



FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

MINUTES

REGULAR MEETING

November 3, 2003

CALL TO ORDER AND ROLL CALL

President Mary Mason declared a quorum was present and called the meeting to order at 6:30 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

CLOSED SESSION

The Board immediately adjourned into closed session in the Chancellor's Office with the individuals listed below to discuss:

CONFERENCE WITH LABOR NEGOTIATOR

District Negotiator: Jane Enright
Employee Organizations: All Represented and Unrepresented Groups

HEARING: STUDENT COMPLAINT

Executive Administrators Present:

Mike Brandy, Acting Vice Chancellor of Business Services
Jane Enright, Vice Chancellor of Human Resources and Equal Opportunity
Bernadine Chuck Fong, President of Foothill College and Acting Chancellor
Judy Miner, Interim President of De Anza College

RE-CONVENE PUBLIC SESSION

President Mason re-convened the public session at 7:00 p.m. in the District Board Room. She led the Board and those present in the Pledge of Allegiance. She noted that Chancellor Martha Kanter was chairing a national meeting out of state and that Bernadine Chuck Fong was serving as Acting Chancellor. The following staff, press, students and members of the public were present:

<i>Staff:</i>	Mike Brandy	Faith Milonas	John Schulze
	Jane Enright	Judy Miner	Marisa Spatafore
	Bernadine Chuck Fong	Dan Mitchell	Paul Starer
	Ken Horowitz	Jon O'Bergh	Claudette Weber
	Cheryl Hylton	Javier Rueda	

Press: Clyde Noel, Los Altos *Town Crier*

Students: None

<i>Public:</i>	Joan Barram	Laura Casas Frier	Terry Terman
	Betsy Bechtel	Jim Jackson	

REPORTING OUT FROM CLOSED SESSION

President Mason reported that no action was taken in closed session.

APPROVAL OF MINUTES

The minutes of the October 20, 2003 meeting were approved as drafted.

FOUNDATION REPORT

President Mason asked if trustee representatives to the Foundation Board had anything to report apart from the report scheduled later on the agenda. Trustees Fong and Moss said they did not.

CORRESPONDENCE

President Mason asked if there was any correspondence which should be brought to the Board's attention. There was none.

HEARINGS: ITEMS NOT ON THE AGENDA

Trustees

Student Trustee Welch reported that he attended the CalSACC Conference in Irvine, and that he was helping to initiate a letter campaign to the governor-elect regarding the community college budget.

Staff

Acting Chancellor Bernadine Chuck Fong reported that founding trustee Bob Smithwick had relayed his deep appreciation for cards and letters from the District following the recent death of his wife Aileen. She also announced that the Community College Legislative Program released its legislative priorities list that includes a backfill for student health fees, and that Vice Chancellor of Business Services Mike Brandy was instrumental in ensuring the proposal's inclusion in the document. De Anza Interim President Judy Miner noted that the student newspaper *La Voz* received a number of awards at the recent Journalism Association of Community Colleges Conference, and complimented adviser Beth Grobman-Burruss for her work with the student journalists. She noted that instructor Gary Lamit obtained a \$27,000 donation of computer software to the Computer Aided Design Program. Miner also acknowledged the work of Carmen Pereida, who led an initiative at the campus to raise money for the Red Cross for fire relief efforts in southern California.

De Anza Academic Senate President Dan Mitchell reported that he and Foothill Academic Senate President Paul Starer had attended the recent state Academic Senate meeting in Pasadena. Foothill Instructor Ken Horowitz announced that the Dental Ventures program received the Mountain View Mayor's Human Services Award.

Students / Public

There were no students or members of the public who wished to address the Board on items not on the agenda.

APPROVAL OF CONSENT CALENDAR

M/S/C: Moss/Fong
Advisory vote: 2 yes
Board vote: unanimous
Action: Approved / Ratified Items 1-4 of the Consent Calendar as follows:

Item 1 — **Ratified** CONTRACTS AND AGREEMENTS

Item 2 — **Approved** SHORT COURSES, WINTER 2004

Item 3 — **Approved** PERSONNEL ACTIONS:

Name: **Carl Brown**
Position: Director, High Tech Center Training Unit
College: De Anza
Division: Special Education and Applied Technologies
Action: **Extend Employment Contract**
Effective Date: January 1, 2004 – June 30, 2004
Comments: In accordance with Chapter III of the Administrators Handbook

Name: **Gaeir L. Dietrich**
Position: Instructor, High Tech Center Training Unit
College: De Anza
Division: Special Education and Applied Technologies
Action: **Extend Employment Contract**
Effective Date: January 1, 2004 – June 30, 2004 *# of Months:* 11
Comments: In accordance with the provisions of Education Code Section 87470

Name: **Sylvia Hooks**
Position: Instructor, Physical Education
College: De Anza
Division: Physical Education and Athletics
Action: **Approve change to Article 18 Reduced Workload Program from 33.33% to 50%**
Effective Date: September 18, 2003 – June 25, 2004 *# of Months:* 10
Comments: In accordance with Article 18 of the *Agreement* between the District and the Faculty Association

Name: **Najwa Jardali**
Position: Instructor, ESL
College: Foothill
Division: Language Arts
Action: **Approve Unpaid Leave of Absence**
Effective Date: November 17, 2003 – December 12, 2003
Comments: In accordance with Article 16.23 of the *Agreement* between the District and the Faculty Association

Name: **Sean Keegan**
Position: Instructor, High Tech Center Training Unit
College: De Anza
Division: Special Education and Applied Technologies
Action: **Extend Employment Contract**
Effective Date: January 1, 2004 – June 30, 2004 *# of Months:* 12
Comments: In accordance with the provisions of Education Code Section 87470

