



FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

MINUTES

REGULAR MEETING

December 1, 2003

CALL TO ORDER AND ROLL CALL

President Mary Mason declared a quorum was present and called the meeting to order at 7:00 p.m. in the District Board Room of the Foothill-De Anza Community College District, 12345 El Monte Road, Los Altos Hills, CA 94022.

Trustees Present:

Mary Mason, President
Judith Moss, Vice President
Paul Fong
Sandy Hay
Andrea Leiderman

for Public Session

Adam Welch, De Anza College Student Trustee
Sarah Wiehe, Foothill College Student Trustee

President Mason led the Board and those present in the Pledge of Allegiance. The following staff, press, students and members of the public were present:

<i>Staff:</i>	Rosemary Arca	Bernadine Chuck Fong	Judy Miner
	Silvia Bichler	Robert Griffin	Dan Mitchell
	Kathy Blackwood	Alan Harvey	Jon O'Bergh
	Mike Brandy	Ken Horowitz	Bill Patterson
	Kathleen Burson	Donna Jones-Dulin	Carmen Redmond
	John Cognetta	Martha Kanter	John Schulze
	Linda Conroy	Marsha Kelly	Marisa Spatafore
	Will Coursey	Andrew LaManque	Paul Starer
	Jane Enright	Faith Milonas	Charlotte Thunen

Press: Clyde Noel, Los Altos *Town Crier*

Students: Drew Golkar Rodolfo Vazquez Saba Zarif

Public: Del Anderson Tom Perry-Smith Nancy Rogers
Betsy Bechtel Hal Plotkin Terry Terman
Mary Levine

AUDIT & FINANCE COMMITTEE REPORT

Trustee Hay reported on the meeting that was held earlier in the day and noted that the issue of unfunded retiree medical benefits will need to be addressed in the coming years.

Item 12

APPROVAL OF AUDIT FOR YEAR ENDING JUNE 30, 2003

At the request of Trustee Hay, Item 12 was moved up on the agenda for the benefit of the external auditor Tom Perry-Smith. Mr. Perry-Smith reported that the audit proceeded very smoothly thanks to the cooperation and well-coordinated efforts of staff. President Mason asked about the recurrence of issues regarding cash management at the bookstores, and Mr. Perry-Smith responded that progress was being made to resolve the ongoing issues. Vice Chancellor of Business Services Mike Brandy noted that there were no reconciling items for the financial information reported to the state.

M/S/C: Hay/Wiehe
Advisory vote: 2 yes
Board vote: unanimous
Action: Approved the Audit for the year ending June 30, 2003

FOUNDATION REPORT

Trustee Fong reported that the Foundation's ending balance was approaching \$20 million.

CORRESPONDENCE

President Mason asked if there was any correspondence which should be brought to the Board's attention. Chancellor Martha Kanter noted an invitation to a farewell party for Cupertino Mayor Michael Chang, who is also a De Anza instructor.

HEARINGS: ITEMS NOT ON THE AGENDA

Trustees, Staff, Students, Public

Retiring trustees Mason and Moss were honored for their 12 years of service as trustees. Trustee Hay read a proclamation from the City of Mountain View honoring Moss and a proclamation from the City of Los Altos honoring Mason. Academic Senate Presidents Dan Mitchell and Paul Starer read a joint resolution from the Senates honoring Mason and Moss. The other trustees, along with faculty and staff members, expressed their appreciation. Chancellor Kanter presented gifts of appreciation and announced the formation of a Trustee Scholarship to be awarded annually to a student from each campus; she reported that \$3,000 had already been raised for the fund. Trustees Mason and Moss concluded with some remarks and a note of thanks.

There were no other requests to speak to items not on the agenda.

PUBLIC HEARING

REQUEST TO REOPEN NEGOTIATIONS, SEIU AND DISTRICT

President Mason opened the public hearing regarding:

- The District's request to reopen negotiations with SEIU, Local 715 on Article 9, "Holidays and Vacations," and Article 18, "Paid Benefits";
- SEIU's request to reopen negotiations with the District on Article 8, "Pay and Allowances"; Article 11, "Layoff"; and Article 18, "Paid Benefits."

