



CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
December 1, 2023

Present: Joshua Agupugo, Deborah Armstrong, Patty Guitron, Jory Hadsell, Lloyd Holmes, Kurt Hueg, Pat Hyland, Elaine Kuo, Lee Lambert, Kathryn Maurer, Kevin Metcalf, Scott Olsen, Stanley Saraos, Adiel Velasquez, Kristina Whalen

Guests: Danny Acosta, Rick Andrews, Joel Cadiz, Stacy Gleixner, Anu Khanna, Paula Norsell, Raquel Puentes, Eric Reed

1. Welcome and introductions

Chancellor Lee Lambert welcomed council members and guests.

2. Approval of October 27, 2023, meeting summary

The October 27, 2023, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

3. Draft administrative procedure (AP) 7400 Travel (revision)

The proposed revision to the district's administrative procedure related to travel (AP 7400) was approved by consensus. The change to remove reference to prohibited travel to states that have enacted discriminatory laws was prompted by California's replacement of the travel ban enacted in 2016 under Assembly Bill 1887 with an educational outreach program.

4. Campus enrollment updates

De Anza College President Lloyd Holmes and Foothill College Vice President of Instruction and Institutional Research Stacy Gleixner reported that enrollment appears to be up from last year at both colleges, but no official numbers are available. Council members were advised that because of an issue last year, there is a two week time period this winter in which enrollment comparisons cannot be generated. Vice Chancellor of Technology Jory Hadsell advised that the reports are anticipated to be available again starting on December 5. Teamsters President (and college researcher) Elaine Kuo suggested that anyone who has questions in the meantime should reach out to the college institutional research and planning offices.

5. **Institutional Effectiveness Partnership Initiative**

Senior Advisor to the Chancellor on Reimagining Foothill-De Anza Anu Khanna spoke about a successful proposal submitted to the statewide Institutional Effectiveness Partnership Initiative for Partnership Resource Team (PRT) assistance. PRTs provide technical assistance and peer consultation around certain focus areas to advance institutional effectiveness in the California Community Colleges.

Anu noted that the need for leadership development, succession planning, talent retention and recruitment were recurring themes in the reimagining discussions, and PRT assistance provides an opportunity to start addressing these concerns. The proposal submitted by Foothill-De Anza focuses on leadership development across the institution.

Following are the DRAFT (as of November 2023) areas of focus (to be finalized by January 2024):

- Designing a professional leadership development program to grow leadership internally to support the District's goals and plans, including those that promote equity, develop talent and retention, and improve the employee and student experience.
- Creating a needs assessment instrument to identify various types of leadership skills and abilities to be cultivated and attractive to a broad cross-section of employee constituent groups so as to attract and retain talent.
- Incorporating at every stage (including from design/development stage), program assessments and evaluation tools that emphasize continuous quality improvement in a leadership development program.
- Using contemporary, interactive, adaptable, scalable, and effective presentation and delivery methods that encourage both participation in and completion of the leadership programs.

The process for the PRT assistance includes:

- Visit 1 (late February): Group Meetings with constituencies after which PRT provides an assessment around areas of focus and set of options.
- Visit 2 (early April): Working Group Meetings - A small working group will meet with the PRT and draft a plan based on assessments and options that emerge from the first visit.
- A leadership development plan is drafted with some immediate priorities identified. Resources will be requested (up to \$200,000 in seed money) to implement priorities in the plan.
- Priorities in plan are implemented using the seed money.
- Visit 3 (fall 2024): PRT visit to follow-up and provide consultation on implementation progress and advise as to next steps.

Anu asked that council members provide recommendations to her of individuals who should be invited to be part of the initial focus group meetings and individuals who should be invited to be on the working group that develops the plan. She noted that Acting Vice Chancellor of Human Resources & Equal Opportunity Pat Hyland and the college professional development coordinators will be included.

De Anza College Classified Senate representative Deborah Armstrong asked that supervisors receive more management training as many are placed in management roles without prior supervisory experience. Elaine echoed Deborah's request, stating that training specific to supervising direct reports has been a regular ask of her bargaining unit.

Lee commented that he wants to have a comprehensive professional development program available for all employees and sees it as a key component to becoming an employer of choice.

6. District Governance Committee/Constituent Group Reports

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

Affordable Housing Task Force facilitator Eric Reed reported that Foothill College was approved as a priority site for housing development by the Association of Bay Area Governments. He stated that the task force has a meeting scheduled to discuss examples of possible sites, which will then be shared with shared governance committees.

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

Executive Director of Fiscal Services Raquel Puentes advised that the committee met November 28, 2023. Among the items discussed was a Fiscal Forward Report produced by the California Community Colleges Chancellor's Office (CCCCO) for Chancellor Lambert that compared Foothill-De Anza to other districts in the state. She noted that Vice Chancellor of Business Services Susan Cheu is following up on some of the data inputs in the report that were questioned.

Raquel advised that a position vacancy report requested by a committee member will be presented in January, and a subgroup will be discussing possible changes to the district's board policy on reserves to better align with the CCCCCO's recommendations.

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

Executive Director of Facilities and Operations Joel Cadiz reported that the committee has completed its goals and will need to refocus and refine its purpose. He reported that a subgroup of the committee is working toward creating a roadmap to move forward

with realistic goals for the Sustainability Action Plan, adding that infrastructure issues need to be resolved in order to address sustainability. Joel also advised that the district is in the process of hiring an energy and sustainability manager, reviewing options for a new recycling system and greener energy purchases, and received initial findings from an energy efficiency consultant.

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

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

Police Chief Danny Acosta reported that the committee reviewed recent outreach events conducted by the police department, including Boba with a Cop, Run Hide Defend training, and community forums. He noted that the virtual Run Hide Defend trainings have been receiving good participation, but the in-person trainings, held at each campus at least once a quarter, have had low attendance. Danny advised that the most recent community forum covered Middle East tensions and the roles of the police department and administrators in addressing hate crimes, hate incidents, and hate speech.

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~/>

Hearing that the Human Resources Advisory Committee (HRAC) and District Diversity and Equity Advisory Committee (DDEAC) have not met since her retirement, Pat promised to get the committees back on track. Elaine noted that constituent groups were recently asked to confirm representatives for DDEAC, and a meeting has been scheduled for December 8 at 9:00 a.m.

Educational Technology Advisory Committee <https://www.fhda.edu/about-us/participatorygovernance/educational-technology-advisory-committee-@etac~/>

Vice Chancellor of Technology Jory Hadsell reported that the committee has been discussing deployment of accessibility support tools inside Canvas, student printing options, the need for student technical support, implementation of multifactor authentication for students, and review of the electronic information security board policy and administrative procedure. He advised that a workgroup has been formed to focus on artificial intelligence, noting that good work is happening in a lot of areas, but there are a lot of legal and policy issues to sort through.

Dates to remember/other information and updates

The next Chancellor's Advisory Council meeting will be held on January 12, 2024. Lee

asked committee members to inform Carla Maitland if they will be sending a representative in their place.

Meeting adjourned at 9:52 a.m.