



Chancellor's Advisory Council Meeting Agenda – May 19, 2017

Foothill College
President's Conference Room (Room 1901)
2:30 p.m.

AGENDA TOPIC		PURPOSE	DISCUSSION LEADER
I.	Welcome and introductions	I	Judy Miner
II.	Approval of April 28, 2017, meeting summary (<i>Attachment II</i>)	A	Judy Miner
III.	Revised board policies and new administrative procedures <ul style="list-style-type: none"> Revised BP 2735 Board of Trustees Travel (second reading - Board recommendation for change) (<i>Attachment III</i>) 	A	Judy Miner
IV.	District Budget Advisory Committee recommendation – Mission and Role (<i>Attachment IV</i>)	D/A	Judy Miner for Kevin McElroy
V.	Program Highlights – Veterans Resource Center	I	Julie Brown
VI.	Enrollment and District Enrollment Management Committee	D	Judy Miner
VII.	Other Information and Updates <ul style="list-style-type: none"> Congresswoman Anna Eshoo Town Hall – Smithwick Theater on June 10 @ 9:00 a.m. 	I	All



**FOOTHILL-DE ANZA
Community College District
Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
April 28, 2017**

Present: Judy Miner, Becky Bartindale, Mayra Cruz, Isaac Escoto, Moaty Fayek, Christina Espinosa-Pieb, Rich Hansen, Carolyn Holcroft, Karen Hunter, Brian Murphy, Jim Nguyen, Thuy Nguyen, Dorene Novotny, Ramiel Petros, Chien Shih, David Ulate, Lindsay West, Chris White

I. Welcome

Chancellor Miner welcomed council members.

II. Approval of March 31, 2017, E-Meeting Summary

The March 31, 2017, Chancellor's Advisory Council (CAC) meeting summary was approved by consensus.

III. Revised board policies and new administrative procedures

Revised BP 5300 (formerly 5600) Student Equity (second reading)

The revised policy was approved by consensus and will be presented to the Board of Trustees for first reading on May 1, 2017.

Revised BP 2432 Acting Chancellor in Absence of Chancellor (second reading)

The revised policy was approved by consensus and will be presented to the Board of Trustees for first reading on May 1, 2017.

New AP 6331 Food Purchase Procedures (second reading)

The new administrative procedure was approved by consensus and will be added to the Board Policy and Administrative Procedures manual.

Revised BP 2735 Board of Trustees Travel (first reading - Board recommendation for change)

No comments were made regarding the proposed policy revision. The council will be asked to approve the policy revision on May 19, 2017.

Revised BP 2015 Student Member (statutory deadline for approval May 15 - Board recommendation for change)

In response to Ramiel's question, Judy explained that state law sets forth the minimum eligibility requirements for student trustees, and colleges determine any additional qualifications. It was noted that the policy revision would not be brought back for a second reading by the council as the Board is required to adopt the policy by May 15 each year.

IV. Educational Technology Advisory Committee (ETAC) Recommendation on Student Email Accounts

Ramiel explained that the Associated Students of Foothill College passed a resolution asking that students be provided .edu email addresses that would allow access to education discounts. He noted that there would be no additional costs incurred by the district.

Chien reported that the Educational Technology Advisory Committee (ETAC) has discussed the issue multiple times. He advised that the committee would work with the student organizations to develop policies and procedures regarding the accounts.

Moaty suggested that it would be helpful if students were able to retain their college email addresses after graduation so they could be contacted for alumni events.

The Chancellor's Advisory Council approved ETAC's recommendation by consensus.

V. Program Highlights – Sunnyvale Center and Enrollment Generation (attached)

Interim Vice President of Workforce Development and Institutional Advancement Moaty Fayek and Sunnyvale Education Center Dean Dawn Girardelli provided an overview of the Sunnyvale Center, highlighting apprenticeship, Strong Workforce, high school dual credit, and Career Technical Education (CTE) pathways programs as well as proposed scheduling changes intended to boost enrollment.

Dawn and Moaty reported that they are working with the college deans on one-year schedules for the pathways programs to better meet workforce needs and are trying to be reflective about modifying the schedule based on enrollment figures and conversations with students and faculty.

In response to Christina's question, Moaty explained that there now ways to award certificates to eligible students even if the students don't apply for such. Christina expressed concern that awarding a certificate could affect eligibility for government aid and wondered if there is a way to capture data on certificates without recording the certificates on transcripts.

