



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

**CHANCELLOR'S ADVISORY COUNCIL  
Meeting Summary  
February 19, 2016**

Present: Judy Miner, Becky Bartindale, Randy Bryant, Mayra Cruz, Carolyn Holcroft, Leo Contreras, Isaac Escoto, Christina Espinosa-Pieb, Rich Hansen, Lorna Maynard, Joe Moreau, Dorene Novotny, Alex Park, Karen Smith, David Ulate, Breeze Wen Liu, Chris White

**I. Welcome**

Chancellor Miner welcomed council members.

**II. Approval of January 15, 2016, Meeting Summary**

The January 15, 2016, meeting summary was approved by consensus.

**III. Draft District Mission Statement Review**

David reported that he only received one response to his request for feedback on the draft mission statement. He indicated that he would send out another request and then work on refining the statement further. In response to Carolyn's suggestion, David advised that he would be presenting the draft to the college shared governance groups in March.

**IV. Board Policy and Administrative Procedures**

- BP 3510 Workplace Violence (formerly BP 4515) – Revised
- AP 3510 Workplace Violence – New

Dorene advised that the workplace violence policy and procedure are among several that the Human Resources Office is updating to ensure legal compliance and consistency with other policies.

Rich suggested that the current policy language sets a better tone and should be retained. He expressed concern that the new language restricts employees from exercising their own judgment in evaluating situations in the classroom or between colleagues that might be considered violent based on the language in the administrative procedure but could be deescalated with minimal intervention. He also questioned whether failure to report an incident would place an employee at risk for discipline and expressed a lack of faith in the district's ability to fairly implement the policy. Leo concurred with Rich.

Dorene explained that any action for failing to report would have to be considered in context, but the district would prefer that employees err on the side of caution and report incidents that that might not rise to a level of violence rather than risk having situations escalate. She stated that she thinks that the language is helpful in that it keeps everyone from having to guess what might be construed as violence and commented that it is important for the district to follow a consistent process and measure each situation objectively against a rubric.

Judy commented that context is important and determining when someone has crossed the line can be a gray area. She stated that it is unlikely that an employee would get in trouble for not reporting an incident, but the district has a responsibility to ensure that bullying is addressed and people are protected from violence. Judy emphasized that training at the district is key to ensuring that problems are kept to a minimum and asked for suggestions regarding the types of training that would be most useful. The council engaged in a lengthy discussion of training, drills, and safety systems that are in place or planned for the district as well as the need for training that goes beyond “Run, Hide, Defend.”

Carolyn noted that the language in the policy and procedure appear to stem from federal law. In response to Carolyn’s request, Judy agreed to place the policy revision and new procedure on the next agenda to allow council members the opportunity to share the proposed language with constituents.

**V. Draft District Equal Employment Opportunity (EEO) Plan**

Dorene shared highlights of the draft district EEO plan developed by the District Diversity and Equity Advisory and Human Resources Advisory committees, including proposals for training hiring committees to recognize unconscious bias, a new application question that would augment the diversity statement, elimination of the requirement that transcripts be submitted prior to the application deadline, review of hiring procedures, and revision of the process for reviewing job announcements. She explained that because of challenges in getting appropriate data for reflective analysis, the California Community Colleges Chancellor’s Office developed an outline of what districts need to address going forward.

Dorene advised that that the EEO plan is a working document that will continue to be refined, but she would like to proceed with submitting the plan to the state Chancellor’s Office after getting council feedback and Board of Trustees approval in order to qualify for \$45,000 in funding that could be used to support diversity and equity efforts.

Christina suggested that mandatory training for hiring committee members be included as an opening day workshop. Carolyn commented that it might be difficult to find an adequate time block.

**VI. Other Information and Updates**

The meeting adjourned at 3:59 p.m.