Committee Reports | Week of 1.27.20

**Community and Communication**

Reported by Tri-Chair Jordan Fong

**Revenue and Resources**

Reported by Eric Reed

**Equity and Education**

Reported by Tri-Chair Carolyn Holcroft

**College Advisory Council**

Reported by Tri-Chair Isaac Escoto

Met on January 10th

Student Report

Noted that there is a great need for students to have access to Psychological Services. They’d like to see more than the max of 8 sessions available, however they understand this could mean less students would be served. Will continue to advocate for psych services support for students, as well as food and housing insecurity.

Student government finance team working on figuring out if/how much money they’d like to donate to efforts regarding Measures G and H.

President’s Report

Enrollment down/resident students flat/up or so at this time. Dual enrollment is up 70% from last year, nonresident students are down 17%. Online enrollment has passed the 50% mark. Our enrollment from the San José area is down, but enrollment from Sequoia area is up (maybe due to dual enrollment).

Board of Trustees are discussing the topic of increasing minimum wage for students. Since students can make more money working outside of the college, we cannot fully leverage federal work study. Student success is higher for students that work on campus, due to a higher flexibility to juggle work and school.

The college is now feeling the effects of budget reduction more so than the last two years. One example of this is that administrators are doing more work, due to the reduction of 3 administrators through budget reduction.

Thuy will ask the Advisory Council (at the next meeting) to allow for Equity Plan 2.0 to be finalized at the end of the year, instead of this last December. The Equity Office would like more time to gather college perspective. Will ask that the AC delay work on Master Plan 2030 until next year. Plenty going on already.

Discussion re: how to go about reviewing new programs as they come to the AC through the current program creation process. Look at new programs through the lens of our committee charge. Keep the college mission statement in mind. Thuy will pose questions re: new programs, for the AC to consider when reviewing new program proposals.

Discussion regarding the AC’s role in program review process. By April 3rd, program review readers will be done. Discussion regarding whether the AC will add extra meetings to listen to program review short presentations, or would we like to take up regular meeting time to do this. Mention that maybe we prioritize regular scheduled meetings for program review presentations, and not take on many other topics, other than planning for next year’s strategic objectives.

Mention that the AC needs clear guidelines as to what they will look out for/review, during program review presentations. We don’t want to duplicate efforts of what the program review readers already did.

Met on January 24th

Student Report

Student government voted to donate $19K as well as endorse Measure G an H. They are working on advocating for cheaper insurance rates for international students. Also discussing how best to subsidize printing costs for students.

President’s Report

The Board will vote on a resolution to celebrate the 19th amendment. Project list for campus needs is available on the district website. A big thank you to Revenue and Resources for their hard work in helping create this list. From discussions with the community, folks like our dual enrollment efforts, and like that we open our facilities for community usage/rent. Community members sometimes ask why we need more money if our enrollment is going down? A reminder that even with our current enrollment, college district in Silicon Valley (FH alone is bigger than Stanford’s both undergrad and graduate enrollment).

Faculty Prioritization

Paul Starer shared the top ten ranked faculty prioritized positions, per the dean’s meeting (Robert Cormia, Amy Edwards, and Isaac Escoto were present) Note, when two positions are listed in the same line, they were tired for priority:

2 DRC Counselors and 1 Transition to Work (TTW). Categorically funded.

General fund position rankings:

#1 Environmental Horticulture/Art History

#3 Radiologic Technology

#4 General Counselor (focus on online students)

#5 ESL with non credit emphasis/Anthropology

#7 Communications

#8 Accounting

#9 Library

#10 Psychological Services

Bret Watson is working with the District to figure out how many positions we can go out for. At the time, it sounded like we may be able to go out for 3 or 4 positions. More information to come. Reminder that we cannot go out to hire any of the SRP retirement positions. This means we must maintain 13 vacancies.