Thuy spoke of the need to empower CTE students through service learning. Rich asked that enrollment data for the Sunnyvale Center be provided to the Faculty Association.

VI. Enrollment and District Enrollment Management Committee

The council agreed to serve as a districtwide committee on enrollment that would review and analyze data and discuss recommendations. Judy suggested that seeking a legislative hold harmless solution may be the best approach to the decline in enrollment, which is affecting most districts across the state. Ramiel recommended speaking to students who attend multiple campuses to find out what would keep them at the district's colleges and reaching out to feeder high schools to combat the negative image of community colleges. Christina expressed concern that the colleges may be offering too many different courses in some programs, and Judy commented that it is important to make sure that the colleges are offering the right sections and not just rolling over the same schedule. Moaty suggested bundling classes to make programs appealing to students, and Chris advocated for a better understanding of the market to determine whether the colleges' offerings meet students' needs.

Judy offered to share material prepared for the governing board on outreach and send links to the enrollment data available on the college websites. She asked council members to advise of other data they would like to review.

The meeting adjourned at 4:10 p.m.



FOOTHILL COLLEGE, SUNNYVALE CENTER

Chancellor Council advisory [4.28.17]

Presented by: Dawn Girardelli & Moaty Fayek

VISION:

Foothill College, Sunnyvale Center serves as a regional educational provider and workforce resource advancing the economic well being of the region by serving employer training needs, developing a quality workforce and serving as a key player in local and regional workforce development initiatives.

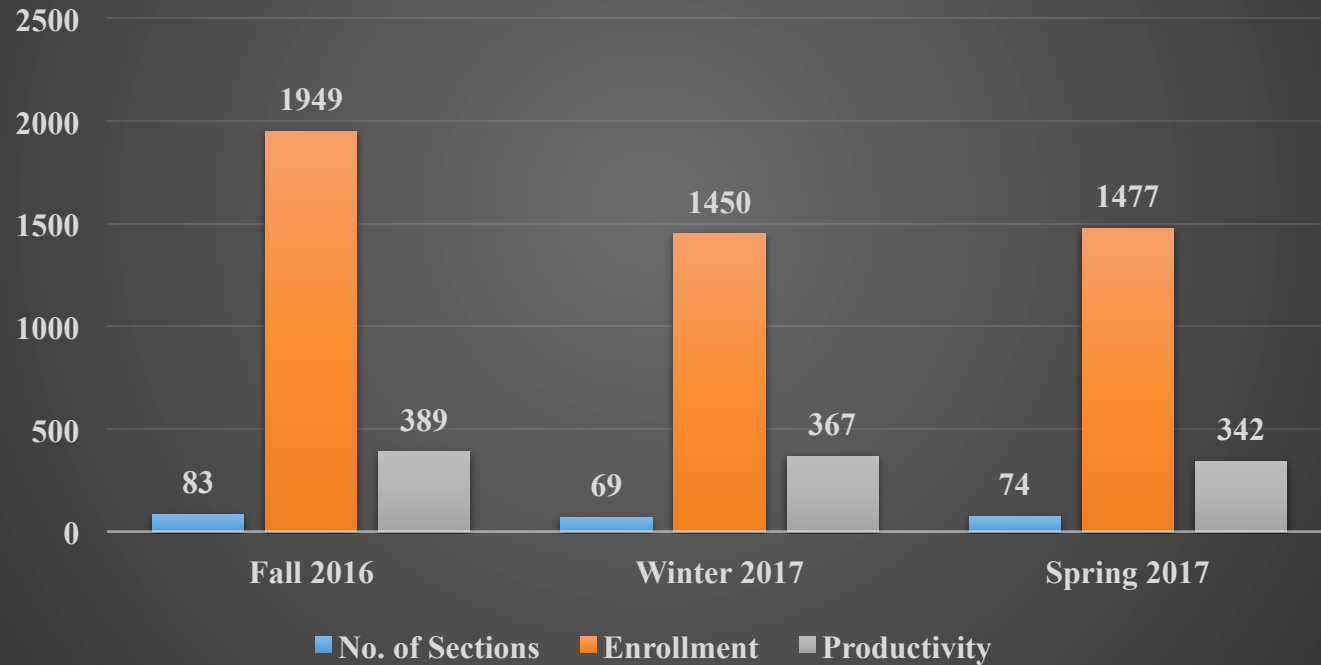
MISSION:

The **PURPOSE** of FHDA Education Center is **twofold**:

To serve as a regional educational provider that fosters partnerships with other educational entities and leverages resources that enhances student learning opportunities and prepares them to transition to four-year universities and/or into the workforce.

