



Chancellor's Advisory Council

Meeting Agenda – December 1, 2023, 9:00-10:30 a.m.

Zoom: <https://fhda.edu.zoom.us/j/82431523548?pwd=hVzi82QOSLaM0MVx3tvcaINzB0FbIN.1>

AGENDA TOPIC	PURPOSE/DESIRED OUTCOME	DISCUSSION LEADER
1. Welcome and introductions	I – Allow council members and guests to identify each other by name and constituent group represented and/or role at the colleges/district.	Lee Lambert
2. Approval of October 27, 2023 meeting summary	A – Provide accurate record of previous meetings.	Lee Lambert
3. Please review the draft of the following Board Policies and Administrative Procedures: <ul style="list-style-type: none"> Revised Draft AP 7400 Travel (AB 1887 is no longer in effect) 	D/A – Approval of proposed revision to remove the AB 1887 reference in AP 7400 as the travel ban is no longer in effect. <i>(Note: Pursuant to administrative procedure 2410, administrative procedures that do not involve academic and professional matters are effective upon approval of the Chancellor’s Advisory Council. Board polices are not effective until approved by the Board of Trustees.)</i>	Lee Lambert
4. Campus Enrollment Updates (standing item)	I/D – Gain understanding of enrollment initiatives, provide feedback/advice, and share information with constituencies.	Kris Whalen Lloyd Holmes
5. Institutional Effectiveness Partnership Initiative (IEPI)	I – Anu Khanna will provide an update to the Chancellor’s Advisory Council regarding districtwide professional development planning through the IEPI State Grant.	Lee Lambert
6. District Governance Committee/Constituent Group Reports <ul style="list-style-type: none"> Affordable Housing Task Force District Budget Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/district-budget-advisory-committee-@dbac~/ Energy and Sustainability Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/energy-and-sustainability-advisory-committee-@esac~/ Police Chief’s Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/police-chiefs-advisory-committee-@pcac~/ Human Resources Advisory Committee/District Diversity and Equity Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/human-resources-advisory-committee-@hrac~/ Educational Technology Advisory Committee https://www.fhda.edu/about-us/participatorygovernance/educational-technology-advisory-committee-@etac~/ 	I – Broaden awareness. Provide information for council members to disseminate to constituents about work/actions of districtwide governance groups and constituent groups.	All
7. Dates to remember/other information and updates	I – Share information for council members to disseminate to constituents.	All

I – Information, D – Discussion, A – Action

2023-24 Chancellor's Advisory Council meeting dates:

January 12, 2024

February 23, 2024

March 15, 2024

April 26, 2024

May 24, 2024

June 14, 2024

Topic: Chancellor's Advisory Council | 12/01/2023

Time: Dec 1, 2023, 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/82431523548?pwd=hVzi82QOSLaM0MVx3tvcaINzB0FblN.1>

Meeting ID: 824 3152 3548

Passcode: 078010

One tap mobile

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+16694449171,,82431523548# US

Dial by your location

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+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

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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.



Book	Administrative Procedures
Section	Chapter 7 - Human Resources (including former Article 4 - Personnel)
Title	Travel
Code	AP 7400
Status	Active
Legal	Education Code Section 87032 Government Code Section 11139.8 2 Code of Federal Regulations Part 200.474
Adopted	August 16, 1999
Last Revised	April 28, 2023
Last Reviewed	April 28, 2023
Origin	formerly AP 3152, BP 4175
Office	Vice Chancellor Business Services
Upload	April 28, 2023

Board Policy 7400 states that District employees are reimbursed for authorized expenses incurred while traveling on official district business.

The purpose of this administrative procedure is to set forth guidelines for authorizing travel and define allowable travel and mileage expenses for overnight trips for reimbursement. Travel expenses must have an official District business purpose to ensure these travel and mileage reimbursements are not classed as a fringe benefit and are excludable from taxable income. Under Internal Revenue Code (IRC) Section 61, all income is taxable unless an exclusion applies. These procedures apply only to District employees and trustees and do not pertain to students, temporary/hourly employees, or independent contractors.

For guidance on processing authorized travel reimbursement claims outlined in this procedure and information on the required supporting documentation, please see the Accounts Payable website under Travel Requirements here:
<https://business.fhda.edu/policies-and-procedures/h-travel-requirement.html>

Travel Authorization:

The following guidelines will be used by the Chancellor in authorizing travel:

1. The number of staff members to be away from a campus or Central Services at any one time shall be controlled so that no department will be depleted below effectiveness.
2. The duties of a staff member while away will be normally covered by other staff members when necessary.
3. The opportunity to attend conventions, conferences and professional meetings will be distributed as broadly as possible.
4. The Chancellor delegates to an employee's immediate supervising manager the authority to approve all requests for domestic travel. Approval must be secured before travel arrangements are made. Staff members employed within the Office of International Students and the campus abroad programs who are performing their regularly assigned duties requiring international travel are not required to obtain the Chancellor's advance approval of such travel. In all other cases, international travel must be approved in advance by the Chancellor.
5. Travel authorization will generally be limited for one of the following purposes:
 - a. Transact business of the District, such as consideration of items for procurement, contact with community and governmental groups and agencies, business/financial contractual negotiations and travel between properties owned or

used by the District.