Comment that we should begin to plan for the faculty prioritization process to happen well ahead of when we actually need to form search committees. The goal is for admin and faculty reps to work together to reimagine the prioritization process to potentially have a ranked positions list during spring quarter, so that we can go out for hires as soon as the District tells us how many positions we can go out for (the following school year).

The prioritized faculty position list was approved by the Council, along with the idea that administration explore options of funding the Hort and/or Radiologic Technology position with CTE/categorically funded sources. Mention that categorically funded funding has the possibility of not being permanent and this could be a big problem for the programs. Reassurance that the idea is only to explore funding options.

The AC voted to push back approval of Equity Plan 2.0 to the end of the year, as well as push EMP 2030 discussion to next year.

The group took a quick look at enrollment numbers for resident, nonresident, and apprenticeship students. Ran out of time. Will need to get a full update on how we’re doing with our strategic objectives, at a future meeting.

**Committee On Online Learning**

Reported by Chair Ben Stefonik

COOL is continuing to have discussions to develop a model for a sustainable local POCR (Peer Online Course Review) process.

COOL has also held a strategic planning meeting, Fri 1/24 to solicit input from the campus around what we can do as a college to address online course quality.

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**Chancellor’s Advisory Council**

Reported by Isaac Escoto

Met on 1.17.20

AP 5010 approved. Reviewed Board legislative principles.

Update on Governor’s proposed budget update. Good news is there are no surprises (not the case in the past). Includes 2.9% COLA. Some money for growth, but since our enrollment is down at FHDA, we wouldn’t get that funding. No changes in SCFF (student centered funding formula). The hold harmless is still there, but like everything else in the budget, it does have to be approved each year. Biggest change that caused some concern is for the proposal to combine funding sources for IEPI, Student Equity, OEI (would all be on one-line item). There has been reassurance that CVC-OEI funding would not change.

David Ulate presented on current efforts to refresh (not revise) the district strategic plan. Items in green are efforts that don’t quite match up between college ed master plan goals and district master plan goals. Request is that the colleges look at the spreadsheet (especially areas highlighted in green). At the next CAC meeting, we’ll discuss if something needs to change. Are we comfortable with the relationship between college and district goals? If we feel a district goal should be added, what would that wording look like?

Update on district technology plan assessment. Shows what we’ve completed and what’s in progress. Joe Moreau is pleased with the completion rate. Many of the in-progress efforts are in their final phases. Computer security training is available through MyPortal. 40% of district employees have completed it. The requirements we have can be different depending on if we’re classified staff, faculty, or administrators. The district will evaluate a new product that is on the controversial side. The product conducts a fake phishing email and sends it to district employees. If you fall for it, it tells you you fell for it and refers you to training. It is meant to be a professional development activity, and by no means punitive. The data shows it works really well.

Work has begun to replace printers where multiple people would use the same device. The district is going away from owning/leasing printers. We will only pay for output/by page. This is substantially cheaper. People don’t have to give up their own printer at this time. The district understands in some roles, folks need their own printer. Moving to having one vendor that provides printers. They monitor when toner is low, and mail it out ahead of time. When you need to print something, it goes to a cue, and you can print from any printer (that’s a part of this update) using your campus id card. If your printer breaks, you can print somewhere else. No need to worry about reimbursement to the area where that printer is.

If one doesn’t have a current ID card, they should get one. This is how we will print in the near future. Individual use of printers won’t be tracked, unless there seems to be huge anomaly of use.

Enrollment update

FH: Significantly down in non-residents. Less down in resident students. President Nguyen is looking to see if maybe we are actually up in resident students. Dual enrollment increase of 70%. Thuy mentioned there is no disproportionate impact for our local dual enrollment students. We are at over 50% of sections being taught online. Strategically looking to grow noncredit (especially enhanced noncredit).

DA: Also down in enrollment. Hitting productivity goals (517). Down 1.9% FTES. 15 late start classes this quarter. Canceled fewer classes this winter than last winter. FTEF is also down. Didn’t schedule as many courses as in the past.