To serve as a regional workforce center advancing the economic well being of the region by developing and maintaining a quality workforce and by serving as the focal point for local and regional workforce development initiatives.

Sunnyvale Face-to-Face Enrollment

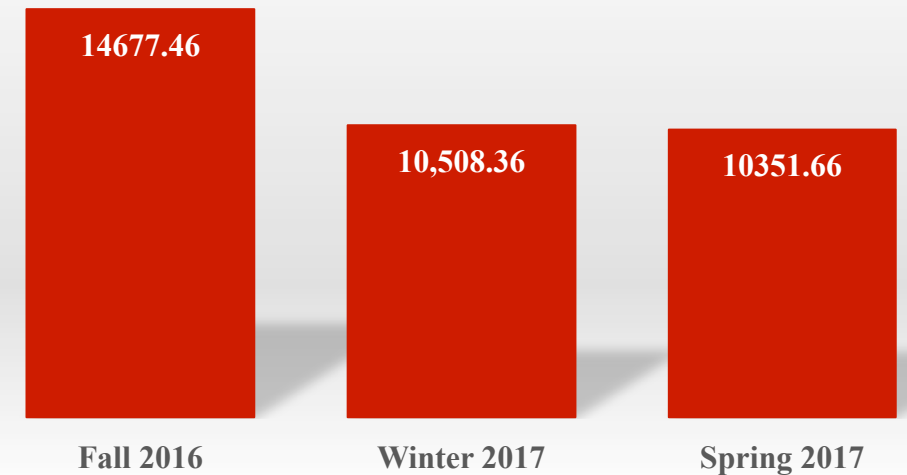


- In Fall 2016, we added several 2nd session (last 6 weeks sections).
- Spring 2017, only 2 2nd session courses were added. Enrollment and productivity are lower since late sessions are not fully enrolled yet.

