

The Board of Trustees of the Foothill-De Anza Community College District held its regular meeting on Monday, April 1, 2002. At 6:30 p.m., President Hay declared a quorum was present and commenced the regular meeting in the Chancellor's Office of the District Administration Building, 12345 El Monte Rd., Los Altos Hills, CA 94022. He noted that the Board was immediately adjourning into Closed Session to confer with the District's Chief Labor Negotiator on matters relating to *All Represented and Unrepresented Groups* rather than a *Conference with Legal Counsel—Anticipated Litigation*, as was listed on the Agenda. The Board reconvened into Public Session at 7 p.m. in the District Board Room. President Hay led the Board and those present in the Pledge of Allegiance.

PUBLIC SESSION

The roll call indicated the following members were present:

ROLL CALL

Sandy Hay, President
Mary Mason, Vice President
Paul Fong
Andrea Leiderman
Judith Moss
Sarah Wiehe, Foothill College Student Trustee
Les Leonardo, De Anza Student Trustee

The following were also present:

Staff:	Alice Antonini	Catherine Bauknight
	Leo Chavez	Erin Clifford
	Jane Enright	Bernadine Fong
	Al Guevara	Alan Harvey
	Ken Horowitz	Kurt Hueg
	Patty Jobs	Donna Jones-Dulin
	Paula Joseph	Martha Kanter
	Jim Keller	Marsha Kelly
	Jose Menendez	Duc Nguyen
	Penny Patz	Willie Pritchard
	Carmen Redmond	Larry Rouse
	John Schulze	Marisa Spatafore

Press: None

Students: None

Public: Betsy Bechtel, Foothill-De Anza Foundation
Jennifer Farnham, Gilbane
Stephen Pond, Gilbane
Nick Steierup, Perkins & Will

President Hay announced that no reportable action was taken in Closed Session.

REPORTING OUT FROM
CLOSED SESSION

President Hay asked if there were any additions or corrections to the minutes of the regular meeting of March 18, 2002. The minutes were approved as drafted.

APPROVAL OF MINUTES
OF MARCH 18, 2002

President Hay asked if there was any correspondence which should be brought to the Board's attention. No correspondence was brought forward.

CORRESPONDENCE

Trustee Mason reported that the Audit and Finance Committee met earlier in the afternoon. She noted that a new reporting format for Measure E projects was presented which clearly defines completed projects, projects in design, dollar amounts, contingency amounts, and other pertinent information. She added that a brief report on the audit findings and responses was also given. The next meeting is scheduled for June 3, 2002.

AUDIT AND FINANCE COMMITTEE REPORT

President Hay reported that he attended the Foundation Board meeting on March 25, 2002. He noted that the current Chancellor's Circle fund-raising effort has netted 32 signers at \$1,000 each to become charter members of the Chancellor's Circle. He added that a total of \$42,000 has been raised toward the goal of \$100,000 with one month remaining before the end of the campaign.

FOUNDATION BOARD REPORT

Trustee Mason noted that she was interested in seeing an overall financial report from the Foundation. An annual Foundation Report will be placed on the Board agenda scheduled for the July 15, 2002 meeting.

President Hay asked if there were any trustees, staff, students or members of the public who wished to address the Board on matters not on the agenda.

HEARINGS

Trustee Moss noted that she had received the Environmental Impact Report (EIR) for Foothill and wondered if there were specific sections of importance that she should review. President B. Fong noted that her cover letter referred to specific sections in the EIR for Board review.

Service Employees International Union (SEIU) Representative Erin Clifford addressed the Board and stated that SEIU is cautiously optimistic that there will be a speedy resolution to the problem brought forth by SEIU relating to temporary employees.

Academic Senate President Larry Rouse reported that the Statewide Academic Senate is meeting this weekend in San Francisco. He added that a major topic of discussion will be accreditation standards with an emphasis on learning outcome visibility triggered by the work of Dr. Robert Barr and his initial work on the "learning paradigm."

