



FOOTHILL-DE ANZA  
Community College District  
Office of the Chancellor

**CHANCELLOR'S ADVISORY COUNCIL**  
**Meeting Summary**  
**March 15, 2024**

**Present:**

Susan Cheu, Christina Espinosa-Pieb, Adriana Garcia, Jory Hadsell, Pat Hyland, Elaine Kuo, Lee Lambert, Kathryn Maurer, Kevin Metcalf, Jim Nguyen, Scott Olsen, Stanley Saraos, Adiel Velasquez, Voltaire Villanueva, Kristina Whalen, Lydia Wong, Erik Woodbury

**Guests:**

Ariana Aguilar, Rick Andrews, Andrea Avides, Sam Bliss, Pauline Brown, Yvette Campbell, Stacy Carrasco, Mary Donahue, Matsuko Estrada, Nazy Galoyan, Patty Guitron, Claudia Guzman, Stacy Gleixner, Lydia Hearn, Cynthia Kaufman, Harjit Kaur, Anu Khanna, Carla Maitland, Andre Meggerson, Sherwin Mendoza, Jamie Pelusi, Marcelo Quinones, Shaila Ramos-Garcia, Eric Reed, Noemi Teppang, Jennifer Ulloa, Felisa Vilaubi, Anna Vo, Hyon Chu Yi-Baker

**1. Welcome and introductions**

Chancellor Lambert welcomed council members and guests.

**2. Approval of February 23, 2024 meeting summary**

The February 23, 2024 Chancellor's Advisory Council (CAC) meeting summary was approved by consensus with one correction: Stacy Gleixner was present instead of Stacy Carrasco.

**3. Board Policies (BP) and Administrative Procedures (AP) Reviewed for Feedback**

Anu Khanna the Senior Advisor to the Chancellor, and Kathryn Maurer, District Academic Senate President, presented the revised draft of BP/AP 2410 Board Policies and Administrative Procedures for a first reading. They explained that the draft was based on feedback from various stakeholders, CCLC and ASCCC guidance, and Chancellor's priorities. They highlighted the main changes in the draft, which included:

- Clarifying the criteria and process for initiating, drafting, reviewing, and approving new or revised policies and procedures;
- Distinguishing between the two phases of the process: initiation and drafting/editing, and review and approval;
- Identifying the appropriate shared governance bodies and constituent groups for each phase, depending on the nature and scope of the policy or procedure;

- Incorporating the role of collective bargaining units and outlining the timeline and expectations for negotiation;
- Establishing a checklist and a flowchart to track the progress and status of policies and procedures, and ensure transparency and accountability;
- Piloting the new process until December 2024, and revisiting it in January 2025 for assessment and improvement.

Anu Khanna and Kathryn Maurer invited questions and comments from the council members and guests and asked them to share the draft with their constituencies for further input before the second reading at the April 26 Chancellor's Advisory Council meeting. They also offered to present the draft to any constituent group that requested their assistance and thanked everyone for their engagement and support.

#### **4. Campus Enrollment Updates**

This standing item was not discussed as we ran out of time.

#### **5. HEFAS Legal Update**

Marcelo Quinones and Harjit Kaur gave a brief overview of the relevant legal considerations for the district in developing and implementing policies and procedures related to interactions with federal immigration officials. They explained the complexity and uncertainty of the legal landscape, the different bodies of law that apply, and the terminology and definitions that are commonly used. They also highlighted the existing state laws that provide some protections and limitations for the district and its police department, such as the California Values Act (SB 54), the Immigrant Worker Protection Act (AB 450), and the Student Financial Aid: Dreamer Resource Liaison (AB 1645). They answered questions from the council members and guests and offered their assistance and support for the district's decision-making process.

After the legal presentation, Chancellor Lambert thanked Marcelo Quinones and Harjit Kaur for their valuable information and insights. He invited the members of HEFAS to share their perspective and recommendations on how the district can support undocumented students and declare itself a sanctuary campus. Angélica Esquivel, HEFAS Program Director, introduced the other HEFAS representatives. She explained the history and mission of HEFAS and its role in advocating for and providing services to undocumented students at De Anza College. She also shared some of the challenges and fears that undocumented students face in the current political climate, such as increased anxiety, stress, and isolation, as well as barriers to accessing financial aid, health care, and legal assistance. She emphasized the need for the district to adopt a clear and comprehensive policy and procedure that would protect the privacy and safety of undocumented students and prevent cooperation with federal immigration enforcement. She presented the council with a draft resolution and a draft board policy and administrative procedure that were developed by HEFAS in collaboration with other stakeholders, such as the Academic Senate, the Classified Senate, and the Student Trustee. She asked the council to review and endorse the draft documents and forward them to the Board of Trustees for approval. She also requested that the district allocate funds and resources to support the implementation and dissemination of the policy and

procedure, as well as the ongoing training and education of staff and faculty on the rights and needs of undocumented students.

6. **District Governance Committee/Constituent Group Reports**

This standing item was not discussed as we ran out of time.

**Dates to remember/other information and updates**

The April 26, 2024, meeting will take place via hyflex (both in person and Zoom).

Meeting adjourned at 10:33 a.m.