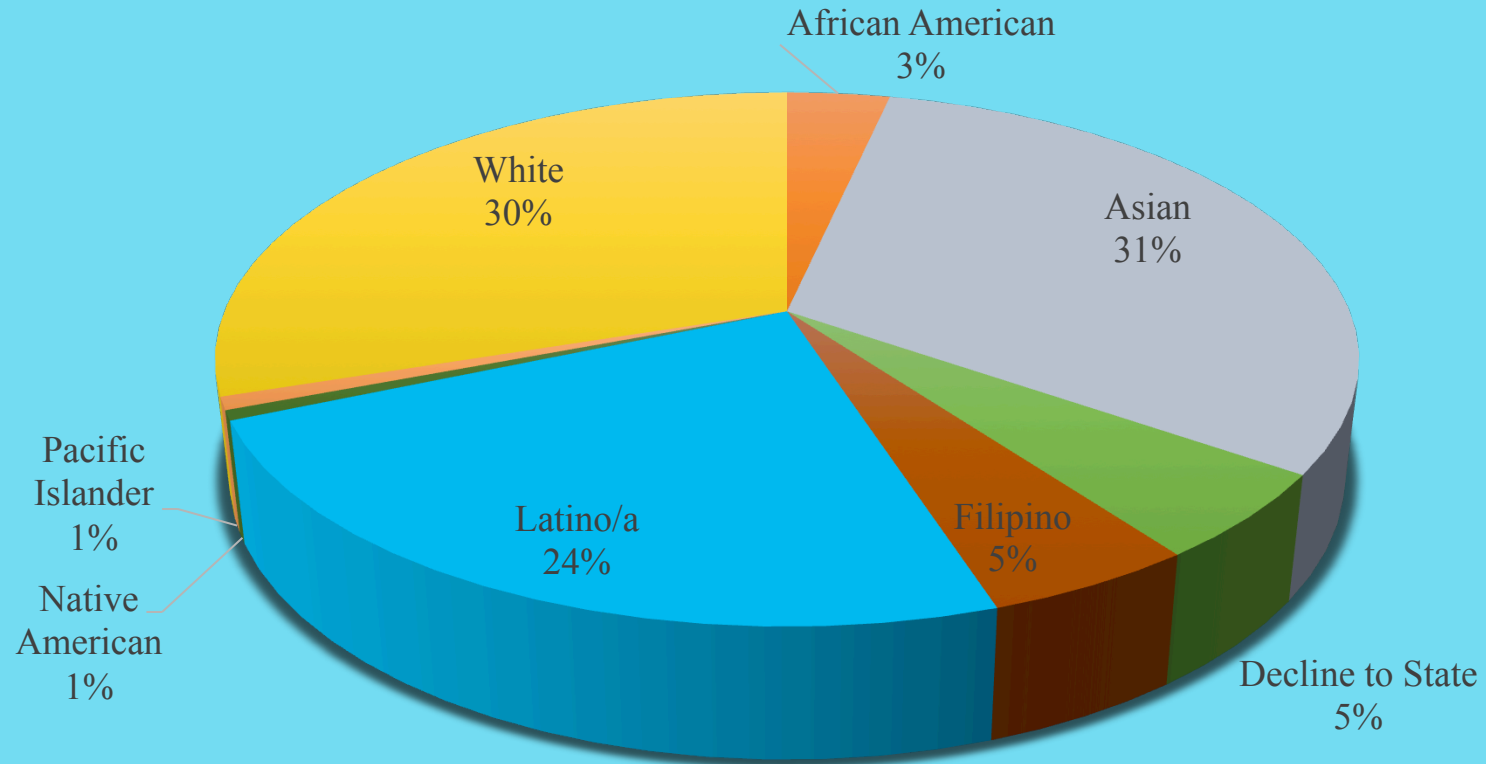
Load



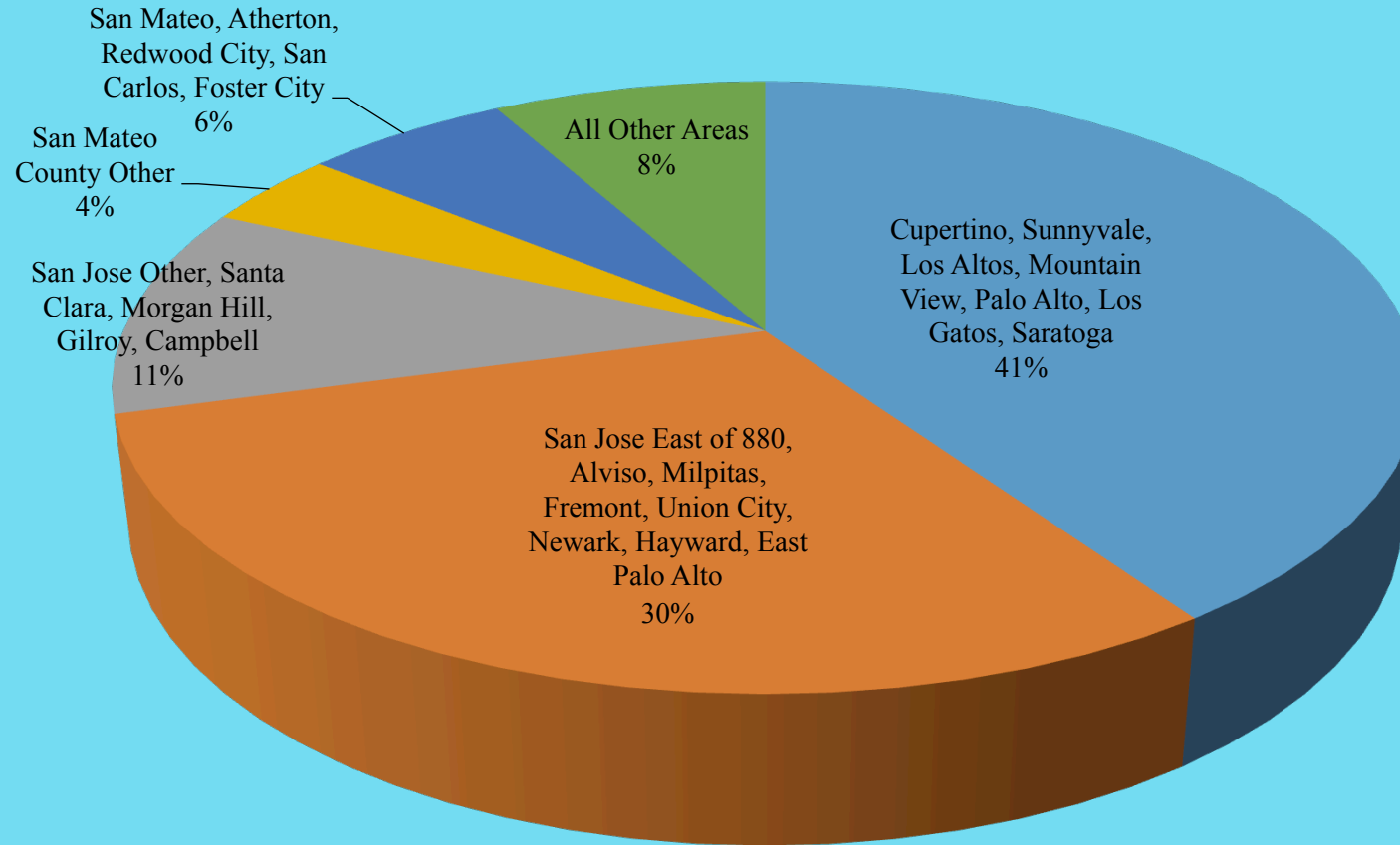
WSCH



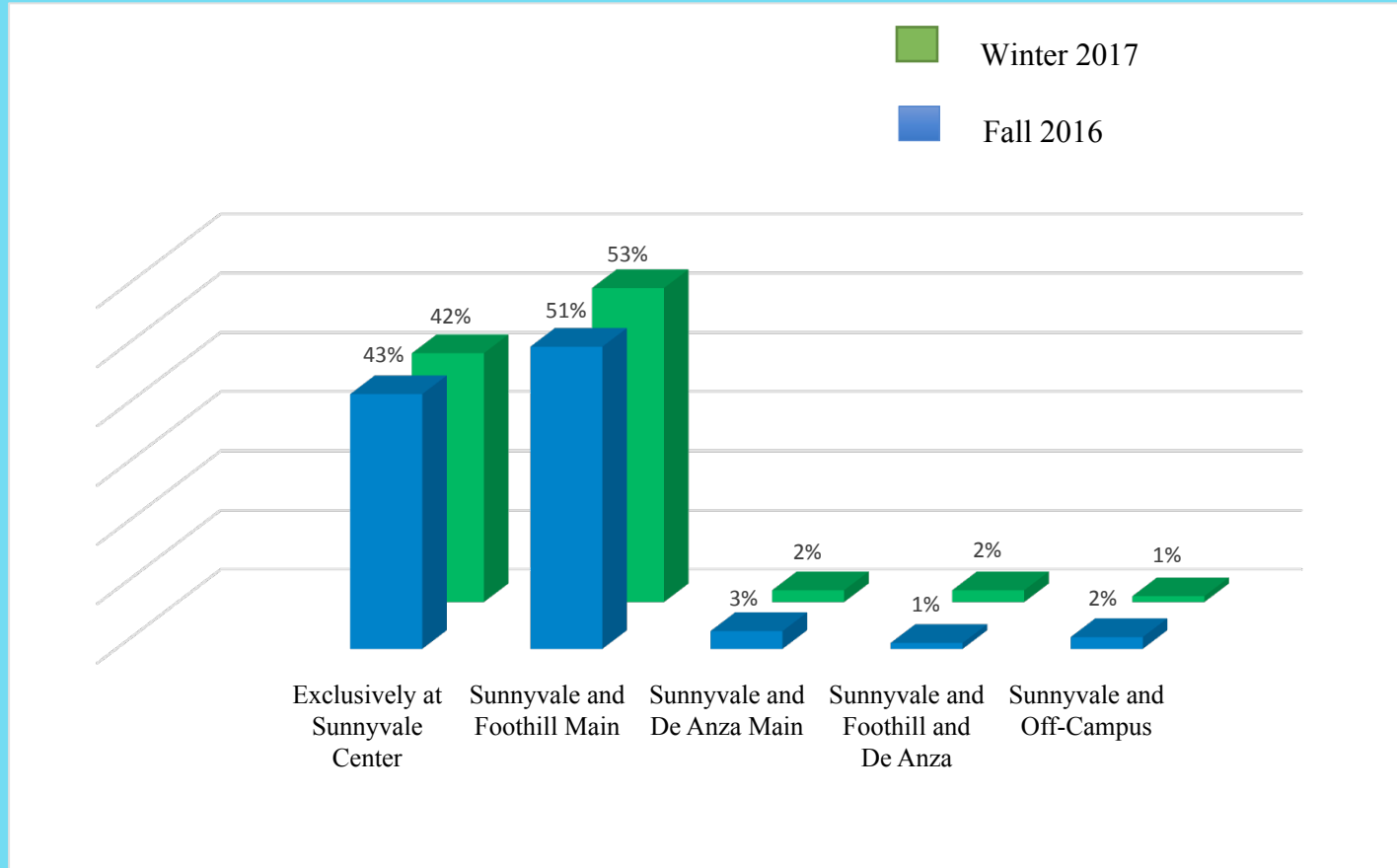
Enrollment by Ethnicity



Enrollment by Residency



Enrollment by Campus



- 52% of students are concurrently enrolled at Sunnyvale Center and Foothill Main
- 43% of students are enrolled *exclusively* at Sunnyvale Center
- 2% of students are enrolled at both Sunnyvale Center and De Anza Main

