



FOOTHILL-DE ANZA
Community College District
Office of the Chancellor

CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
October 27, 2023

Present: Susan Cheu, Adriana Garcia, Kurt Hueg, Elaine Kuo, Lee Lambert, Kathryn Maurer, Kevin Metcalf, Scott Olsen, Kathy Perino, Ray Quan, Stanley Saraos, Adiel Velasquez, Voltaire Villanueva, Kristina Whalen, Erik Woodbury

Guests: Rick Andrews, Hyon Chu Yi-Baker (Judy Baker), Mary Donahue, Christina Espinosa-Pieb, Angelica Esquivel, Anu Khanna, Carla Maitland, Paula Norsell, Eric Reed, Lydia Wong

1. Welcome and introductions

Chancellor Lambert welcomed council members and guests.

2. Approval of June 16, 2023 meeting summary

The June 16, 2023, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. Review and reaffirmation of council Charge, Purpose, and Ground Rules

Chancellor Lambert briefly reviewed the charge, purpose and ground rules with the Chancellor's Advisory Council and asked the council members to reaffirm them.

The Council reaffirmed the charge, purpose and ground rules by consensus.

4. Review of Chancellor's Advisory Council role in policy review

New council members have joined the Chancellor's Advisory Council for Academic Year 2023-24 and were reminded about their specific role in policy review as it pertains to both Board Policies and Administrative Procedures. The associated document referenced with this agenda item is meant to provide background information to support a member's role in policy review.

District Academic Senate President Kathryn Maurer requested that this document be uploaded directly to the Chancellor's Advisory Council's website. Chancellor Lambert requested his assistant Carla Maitland to post this document to the website as a resource.

The document has been posted using the following link:

<https://www.fhda.edu/about-us/participatorygovernance/CACroleBoard%20policies%20and%20administrative%20procedures.pdf>

5. **Review Revised Draft AP 2410 Policy and Administrative Procedure (First Reading)**

The council reviewed the revised draft of administrative procedure 2410 Policy and Administrative Procedure.

Kathy Perino, representing the Faculty Association (FA), and Scott Olsen, representing Associated Classified Employees (ACE), asked to meet with Human Resources to discuss the notion of days and if this AP 2410 was referencing 30-calendar days or 30-business days. This draft will be brought back to a subsequent Chancellor's Advisory Council meeting after FA and ACE have met with Human Resources.

District Academic Senate President Kathryn Maurer asked that consideration of changes to the administrative procedure be postponed until she and Senior Advisor to the Chancellor for Reimagining Foothill-De Anza Anu Khanna prepare recommendations based on their study of district shared governance.

6. **Enrollment Management**

President Kristina Whalen announced that Foothill College's enrollment is up by 9%. She further communicated that the ten face-to-face sections that were added for the growth initiative that originated from the work from the District Enrollment Management Committee (DEMC) through the pilot project are nearly full and applauded the work of Kurt Hueg and Stacy Gleixner.

7. **Accreditation items – Review the two ISER documents and submit your feedback**

Accreditation Liaison Officer Elaine Kuo provided an update on the Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Process. She requested feedback on each of the draft Institutional Self-Evaluation Reports (ISERs) as both colleges are prepared to submit their final drafts for the Monday, December 11, 2023, Board of Trustees meeting for approval and will then submit them to the Accrediting Commission for Community and Junior Colleges (ACCJC) by Friday, December 15, 2023.

8. **Recommendation regarding request for sanctuary campus policy**

Several members from the Higher Education for AB 540 Students (HEFAS) program spoke of the need to explore a sanctuary campus policy. Chancellor Lee Lambert listened to the testimonials and experience and said he would approach County Counsel to explore this matter further as there may be some legal components.

9. District Enrollment Management Committee (DEMC) Update

Anu Khanna, the Senior Advisor to the Chancellor, stated that the District Enrollment Management Committee met on Friday, October 20, and Chancellor Lambert came to the meeting to convey his vision to the members. He expressed and reminded the committee that being strategic is to invest funding and resources where growth is occurring in our programs, which will play a key part in enrollment growth.

10. District Governance Committee/Constituent Group Reports

Affordable Housing Task Force <https://www.fhda.edu/about-us/participatorygovernance/affordablehousingtaskforce.html>

Eric Reed gave a verbal update to the Chancellor’s Advisory Council about the Affordable Housing Task Force and summarized their charge and stated they will be holding their first meeting for the 2023-24 Academic Year in a couple of weeks.

Chancellor Lambert invited Eric Reed to meet with him in the near future. Eric expressed that he and Carla are working to find time on his calendar to meet.

District Budget Advisory Committee <https://www.fhda.edu/about-us/participatorygovernance/district-budget-advisory-committee-@dbac~/>

Susan Cheu reported that the District Budget Advisory Committee had met twice and reviewed the 2023-24 Adopted Budget at their September meeting and in October the committee met and reviewed the Higher Education Emergency Relief Fund (HEERF) federal funding authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) and the COVID Block Grant Funding from the state to help mitigate the Covid pandemic.

Energy and Sustainability Advisory Committee <https://www.fhda.edu/about-us/participatorygovernance/energy-and-sustainability-advisory-committee-@esac~/>

Susan Cheu stated that the Energy and Sustainability Advisory Committee is continuing to meet to implement their Sustainability Action Plan that they took for Board approval at the January 9, 2023, regular board meeting and are currently working on an Electrification Plan.

Police Chief’s Advisory Council <https://www.fhda.edu/about-us/participatorygovernance/police-chiefs-advisory-committee-@pcac~/>

<https://police.fhda.edu/about-us/police-chiefs-advisory-committee/index.html>

Susan Cheu encouraged those interested to attend the Police Chief’s Advisory Committee to support community policing.

Human Resources Advisory Committee/District Diversity and Equity Advisory Committee <https://www.fhda.edu/about-us/participatorygovernance/human-resources-advisory-committee-@hrac~/>

<https://www.fhda.edu/about-us/participatorygovernance/district-diversity-and-equity-advisory-committee-@ddeac~/>

Ray Quan reported that these two committees have not convened for a while, and they plan to reconvene soon. He reported that Rocio Chavez is working with Marietta Harris on updating the District's Equal Employment Opportunity Plan (EEO) and have received an extension from the California Community College Chancellor's Office.

Dates to remember/other information and updates

The December 1, 2023, meeting will take place via Zoom only.

Meeting adjourned at 10:24 a.m.