President Hay stated that he would be interested in more information relating to the discussions held at the meeting. Dr. Rouse said he would make this information available for interested Board members.

Foothill President Bernadine Fong commented on several items of interest from Foothill including: 1) the listing of upcoming activities for Spring quarter shown on Page 4 of the President's Report; 2) plans for the upcoming Kindercamiñata for the Class of 2018, a program for several hundred kindergarteners from area elementary schools, and 3) the recent induction of Former Foothill President Tom Clements into the Commission on Athletics Hall of Fame.

De Anza President Kanter commented on several items of interest from De Anza including: 1) a photo of the newest acquisition of the “Art on Campus Committee,” a mobile sculpture being installed adjacent to the creative arts quad, designed by De Anza Staff Member Moto Ohtake; 2) copies of an article “Do We Really Understand Stop-Start Students,” written in response to the original article on “stop-start students” in the fall 2001 issue of *On Target*; and 3) an invitation to play in a golf tournament to raise money for the Children’s Center on May 4, 2002.

At the conclusion of the “Hearings” Dr. Rouse noted that he also wanted to mention that President B. Fong had received the 2002 Phenomenal Woman Award from the Chicago-based Harold Washington College Chapter of the American Association of Women in Community Colleges.

Item 1, Presentation by Perkins & Will Architects of the schematic design for Project 152, Foothill Life Sciences and Student Services Building, was addressed by Director of Facilities, Operations and Construction Management John Schulze. He gave an overview of the design process used by the District for the proposed new construction, explaining that the design process is divided into four phases: 1) pre-design, 2) schematic design, 3) design development and 4) construction documents.

PRESENTATION BY PERKINS AND WILL, FOOTHILL LIFE SCIENCES AND STUDENT SERVICES BUILDING; APPROVAL OF SCHEMATIC DESIGN

He further explained that Project 152 is in the second phase, schematic design and the Board is asked to approve the schematic design so that work on the design development phase can begin. Nick Steierup representing Perkins and Will gave a presentation on the schematic design and discussed a scaled model of the project on display for Board review.

Following questions and discussion it was M/S/C (Mason/Moss) (advisory vote - 2 yes) to approve the Schematic Design for Project 152, Foothill Life Sciences and Student Services Building.

President Hay asked if any items should be removed from the Consent Calendar. Item 6 was removed. It was M/S/C (Mason/Moss) (advisory vote - 2 yes) to take action as recommended on Items 2 through 11, excluding Item 6, as follows:

CONSENT CALENDAR

Item 2, Authorized Trustee Paul Fong to attend the American Association of Community Colleges Annual Convention in Seattle, Washington, April 20 – 23, 2002.

Item 3, Adopted Revised Board Policies: 4100/Cultural Diversity/Affirmative Action; 4130/Employment; and 4135/Faculty Hiring Criteria.

Item 4, Adopted Amendment to Board Policy 4205, Family Medical Leave Act.

Item 5, Approved Foothill-De Anza 2002 Overseas Study Program.

Item 7, Authorized Purchasing Manager Carmen Redmond to procure 25 Dell laptop computers from Dell Marketing, LLP, in the amount of \$64,084.02, pursuant to Public Contract Code section 20652.

Item 8, Rejected Bid Proposal Number 885 for Oscilloscopes.

Item 9, Ratified the list of contracts, agreements, and independent contractors' agreements dated April 1, 2002.

Item 10, Approved Personnel Actions as Follows:

PERSONNEL

Employee: **Dorothy Coltrin**
Position: Instructor
College: De Anza
Division: Biological and Health Sciences
Action: Reduction in Contract to 80%
Effective Date: September 19, 2002 – June 27, 2003
Comments: In accordance with Article 18, Reduced Workload Program, of the *Agreement* between the District and FA

Employee: **Alicia M. Cortez**
Position: Counselor
College: De Anza
Division: Counseling and Matriculation
Action: Reduction in Contract to 80%
Effective Date: September 19, 2002 – June 27, 2003