**Note: Non-Credit not included

Apprenticeship

- Strengthening the relationships with the trades.
- 3000+ students in the apprenticeship programs.
- Lost one trade, but added two new ones: Culinary (Job Corps) and Horticulture (San Jose Conservation Corps). More to come.

Course	Units
Hort52C plant installation and	3
Hort30 soils	3
Hort80A fall skills	2
Hort80B winter skills	2
Hort80C spring skills	2
Hort80D summer skills	2
Hort90M plant nutrition and fertilizers	1
Hort90V sustainable organic gardening	1
Hort91A composting	1
Hort90L plant propagation basic skills	1
TOTAL	18

Two tracks

Apprenticeship
(Montoya
Funded)

GE
Courses
(Apportionment
)

Job Corps: almost 370 students live in the dorm.

Strong Workforce Program

- Manage SWP funding for both local (about \$900K) and regional projects (about \$800K).
- Orders are being processed for equipment.
- Deans have been advised to work with faculty in the planning for round 2 funds.
- A template to monitor and assess release-time has been developed.
- SWP Policies and instructions are changing weekly.
- 17% penalty if certain goals are not met. Proactive measures must be taken to ensure that will not happen.

REGIONAL FUNDING

- Regional EMS Center
- Diversity in Tech

High School Dual Credits & CTE Pathways

- In addition to existing dual credits program, we are in the process of adding several more.
- Middle College with Fremont Unified High School District @ Sunnyvale.
- Health Pathways with Palo Alto Unified School District.
- STEM Pathway with Eastside Prep.
- Law Pathway Career Pathway. Workforce proposed the curriculum which was approved by the deans.
- Developing dual credit agreements to replace some of the gentlemen's agreements.
- Building a marketing plan for dual enrollment and streamlining the application and registration process.

Pathways At Center

Accounting

- Bookkeeping Specialist Certificate**
- Enrolled Agent Preparation Certificate**

Business

- Business Management Career Certificate
- Entrepreneurship Certificate**

Child Development

- Associate Teacher Early Childhood Development
- Teacher, Early Child Development
- Program Supervision & Mentoring
- Inclusion with Children of Special Needs Certificate
- Infant Toddler Development Certificate

Computer Science

- Java Programming
- C++ Programming
- Mobile Applications Certificate (Android & IOS)
- Cyber Security **

Early College

- Fremont Union High School District**

Emergency Medical Services Training Center

- EMR
- Emergency Medical Technician
- Paramedic
- Non- Credit EMT
- Continuing Education**

ESLL

- Credit & Non Credit Tracks

Industrial Design

- Industrial Design Certificate**

Graphic & Interactive Design

- Website Design & Development Certificate**
- Graphic Design Certificate**
- Industrial Design Certificate**