There were no requests from the public to speak on this item. President Mason then closed the public hearing.

APPROVAL OF CONSENT CALENDAR

M/S/C: Leiderman/Hay
Advisory vote: 2 yes
Board vote: unanimous
Action: Approved / Ratified Items 1-5 of the Consent Calendar as follows:

Item 1 — **Approved** DELEGATION OF AUTHORITY RESOLUTIONS

Item 2 — **Approved** RENEWAL OF PERFORMANCE ARTS ALLIANCE CONTRACTS

Item 3 — **Denied** CLAIM AGAINST DISTRICT BY HELEN Y. LEE

Item 4 — **Approved** PERSONNEL ACTIONS:

Name: **Priscilla Butler**
Position: Instructor, ESL
College: Foothill
Division: Language Arts
Action: **Resignation**
Effective Date: December 14, 2003

Name: **Maribeth Hendrickson**
Position: Instructor, Philosophy
College: Foothill
Division: Business and Social Science
Action: **Extend Partial Unpaid Leave of Absence of 66%**
Effective Date: January 5, 2004 – June 25, 2004

Comments: In accordance with Article 16 of the *Agreement* between the District and the Faculty Association

Item 5 — **Approved** HUMAN RESOURCES REPORT

Item 6

UPDATE ON DE ANZA PRESIDENT SEARCH

Consultant Del Anderson of the Association of Community College Trustees provided an update on the president search and responded to questions. Trustee Moss requested the following changes to the position profile: specify that 21% did not declare ethnicity in the total ethnicity breakdown; replace “i.e.” with “such as”; and replace “etc.” with “grants and strategic alliances.” Chancellor Martha Kanter explained her process for recommending finalists to the Board.

Item 7

REPORT ON CHILD DEVELOPMENT CENTER

Interim De Anza President Judy Miner delivered a report on the status of the Child Development Center (CDC), presenting background on its revenues, expenses and previous District subsidies. She emphasized the critical need for the program, also noting that it must be self-sustaining. She described the action that had been taken to operate the CDC this year, as well as ongoing costs and revenue. Tax bailout funds from the state are crucial to the CDC, but were in question for this fiscal year, with funding once again uncertain for 2004-05. Prospects for state funding will continue to be evaluated, with additional future steps including assessing the effects of currently reduced hours of operation and exploring strategies to achieve the goal of serving 200 children. Student Trustee Welch raised a concern that the reduced number of subsidies was negatively impacting the ability of low-income students to attend college.

Item 8

REPORT ON EFFECTIVENESS OF TEACHING AND LEARNING

Foothill President Bernadine Chuck Fong and De Anza Interim President Judy Miner, assisted by Foothill Instructor Rosemary Arca, Foothill Vice President of Instruction and Institutional Research Bill Patterson, and Foothill Librarian Charlotte Thunen, delivered a comprehensive joint report on the effectiveness of teaching and learning, including strategies that will become part of the colleges' educational master plans for 2010. They also provided an example of the use of Institutional Research to improve teaching effectiveness. The trustees thanked them for the informative presentation.

Item 9

REVISED BOARD POLICY 3122, "ACCEPTANCE OF GIFTS"

Chancellor Martha Kanter presented the revised policy for a first reading. President Mason asked if private donor grants were included under the policy, and Chancellor Kanter replied yes. The policy, with its new language underlined, will be scheduled for approval at the next meeting.

Item 10

APPROVAL OF DASB BUDGET CRISIS ALLOCATIONS

De Anza Associated Student Body (DASB) President Saba Zarif and Vice President of Budget and Finance Drew Golkar presented the request to approve the allocations and explained the process that DASB followed to evaluate proposals. Responding to questions, they explained that budget details were provided in the applications and some proposals were only partly funded. The Board and De Anza Interim President Miner commended the students on a fine job.

M/S/C:	Hay/Leiderman
Advisory vote:	2 yes
Board vote:	unanimous
Action:	Approved the DASB Budget Crisis Allocations in the amount of \$152,500

Item 11

AWARD OF CONTRACT PURSUANT TO BID 926, DIGITAL PRINTING EQUIPMENT, DE ANZA COLLEGE

Director of Purchasing and Material Services Carmen Redmond presented Item 11. De Anza Director of College Services Donna Jones-Dulin explained for Trustee Moss that newer equipment would help make the Print Shop become more self-sufficient because it is less costly to maintain and provides more “bang for the buck.” Vice Chancellor of Business Services Mike Brandy pointed out that, thanks to the initiative of Ms. Redmond, the District was able to obtain a better deal by bidding the contract rather than piggy-backing on another public agency contract.