Name: **Sam Ogami**
Position: Instructor, High Tech Center Training Unit
College: De Anza
Division: Special Education and Applied Technologies
Action: **Extend Employment Contract**
Effective Date: January 1, 2004 – June 30, 2004 *# of Months:* 11
Comments: In accordance with the provisions of Education Code Section 87470

Name: **Ben Rodriguez, Jr.**
Position: Director, Campus Safety and Security
College: De Anza
Division: District Safety and Security
Action: **Extend temporary assignment of additional duties**
Effective Date: November 1, 2003 – December 31, 2003
Compensation: Continue 5% adjustment in accordance with Chapter III of the Administrators Handbook
Comments: Provide oversight and direction for District-wide Safety and Security operations while search for District Director continues

Item 4 — **Approved HUMAN RESOURCES REPORT**

Item 5

FOUNDATION REPORT

Foundation Associate Director Cheryl Hylton, Foundation Vice President Joan Barram and Planned Giving Director Jim Jackson presented the Foundation Report and responded to questions from the trustees. Ms. Barram noted that Foundation President Ann Danner was traveling and unable to attend the meeting. Highlights of the report included information on contributions by program for 2002-03; growth in the Foundation's fund balance during the past five years; efforts to become self-sustaining, which includes the assessment of an administrative fee on accounts; and planned giving and major gift programs. Trustee Moss commended the presenters for their enthusiasm and

announced her plan to donate her vehicle once she retires from the Board. Student Trustee Welch suggested that the eScrip program be presented to student organizations.

Item 6

MEASURE E CONSENT CALENDAR

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

- A.** *Title:* Construction Change Order #11
Vendor: Coast Side Associates
Agreement Date: April 24, 2002
Campus: De Anza College
Project No.: 205
Project Name: “L” Quad Modernization
Amount: \$664
For: Miscellaneous construction changes including a credit for visual warning strips, added painting and drywall.
Action: Ratification
- B.** *Title:* Conceptual Design of Tennis Court Privacy Wall
Vendor: International Parking Design, Inc.
Agreement Date: February 4, 2002
Campus: De Anza College
Project No.: 234
Project Name: Athletic Fields
Amount: \$1,000
For: Conceptual coloring renderings of a privacy wall to separate parking Lot C from the proposed tennis court location.
Action: Ratification
- C.** *Title:* Revision #8
Vendor: tBP/Architecture
Agreement Date: May 4, 1999
Campus: De Anza College
Project No.: 259
Project Name: Child Development Center – Wing B
Amount: \$1,417
For: Design for roof joists remediation
Action: Ratification

- D.** *Title:* Contractor Change Order #2
Vendor: Jensen Corporation Landscape Contractor
Agreement Date: August 4, 2003
Campus: Foothill College
Project No.: 161
Project Name: KCI Landscape
Amount: \$1,356
For: Changes due to differing conditions
Action: Ratification
- E.** *Title:* Revision #1 to PO M453116
Vendor: Sandis Humber Jones
Agreement Date: July 14, 2003
Campus: Foothill College
Project No.: 110
Project Name: Sciences Phase I
Amount: \$400
For: Not to exceed amount for reimbursable expenses.
Action: Ratification
- F.** *Title:* Contractor Change Order #6
Vendor: Tinney Construction Inc.
Agreement Date: September 20, 2002
Campus: Foothill College
Project No.: 109
Project Name: Business and Social Sciences
Amount: <\$1,563>
For: Credit for not relocating existing chalk and marker boards.
Action: Ratification
- G.** *Title:* Contractor Change Order #15
Vendor: Tinney Construction Inc.
Agreement Date: January 15, 2002
Campus: Foothill College
Project No.: 142
Project Name: The Bricks
Amount: <\$8,529>
For: Credits and back charges for minor exterior work that was not completed.
Action: Ratification

Item 7

INDEPENDENT CONTRACTOR AGREEMENT WITH DAVE R. CALLAHAN INSPECTIONS COMPANY, DE ANZA COLLEGE PROJECTS

Trustee Fong asked whether it would be more cost-effective if this independent contractor also performed Foothill inspections. Executive Director of Facilities, Operations and Construction Management John Schulze responded that the District has its own inspector who is handling projects up to the limit allowed by the Office of State Architect.

M/S/C: Hay/Wiehe
Advisory vote: 2 yes
Board vote: unanimous
Action: Approved an independent contractor agreement with Dave R. Callahan Inspections Company for De Anza College projects in the amount not to exceed \$126,000

Item 8

RATIFICATION OF INCREASE IN EXISTING CONTRACT FOR PROFESSIONAL SERVICES WITH COMMUNITY COLLEGE SERVICES GROUP

M/S/C: Fong/Hay
Advisory vote: 2 yes
Board vote: unanimous
Action: Ratified an increase in the existing contract with Community College Services Group (CCS) in the amount of \$110,000.

Item 9

PROFESSIONAL ACHIEVEMENT AWARD

M/S/C: Moss/Leiderman
Advisory vote: 2 yes
Board vote: unanimous
Action: Approved a Professional Achievement Award for Charles Klein, De Anza.

Item 10

PARTIAL REINSTATEMENT OF POSITION

M/S/C: Fong/Leiderman
Advisory vote: 2 yes
Board vote: unanimous
Action: Approved partial reinstatement of position of OTI Internship Associate and increase in the employment contract of Willie Mae Ogilvie from 50% to 75% effective October 1, 2003.

DATES TO REMEMBER

November 17, 2003 — Audit & Finance Committee Meeting and Regular Meeting
December 1, 2003 — Regular Meeting
December 15, 2003 — Regular meeting

ADJOURNMENT

President Mason adjourned the meeting at 7:58 p.m.

jco

Approved: 11/17/03

Martha J. Kanter, Chancellor
Secretary, Board of Trustees