Employee: **Fred Critchfield**
Position: Director of Economic Development
College: Foothill
Division: Instruction and Institutional Research
Action: Retirement under Retirement Incentive Program
Effective Dates: August 31, 2002
Conditions: In accordance with Article 19 of the District/ Faculty Association *Agreement*

Employee: **Carol George**
Position: Counselor
College: Foothill College
Division: Counseling and Student Services
Action: Approve 5 additional Personal Necessity Days
Effective Date: Winter Quarter

Employee: **Gerald Gyuire**
Position: Director, Information Systems
College: Central Services
Division: Educational Technology Services
Action: Approve Employment Contract
Effective Date: April 23, 2002 through April 22, 2003
Note: Second one-year contract in accordance with Administrators Handbook, Chapter III

Employee: **Chuck Lindauer**
Position: Dean, CTIS
College: Foothill College
Division: Computers, Technology and Information Systems
Action: Approve 2 additional Personal Necessity Days
Effective Date: Winter Quarter

Employee: **Sandra Spencer**
Position: Instructor, Business
College: De Anza College
Division: Business/Computer Science
Action: Partial Unpaid Leave of Absence of 66%
Effective Date: Winter Quarter, 2002
Note: This equates to a 22% reduction for the academic year 2001-02

Employee: **Susan S. Stann**
Position: Instructor
College: De Anza
Division: Language Arts
Action: Reduction in Contract to 75%
Effective Date: September 19, 2002 – June 27, 2003
Comments: In accordance with Article 18, Reduced Workload Program, of the District/FA Agreement

Name: **Carolyn Wilkins-Greene**
Position: Dean
Division: Social Sciences & Humanities
Action: Employment
Effective Date: August 1, 2002 # of Months: 12
Compensation: Level K, Step 1 -- \$7,982.84/month

Item 11, Approved the actions reflected in the Human Resources Report dated April 1, 2002.

Item 12, Chancellor's Recognition Award, was addressed by De Anza President Kanter who acknowledged De Anza College Services team: **Al Guevara**, Evening Campus Coordinator; **Patty Jobs**, Information Services; **Paula Joseph**, Administrative Assistant; **Duc Nguyen**, Coordinator of Postal Services; **Maria Salazares**, Lead Day Custodian; **Robert Covington**, Head Grounds Gardener; **Jose Menendez**, Director, Printing Services; **Klaus Dehn**, Director, Campus Center; **Alice Antonini**, De Anza student assistant; and **Donna Jones-Dulin**, Director.

CHANCELLOR'S
RECOGNITION AWARD
DE ANZA COLLEGE
SERVICES TEAM

President Kanter noted that the members of the team were especially being honored tonight because they have been instrumental in facilitating the moves and changes as the campus implements the Measure E renovation and construction projects.

Chancellor Chavez presented certificates of recognition to those present from the De Anza College Services team. Members of the Board joined Chancellor Chavez and President Kanter in congratulating the recipients.

Item 6, Consent to Assignment of Telephone System Contract, was addressed by Trustee Mason who asked if the District could be open to litigation by signing a letter consenting to FBCS's (Fujitsu Business Communications, Inc.) assignment of the District's telephone system contract to Altura Communication Solutions. District Purchasing Manager Carmen Redmond explained that the District had consulted legal counsel and was advised to sign the consent letter as Altura has confirmed by letter that it would assume all of FBCS's obligations to the District and would perform those obligations at least as well as FBCS would have performed them.

AUTHORIZED CONSENT
TO ASSIGNMENT OF
TELEPHONE CONTRACT

It was M/S/C (Mason/Leiderman) (advisory vote - 2 yes) to authorize District Purchasing Manager Carmen Redmond to sign a consent letter from Fujitsu Business Communications, Inc. (FBCS) dated December 21, 2001, assigning the District's telephone system contract to Altura Communication Solutions.

Item 13, California Community College Trustees (CCCT) Board of Directors Elections, 2002, was addressed by President Hay. He asked the members of the Board to mark an individual ballot and pass it to the recording secretary. The ballots will be tabulated and one official ballot on behalf of the Board will be submitted to the CCCT Office before the April 25, 2002 deadline. A copy of the official ballot will be distributed to the Board members in the weekly Board mail.