M/S/C: Leiderman/Wiehe
Advisory vote: 2 yes
Board vote: unanimous
Action: Authorized the Director of Purchasing and Material Services to trade in the old equipment and award a contract to Xerox Corporation for the 60-month rental of new digital printing equipment pursuant to the prices, terms, and conditions set forth in Bid 926, for a total cost of \$410,021.23

Item 13

NAMING OF THE THEATER IN THE LOWER CAMPUS COMPLEX AT FOOTHILL

Foothill President Bernadine Chuck Fong noted that it was not yet certain whether the official name would be “The Lohman Theater” or “The Betty and John Lohman Theater.”

M/S/C: Fong/Wiehe
Advisory vote: 2 yes
Board vote: unanimous
Action: Approved the request to rename the Theater in the Lower Campus Complex at Foothill after Betty and John Lohman

Item 14

MEASURE E CONSENT CALENDAR

M/S/C: Fong/Welch
Advisory vote: 2 yes
Board vote: unanimous
Action: Approved / Ratified the Measure E Consent Calendar, A-E as follows:

- A.** *Title:* Addendum #D01
Vendor: Sugimura & Associates Architects
Agreement Date: December 20, 2001
Campus: De Anza College
Project No.: 272
Project Name: Stelling Lot A & B Landscaping
Amount: \$8,000
For: Stelling Parking Lot A & B landscaping and irrigation design for the Stelling entrance (including outer beam), parking lot islands, and balance of unlandscaped areas surrounding Parking Lots A & B. Sugimura will also provide coordination services for the relocation of specimen trees from Lot C.
Action: Ratification
- B.** *Title:* Revision #1 – PE Quad Additional Design Services
Vendor: DES Architects + Engineers
Agreement Date: October 30, 2002
Campus: De Anza College
Project No.: 220
Project Name: PE Quad Renovation
Amount: \$24,250
For: Additional services to provide elevator design, civil engineering design work, and temporary facilities design for Project #220 – PE Quad.
Action: Ratification
- C.** *Title:* Project Assignment Amendment #D13
Vendor: Allana Lippert, Inc.
Agreement Date: August 19, 2003
Campus: De Anza College
Project No.: 224
Project Name: S Quad
Amount: \$31,955
For: Design and construction monitoring services associated with new scheduled maintenance roof work at buildings S4, S5, and S7.
Action: Ratification
- D.** *Title:* Addendum #D07
Vendor: Signet Testing Labs, Inc.
Agreement Date: December 3, 2001
Campus: De Anza College
Project No.: 202
Project Name: Science Center
Amount: \$20,000
For: Additional special inspection services
Action: Ratification

E *Title:* Change Order #2
Vendor: Top Grade Construction
Agreement Date: June 9, 2003
Campus: De Anza College
Project No.: 262
Project Name: Parking Lot A & B and Stelling Entry Reconfiguration
Amount: \$39,171
For: Irrigation sleeves for future landscape; reroute of utilities to accommodate unforeseen conditions; traffic rated vaults over high voltage line.
Action: Ratification

Item 15

APPROVAL OF PROFESSIONAL ACHIEVEMENT AWARD

M/S/C: Hay/Fong
Advisory vote: 2 yes
Board vote: unanimous
Action: Approved a Professional Achievement Award for Sara Seyedin

DATES TO REMEMBER

December 15, 2003 — Special Board Meeting
January 5, 2004 — Regular Board Meeting
January 9, 2004 — Board Retreat

ADJOURNMENT

Vice Chancellor Brandy requested that the meeting of the Financing Corporation be deferred to December 15 since it needed to coincide with the election of the Board officers. President Mason adjourned the meeting at 9:30 p.m.

jco
Approved: 12/15/03

Martha J. Kanter, Chancellor
Secretary, Board of Trustees