- b. Attend educational and professional meetings, such as subject matter meetings, educational conventions, professional organization conferences, and committee meetings.
 - c. Attend meetings related to legislative matters important to the District, such as legislative hearings and sessions, and committee and other meetings of professional organizations working on legislation.
 - d. Travel with student groups and for student activities, such as all travel with teams, clubs, and student government groups, travel to chaperone student activities, travel to arrange for all such student activities, travel on field trips, and travel to recruit students.
6. ~~The Board of Trustees prohibits the use of all District funds, regardless of source, to sponsor or support employee travel to states determined by the California Attorney General under AB 1887 to be restricted for use of state funds. Expenses incurred for travel to states identified on the California Attorney General's website <https://oag.ca.gov/ab1887> as having enacted discriminatory laws shall not be reimbursed unless the Chancellor has determined in advance that adherence to the travel ban would be seriously detrimental to district/college operations and has authorized travel.~~

Travel Reimbursement:

It is the intent of the Board of Trustees that no employee incur financial loss or produce personal gain as a result of being on district business. It is further intended by the Board that when an employee travels on district business, a reasonable and conventional standard of living be sustained. The District recognizes that travel paid for with public funds is of interest to the taxpayer, and therefore these guidelines reflect a concerted effort to ensure allowed costs are reasonable and not excessive, lavish or extravagant.

In order to comply with IRS guidelines that exclude travel reimbursements from taxable income, claims for reimbursement must be submitted within a reasonable time. Employees must submit claims for reimbursement within ninety (90) calendar days following the date of return from travel for official District business. Travel reimbursement claims for expenses incurred in the last quarter of the fiscal year (April through June) are due no later than July 15 of the following fiscal year. Claims submitted after July 15 for expenses incurred in the prior fiscal year will not be reimbursed.

Expenses of a personal nature are not reimbursable.

General Travel Guidelines and Allowable Expenditures:

Below are examples of general travel guidelines and allowable travel expenditures; however, these examples are not intended to be all-inclusive nor fully refined. Except when claiming meal per diem, all original receipts that are provided by the vendor must accompany a claim for reimbursement. Limitations exist on reimbursement of meals; see per diem below. Expenses incurred by a companion while traveling with an employee are not recoverable. Furthermore, any premium induced because of the travel companion (e.g. additional room charges) will be borne by the employee.

Hotel Accommodations:

While traveling on district business, employees are encouraged to stay at good standard (e.g. major hotel chains), clean, and safe hotels selecting non-premium accommodations. Hotel arrangements should only be sought when staying overnight and when traveling outside a 75-mile radius from the District, unless there are extenuating factors such as traveling through extremely busy commuter traffic areas or on multiple days. See the Accounts Payable website under Travel Policy/Procedures for further guidance.

Only room charges, necessary room taxes and fees, and mandatory parking are reimbursable. Room service, laundry service, entertainment, recreational activities, or upgraded options such as valet parking are not allowed.

Air Transportation:

The baseline for air travel is the standard coach/economy rate that would allow for a checked suitcase without seating upgrades or early check-ins that are considered premium. Reservations should be made early to obtain the lowest rates. Employees should ensure plans are confirmed prior to purchasing tickets with flight restrictions or no refund clauses.

Car Rental:

The standard car rental is a compact automobile; however, a larger car can be requested if more than two employees share a single automobile. Generally, rental agencies provide insurance coverage at a premium. The District recommends electing such coverage.

Personal Automobile Transportation:

When an employee elects to use a personal automobile for out-of-district transportation, the employee will be reimbursed at the current IRS statutory limit to their business destination. Mileage reimbursement will be from an employee's regular reporting worksite or from their residence to the destination depending on, which point of departure results in fewer miles. For long distance travel, an employee may opt to drive a personal vehicle and be reimbursed for the actual roundtrip mileage or the baseline two-week advance roundtrip airfare plus the cost of ground transportation to the destination, whichever results in a lower cost to the District.

Meals Per Diem:

Meals eligible for per diem claims include breakfast, if departure from the employee's residence is before 7:00 a.m., lunch, and dinner, if return to the employee's residence is after 6:00 p.m. Per diem may not be claimed for any meal included as part of a conference registration fee.

The daily meal per diem rates are based on the U.S. General Services Administration (GSA) per diem rates, which vary depending on travel location. The rates are all-inclusive and assume taxes and tips, so separate claims for those items are not allowable.

The per diem rates are periodically reviewed and updated in accordance with rates set by the GSA. The current per diem rates for domestic travel and international travel are posted on the Accounts Payable website: <https://business.fhda.edu/policies-and-procedures/hh-travel-guidelines.html>.

[See Board Policy 7400 Travel](#)

Approved 8/16/99
Revised 4/7/03
Revised and renumbered (formerly AP 3152, BP 4175) 2/5/18
Revised 4/28/23