General Education Track**

- IGETC

Geographic Information Systems

- GIST I Certificate of Achievement
- GIST II Certificate of Achievement

SUNNYVALE 2017-2018
DRAFT SCHEDULE

FACE TO FACE HYBRID ONLY

	FALL		WINTER		SPRING		SUMMER		NOTES
8-10am	CLASS	DAY	CLASS	DAY	CLASS	DAY	CLASS	DAY	
GEN ED									
	HIST 17A	TR	POLI 1	TR	ECON 1A	TR	ECNON 1B	MW	GE-IGETC
	MATH 1A	MWF	MATH 220	MWF	MATH 105	MWF	MATH 1A	TWR	GE-IGETC
	ENG 1A	MWF	ENGL 1B	MWF	ENGL 1A	MWF	ENGL 1A	MWR	GE-IGETC
NCEL									
	NCEL 411	MWR	NCEL 412	MWR	NCEL 411	MWR	NCEL 412	MWR	
	NCEL 421	MWR	NCEL 422	MWR	NCEL 421	MWR	NCEL 422	MWR	
EMT/EMT-P									
	EMT 1	MTWRF	EMT	MTWRF	EMT	MTWRF	EMT	MTWRF	COHORT 1
	EMT 2	MTWRF	EMT 2	MTWRF	EMT 2	MTWRF	EMT 2	MTWRF	COHORT 2
	EMT-P	MTWRF	EMT-P	MTWRF	EMT-P	MTWRF	EMT-P	MTWRF	PARAMEDIC
	EMR	MTWRF	EMR	MTWRF	EMR	MTWRF	EMR	MTWRF	EMR
10am-12pm									
GEN ED									
	SOC 1	TR	HIST 17B	TR	PHIL 4	TR	ANTH 1	TR	GE-IGETC
	PHIL 1	MW	ANTH1	MW	HIST 17C	MW	PSYC	TR	GE-IGETC
	ECON 1A	TR	ECON 1B	TR	HUMN 1	TR			GE-IGETC
	MATH 220	MWF	MATH 105	MWF	MATH 1A	MWF	MATH 44	TWR	GE-IGETC
	MATH 105	TRF	MATH 1A	TRF	MATH 220	TRF			GE-IGETC
	COMM 1A	MW	COMM 2	TR	COMM 10	MW	COMM 2	TR	GE-IGETC
	ENGL 1B	MWF	ENGL 1A	MWF	ENGL 1B	MWF	ENGL 1B	MWR	GE-IGETC

SUNNYVALE 2017-2018
DRAFT SCHEDULE

FACE TO FACE HYBRID ONLY

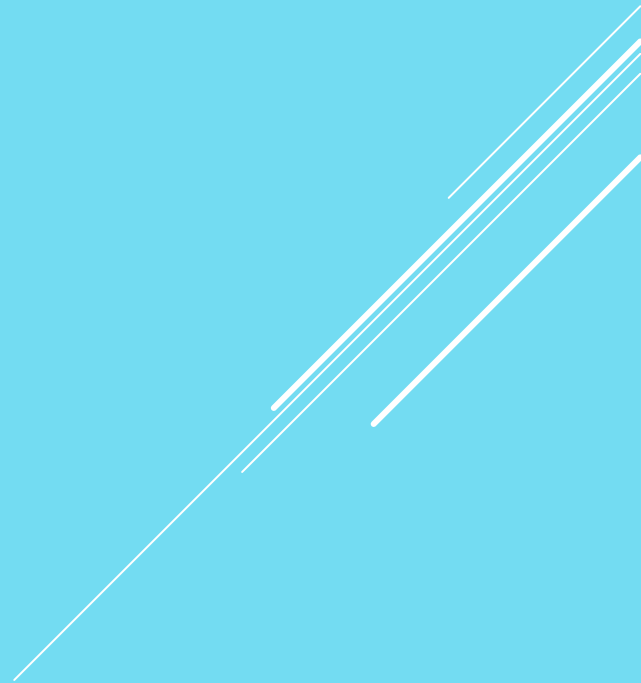
[illegible]

FACE TO FACE HYBRID ONLY

[illegible]

FACE TO FACE HYBRID ONLY

[illegible]





Book	Board Policy
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	Board of Trustees Travel
Number	BP 2735
Status	Up For Revision
Adopted	March 1, 2010
Last Revised	August 4, 2014
Origin	formerly BP 2620
Office	Chancellor's Office

~~The Board of Trustees recognizes that there is a need to attend conferences and to attend to other district business outside of the district.~~

Members of the Board ~~may~~**shall** have travel **and/or conference** expenses paid when**~~ever~~** they travel as representatives of and perform services directed by the Board. **The Board is expected to travel in the most economically prudent manner possible.**

Board of Trustees Travel Allocation

District paid travel shall be limited to the amount adopted in the annual budget. Unused funds will revert to the general fund.

Newly elected trustees in their first year of service are expected to participate in the Community College League of California Effective Trustee Workshop. The cost of the Effective Trustee Workshop shall be borne by the district.

Approval for Travel

Each August, the Board will review the annual schedule of conferences and trainings, which lists in-state events that are routinely attended by trustees. No advance approval will be required for events on the annual schedule.

Advance approval by the Board of Trustees is required for out-of-state travel, travel related to service on external boards or committees, and extraordinary invitations.

Travel requiring approval will be placed on the Board agenda by the president and vice president of the Board in consultation with the chancellor.