BALLOT CAST FOR
CCCT BOARD OF
DIRECTORS ELECTION

Item 14, Authorize Award of Purchase Orders for Faculty Office Furniture at Foothill College, was addressed by President Hay. Manager of Material and Purchasing Services Carmen Redmond explained the details of the purchase. It was M/S/C (Leiderman/Weihe) (advisory vote - 2 yes) to authorize the District's Manager of Material and Purchasing Services to issue Purchase Orders to Steelcase, Inc.'s local distributor, One Workplace, in accordance with the U.S. Communities Government Purchasing Alliance contract RQ0-411313-16A-E at a total cost not to exceed \$98,822.59 plus contractually allowable installation charges.

AUTHORIZED AWARD
OF PURCHASE ORDERS
FOR FACULTY OFFICE
FURNITURE AT
FOOTHILL

President Hay asked if any item should be removed from Item 15, Measure E Consent Calendar. No items were removed. It was M/S/C (Fong/Mason) (advisory vote - 2 yes) to take action as recommended on Item 15 A - H as follows:

APPROVAL OF
MEASURE E CONSENT
CALENDAR

- A. *Title:* Change Order No. 1
- Vendor:* Tinney Construction Company
- Agreement Date:* 1/15/02
- Campus:* Foothill College
- Project No.:* 142
- Project Name:* The Bricks
- Amount:* \$9,314
- For:* Asbestos abatement for Building 6000 and additional 400 SF (square feet) of asbestos tile work
- Action Requested:* Approval

- B.** *Title:* Change Order #2
 Vendor: Silicon Valley Paving
 Agreement Date: 7/18/01
 Campus: Foothill College
 Project No.: 401
 Project Name: Construction for the Loop Road and Asphalt
 Walks Resealing Project

 Amount: (\$12,305)
 For: Remove Crack Sealing from Contract
 Action Requested: Approval
- C.** *Title:* Change Order #2
 Vendor: West Valley Construction
 Agreement Date: 8/28/01
 Campus: Foothill College
 Project No.: 127
 Project Name: Water Line & Water Wells
 Amount: \$22,103
 For: Existing 30” storm drain in path, install box
 & lid for ARV, credit for 4 X 8 signs, credit to
 realign interconnect, re-route interconnect due
 to electrical vault and credit for changing from
 boring to trenching

 Action Requested: Ratification
- D.** *Title:* Clarification of PAA No. 20
 Vendor: Perkins and Will
 Agreement Date: 10/30/00
 Campus: Foothill College
 Project No.: 153
 Project Name: Architectural Services for Campus Center
 Amount: Arithmetic correction to add \$10,000 for total
 of \$361,619

 For: Schematic Design Services
 Action Requested: For Information Only
- E.** *Title:* Project Assignment Amendment F-21
 Vendor: Sandis Humber Jones
 Agreement Date: 12/18/00 for Surveying Services
 Campus: Foothill College
 Project No.: 119
 Project Name: Fine Arts – Phase II
 Amount: \$16,275
 For: Surveying and Engineering Services
 Action Requested: Approval

- F.** *Title:* Project Assignment Amendment #D03
Vendor: Allana Lippert, Inc.
Agreement Date: 5/30/01
Campus: De Anza College
Project No.: 206
Project Name: Child Development Center
Amount: \$8,920
For: Consultant’s Roofing Services for on-site
 roofing inspection
Action Requested: Approval

- G.** *Title:* Contract for Professional Services
Vendor: Lerch Bates & Associates
Agreement Date: 2/26/02
Campus: Foothill and De Anza Colleges
Project No.: 205
Project Name: Elevator Maintenance
Amount: \$11,900
For: Comprehensive inspection of the District’s 11
 elevators and production of preventative and
 routine maintenance agreement. This
 document will be used to obtain
 comprehensive bids for annual maintenance
 contracts and to address minor deficiencies
Action Requested: Ratification

