions**

Chancellor Miner welcomed council members and guests.

#### 2. **Approval of December 2, 2022; January 13, 2023; March 17, 2023; and May 26, 2023, meeting summaries**

Chancellor Miner indicated that the draft meeting summaries would be presented for approval in the fall.

#### 3. **Higher Education for AB 540 Students (HEFAS) Statement and Sanctuary Board Policy and Administrative Procedure Request**

Representatives of HEFAS spoke about the impact a recent incident on the De Anza campus in which armed border patrol agents participated in a career fair had on undocumented students and staff. They asked that the district educate employees about the protocol to be followed in the event immigration agents come to campus and consider adopting a sanctuary campus policy and procedure.

Chancellor Miner reminded everyone that the Department of Homeland Security has ongoing guidance in place that requires Immigration and Customs Enforcement to refrain from roundups in sensitive locations, such as schools and colleges. She also shared administrative procedure 3415 Immigration Enforcement Activities and stated that the district's protocol outlined in her 2019 message to the district remains in effect:

If an immigration officer seeks your consent to enter a classroom or office, or requests information or documents from you about a student or employee, please refer the officer to your President's Office or the Chancellor's Office if you report to Central Services.

Police Chief Acosta added that almost every time an immigration agent comes to campus it is an administrative/civil matter, which means that the district has a ten day time frame to verify that the paperwork is legitimate and proper. He also advised that he is working to schedule a Know Your Rights forum with an immigration attorney for students in the fall.

Chancellor Miner committed to including discussion of a sanctuary campus board policy and administrative procedure on the summer agenda for Chancellor's Cabinet with the intent of having a proposal ready for CAC review in the fall. She also committed to including information about the HEFAS proposal and district protocols in her next open office hour and the next Chancellor's Office newsletter.

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

BP 6450 Wireless or Cellular Telephone Use  
AP 6450 Wireless or Cellular Telephone Use

Council members approved the new policy and procedure by consensus.

The board policy will be presented to the Board of Trustees for first reading at the July 10, 2023, regular meeting.

**5. Enrollment management**

Kristina and Lloyd reported strong enrollment for summer session. Susan advised that the tentative budget includes \$5.3 million to be used in 2023-24 and 2024-25 for the District Enrollment Management Committee pilot program to increase enrollment and retention.

**6. District Strategic Plan 2024-2031**

David shared the draft District Strategic Plan, noting that changes recommended by the council at the last meeting had been incorporated. The council discussed including the strategic plan as a standing item on the Chancellor's Advisory Council agenda to consider updates and changes throughout the year. David commented that strategic plan progress would be folded into the reimagining reports to the Board of Trustees.

Council members approved the draft strategic plan by consensus. The plan will be presented to the Board of Trustees for first reading at the July 10, 2023, regular meeting.

**7. District Opening Day workshop proposals**

Judy shared the list of workshop proposals received to date for District Opening Day, which will be held Wednesday, September 20, at Foothill College. She indicated that proposals would continue to be accepted until July 3 and encouraged council members to submit or solicit proposals for any types of workshops that seem to be missing. Cheryl asked whether the Faculty Association would be scheduling J1 training workshops beyond the one planned for District Opening Day. John committed to including an announcement about the trainings in the next Faculty Association newsletter.

**8. Recognition of outgoing council members**

Judy recognized and thanked Cheryl Balm, Amy Huang, and John Fox for their service to the Chancellor's Advisory Council. She welcomed new De Anza Student Government President Lydia Wong and De Anza Academic Senate President Erik Woodbury to next year's council.

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

Discussion of this item was postponed because of time constraints.

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

Adiel reported that the Foothill College Classified Senate is planning to hold a retreat in July.

The meeting adjourned at 10:34 a.m.