Reimbursement for Travel

Reimbursements for trustee travel shall only be made if travel is approved as outlined in the section above.
Reimbursement for trustee travel expenses shall follow district administrative procedures.

Report on Conference Participation

Board members shall provide brief reports of conference attendance and/or professional development activities at the regular meeting of the Board of Trustees that follows the activity.

[See Administrative Procedure 3152 Administrative Travel Procedures](#)

District Budget Advisory Committee
Draft Mission Statement

Recommended Mission Statement:

OPTION 1:

To share timely, relevant and accurate local and state budget information with constituency representatives in order to provide a forum for participation in the budget process.

District Budget Advisory Committee

ROLE

The District Budget Advisory Committee (DBAC) is an advisory body to the Chancellor's Advisory Council (CAC). The role and responsibilities of the (DBAC) Committee are to:

- Review and make recommendations on the budget process
- Review and make recommendations on resource allocation policies
- Review and make recommendations on budget assumptions and objectives
- Review revenue sources
- Review budget scenarios
- Advise the CAC on the fiscal impact of districtwide initiatives
- Look outward/forward on strategic issues
- Communicate and disseminate budget reports and updates to respective constituency groups,

MEMBERS

- Vice Chancellor, Business Services, Chair
- Executive Director, Fiscal Services
- Director Budget Operations,
- Vice Chancellor, Human Resources
- Director, Human Resources
- Representative, Foothill Administration
- Representative, De Anza Administration
- Representative, Foothill Academic Senate
- Representative, De Anza Academic Senate
- Representative, Foothill Classified Senate
- Representative, De Anza Classified Senate
- Representative, Central Services Classified Senate
- Representative, Foothill Student Body
- Representative, De Anza Student Body
- Representative, AMA
- Representative, Faculty Association
- Representative, Teamsters
- Representative, ACE
- Representative, Confidential
- Representative, CSEA
- Representative, Police Officers Association

Carla Maitland 3/21/2017 11:40 AM
Deleted:
Carla Maitland 3/21/2017 11:40 AM
Formatted: Left: 0.6", Right: 0.6", Top: 0.44", Bottom: 0.31"
Carla Maitland 3/21/2017 2:01 PM
Deleted: responsibilities
Carla Maitland 3/21/2017 2:03 PM
Deleted: committee
Carla Maitland 3/21/2017 2:00 PM
Deleted: include
Carla Maitland 3/20/2017 7:53 PM
Deleted: Make
Carla Maitland 3/20/2017 7:53 PM
Deleted: Make
Carla Maitland 3/20/2017 7:54 PM
Deleted: Propose
Carla Maitland 3/20/2017 8:15 PM
Deleted: Prepare
Carla Maitland 3/21/2017 1:59 PM
Deleted: -
Carla Maitland 3/20/2017 8:18 PM
Deleted: ion
Carla Maitland 5/16/2017 12:41 PM
Deleted:
Executive Director, Facilities and Oper... [1]
Carla Maitland 5/16/2017 12:40 PM
Deleted: Executive Director, Facilitie... [2]
Carla Maitland 5/16/2017 12:41 PM
Moved (insertion) [1]
Carla Maitland 5/16/2017 12:41 PM
Moved up [1]: Representative, Foothill Administration
Carla Maitland 5/16/2017 3:20 PM
Deleted: Representative, Foothill Administration
Carla Maitland 5/16/2017 12:43 PM
Moved (insertion) [2]
Carla Maitland 5/16/2017 12:44 PM
Moved (insertion) [3]
Carla Maitland 5/16/2017 12:43 PM
Moved up [2]: Representative, Foothill Student Body
Carla Maitland 5/16/2017 1:56 PM
Deleted: Representative, Foothill Student Student Body ... [3]
Carla Maitland 5/16/2017 12:44 PM
Moved (insertion) [4]
Carla Maitland 5/16/2017 12:44 PM
Moved up [3]: Representative, Faculty Association
Carla Maitland 5/16/2017 12:44 PM
Deleted: Representative, Faculty Association Association ... [4]
Carla Maitland 5/16/2017 12:44 PM
Moved up [4]: Representative, Teamsters

Approved by District Budget Advisory Committee (DBAC) DATE
- See more at: http://www.fhda.edu/_about-us/_participatorygovernance/C-budget-advisory-committee.html#sthash.ttIrgQC4.dpuf

Carla Maitland 3/21/2017 2:08 PM

Deleted: 9/23/03