- H.** *Title:* Modular Village Expansion / OTI Relocation
Vendor: Bill Gould Design
Agreement Date: N/A
Campus: De Anza
Project No.: 249
Project Name: Modular Village
Amount: \$32,000
For: Professional design services for the modular
 village expansion and OTI relocation
Action Requested: Approval

Item 16, Presentation and Approval of the Central Services Master Plan and Budgets, was addressed by Director Schulze. He presented an overview of the District’s plan for the construction of a new Educational Technology Building, the renovation of the existing District office, the renovation of Plant Services offices, relocation of several maintenance shops, construction of a new maintenance facility maintenance projects, Flint Center improvements--including replacement of seats, and other related work. He noted that 5.7 percent of Measure E funds is allocated to Central Services projects.

**PRESENTATION AND
APPROVAL OF CENTRAL
SERVICES MASTER
PLAN**

Following questions and discussion, it was M/S/C (Mason/Fong) (advisory vote – 2 yes) to approve the Central Services Master Plan subject to the subsequent acceptance and approval of the Foothill College Environmental Impact Report. Director Schulze also recommends that the Board approve the submitted budget in the amount of \$15,868,422.

Trustee Mason suggested that the District look into the possibility of initiating a fund raising project through the Foundation for replacing seats at Flint Center. Chancellor Chavez stated that he would follow up on this suggestion.

POSSIBLE FUND
RAISING PROJECT FOR
FLINT SEATS

Item 17, Request for Approval of De Anza Project Transfers DA #03, DA #04 and DA#05, was addressed by Director Schulze who noted that these transfers are "Project to Project" and result in no change to the overall Master Budget. It was M/S/C (Fong/Mason) (advisory vote – 2 yes) to approve the Projects Transfers DA #03, DA #04 and DA #05.

APPROVAL OF DE ANZA
PROJECT TRANSFERS

Item 18, Approval of Project Assignment Amendment No. F02 to the Agreement with Cottong & Taniguchi, was addressed by Director Schulze, who explained that the projects covered by this amendment are as follows: Landscaping Design Services for Project #120A, Stadium and Track Repair and Project #131, Tennis Courts Resurfacing, Foothill College.

APPROVAL OF PAA NO.
F02 TO COTTONG &
TANIGUCHI

It was M/S/C (Mason/Wiehe) (advisory vote – 2 yes) to approve the amendment as follows: Cottong & Taniguchi Amendment No. 2 for services as follows: Landscaping Design Services for Project #120A, Stadium and Track Repair and Project #131, Tennis Courts Resurfacing for a lump sum in the amount of \$90,284.88.

Item 19, Approval of Project Assignment Amendment D06 to the Master Agreement with Sandis Humber Jones for Civil Engineering Services at De Anza, was addressed by Director Schulze. PAA #D06 provides for professional engineering design services, contract administration services, master planning, programming and supplemental topographical survey for design for approximately \$9,000,000 worth of construction work.

APPROVAL OF PAA D06
TO SANDIS HUMBER
JONES

It was M/S/C (Mason/Leiderman) (advisory vote – 2 yes) to award Project Assignment Amendment D06 to Sandis Humber Jones for the total fee of \$908,068 including reimbursable expenses.

Item 20, Award of Contract for Project #203, De Anza Student and Community Services Building, to Compel, was addressed by Director Schulze who noted that the contract covered professional services for voice and data design services for Project #203.

AWARD OF PROJECT
#203 TO COMPEL

It was M/S/C (Moss/Fong) (advisory vote – 2 yes) to award a contract for professional services for Project #203 to Compel for the lump sum of \$73,710.

The Board's attention was called to the following dates to remember:

DATES TO REMEMBER

Monday, April 15, 2002 – Regular Meeting
Readoption of Student Trustee Policy

The meeting was adjourned at 8:30 p.m.

ADJOURNMENT

Leo E. Chavez, Chancellor and
Secretary of the Board of Trustees