Human Resources update

Will post a list of folks that have done the Equal Employment Opportunity training, on the HR website. This way we can go and see if someone is able to serve on a search committee, or if they need to do the EEO training. HR is working on adding additional dates/locations of EEO trainings. Both campuses were thankful for the HR office’s current efforts to get folks trained that need it. We are appreciative for them posting the list of EEO trained folks, as well as working with individuals as needed.

President Nguyen and President Espinosa-Pieb are working with Palo Alto University and USF with grad students to help with the need for mental health support on our campuses. This partnership is meant to both provide more support for our students, but can also help the grad students get their hours. This is meant to fill the void after students run out of their 8 available sessions at Psyc Services.

**Academic and Professional Matters**

Reported by Isaac Escoto

Met on 1.15.20

Question regarding how program review data should report FW, MW, EW grades. Both campuses need to have faculty informed discussions in order to best answer this question. We have until the summer to figure this out, though we don’t want to wait too long, as we’ll need to give our colleagues enough time to make appropriate changes. Do we want the above grades to be counted as “nonsuccess” or “withdrawal” or a separate category?

Approved AP 4240 Academic Renewal. Will move on to CAC.

Discussion regarding mandated reporting. Need for further discussion regarding part time faculty getting paid for training. Clarification that anything mandated by law (including mandated reporting, sexual harassment rules, etc) is in onboarding packet new employees receive, and we sign that we are aware of these rules/laws. Mandated reporter training available online, and HR does periodic in person trainings. It’s a bit of a clunky process to do online training. Access must be given individually, or can be done in mass if there is a group. Once AP 3518 (Mandated Reporter Training) is approved, Human Resources can do mass communication efforts to all employees regarding online training, planning for in person training, etc. Question regarding if there would be a way to message all faculty that have a minor in their classroom, just to be a bit more aware.

EEO (Equal Employment Opportunity) training concerns: Pat Hyland is working on a refresher session, so that folks that have been trained recently wouldn’t need to do the whole same training they just did. Pat is open to input regarding what such training might involve. HR office is comfortable posting the list of faculty that have been EEO trained in the last two years. This is in response to employees/faculty leaders having a tough time finding out if their constituents have been EEO trained recently. This information will be made visible on the HR website.

Dorene will check with DDEAC to see where we are with the Faculty and Admin hiring procedures (already went through both campus senates). HR is working with AMA regarding the Admin hiring procedures.

Both senate presidents were asked to take the updated BP 4140 (Equivalency) to our senates. Added wording clarifies the spirit/purpose of the BP (equivalency is granted on a district basis).

**Board of Trustees Meeting**

Reported by Isaac Escoto

Met on 1.13.20

President Nguyen shared with the Board that the Research and Service Learning Symposium is happening on May 14th, and she also praised all involved in putting on the Physics Show/s.

Feb 6th from 4:30-5:30 there will be a Yes on Measure G and H info session. Location- across the street from De Anza at the old Coffee Society location.

Discussion regarding what the effect would be if the district were to bring minimum wage to $15/hr. Report back on effects of such an action: may need to increase cost of products/services on campus, or reduce the amount of folks we can hire (student worker positions). If we reduce student hires, that may mean reduction in services. This would be a decline of 17-18% of student employees we’d be able to hire.

Business services will bring back further analysis re: effects on campus if minimum wage is raised to $15. Will further look into if the bookstore and food services would need to raise cost. Look to see if loss of positions could impact international students (loss of jobs). Trustee Ahrens mentioned not accepting that we have to raise the cost of products/services or do nothing. Asks that the Board and campuses try and be creative to get this minimum wage fee raised.

Discussions ongoing regarding how best to create the “De Anza Event Center” (no longer called “Old Flint Center.” Highest priority of functionality will rely on college/district needs. Looking to hear from folks on campus that would most use the space.

Next meeting to be held on Feb 3rd, 2020 at 6pm in the Toyon Room.