

CHANCELLOR'S ADVISORY COUNCIL SUMMARY MARCH 13, 2008

Present

Wayne Chenoweth, Kim Chief Elk (for Novotny), Leo Contreras, Dolores Davison, Al Guevara, Rich Hansen, Barbara Illowsky, Martha Kanter, Judy Miner, Brian Murphy, Olivia Patlan, Fred Sherman, Karen Smith (for Franco), Bret Watson (for Varela)

Others

Steve Carleton, Jon O'Bergh

I. CHECK-IN / BURNING ISSUES

There were no burning issues.

II. SUMMARY OF PREVIOUS MEETING

The summary of the February 29, 2008 meeting was approved.

III. REPORTS FROM SUBCOMMITTEES

Budget Committee. Kanter reported news that two counties had miscalculated property tax revenues, which may underestimate apportionment revenues for community colleges in this fiscal year. Foothill-De Anza could realize an apportionable \$2 million shortfall as a result. Unlike K-12 schools, community colleges are not guaranteed backfill to protect budgets from mid-year cuts in such circumstances. The District will be working with other community colleges to rectify this unfair situation. There was a discussion about the state fiscal crisis and possible taxes and revenue sources that the state may need to consider in order to protect education funding.

Legislative Committee. Kanter reviewed changes to the 2008 Board Legislative Goals. Hansen said that the Faculty Association is concerned about the cost of education for students and therefore could not support the goal of fee flexibility; he noted, however, that the FA would be selective and express opposition only to particular fees at the time they are proposed. No other Council members expressed an objection to the goal of fee flexibility. Regarding the 50% law, Hansen voiced stronger opposition, explaining that including counselors and librarians in the numerator would undermine the effort statewide to increase those desperately needed positions. There was a discussion of alternate language to emphasize the need to increase counselors, librarians and support staff. Kanter offered to draft some substitute language. The Legislative Goals are scheduled for a second reading and action at the April 7 Board meeting.

Kanter reported that Assemblymember Ruskin had introduced AB 2261, a new version of last session's open educational resources (OER) bill (AB 577) to establish five OER centers statewide.

ETAC. Sherman reported that no meeting had been held, but a security policy is being re-drafted for ETAC's April meeting. He announced that the Board approved the contract for a new Educational Information System, and a three-year plan is now being developed to implement the SunGard Banner system.

Sherman reported that a new spam filter has been studied, with 30 faculty and staff participating in the beta test, and the results support purchasing a new software system called Abaca. Chenoweth said he would like to encourage part-time faculty to use their District-provided email account to make communication easier, but many of them are reluctant to use it due to the massive amount of spam received. He expressed hope that the new spam filter would help address this problem.

There was a discussion about how to help full-time employees set up email forwarding at the time they are hired, particularly since email is increasingly used for important District communication. Hansen emphasized the importance of accommodating exceptions, especially with forthcoming plans to require online grade submission. Kanter asked the ETS and HR departments to work together on these issues of email usage and online grade submission and report back at the end of April. Sherman pointed out the difficulty of getting people to use email or any system if they don't perceive its usefulness. Kanter suggested that information might be included in the letters of employment sent to new hires. Patlan raised a concern about the length of time it takes for new hires to show up in the HR system. Chief Elk responded that certain information is needed about new employees before they can be entered into the system, but managers can expedite the process.

HRAC. Chief Elk reported that no meeting had been held, but there is interest in a new initiative promoting employee wellness.

IV. REVISED BOARD POLICY 1230, ANIMALS ON CAMPUS

Responding to a question from Contreras, Kanter said that policies are publicized by posting on the District website, and all Foothill-De Anza Board policies and administrative procedures are accessible online. Davison suggested that Policy 1230 be added to the college catalogs. Miner and Murphy agreed to follow-up.

The Council expressed support for the policy as revised.
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V. BOARD LEGISLATIVE GOALS

These were discussed under "Legislative Committee Report."

VI. LAND/SITE ACQUISITION

Kanter reported that the Middlefield campus is currently on a month-to-month lease and a long-term solution is needed. She reviewed the draft Guiding Principles for Land/Site Acquisition and requested feedback. Hansen suggested adding information about funding sources, such as state funding for a "center" as defined by the state. He also suggested that language be included to highlight how the choice of a site may affect enrollment and that this must be considered when making decisions. The guidelines will be brought back to the first meeting in April. Miner pointed out that the guidelines were drafted with a long-term view to

accommodating enrollment growth, not just at Middlefield but throughout the District. Illowsky asked whether other properties have been identified, and Murphy responded that the college is engaged in a continuing conversation with the owner of The Oaks but nothing definite has resulted. Kanter noted that a variety of properties listed in the Board agenda are being reviewed for suitability.

VII. PROJECT STABILIZATION AGREEMENT (PSA)

Kanter provided an update regarding negotiations of a PSA, explaining that the Board approved terms and scope of the agreement at its March 3, 2008 meeting and, once finalized, the agreement will come back to the Board for ratification. She discussed the construction careers component of the agreement in which the colleges will work with contractors to identify students — such as those in apprenticeship programs — who could be mentored by contractors in the building and trades careers.

VIII. BOARD POLICY ON SUSTAINABLE PRACTICES

Kanter presented revised Board Policy 3214, pointing out that it incorporates Board Policy 3220 (Energy Conservation), and also presented the revised Administrative Procedures 3214. Sherman suggested changing the name to “Environmentally Sustainable Practices.” Smith noted that the goals are similar to the Governor’s minimum standards for community colleges and suggested setting higher goals with input from the environmental experts on the campuses. Murphy pointed out that the Board should not be dictating actual goals but should empower the colleges to develop goals as part of annual sustainability plans that are reported to the Board. Kanter asked that the campus governance group discuss and comment on the revised policy and administrative procedures prior to the next meeting.

IX. PRINCIPLES FOR AUGMENTATION/BUDGET RECOVERY

Murphy indicated that it would be unwise to be explicit or proscriptive in the principles. Miner added that it is important to be mindful about making budget augmentation decisions that are tied to the programmatic needs of the colleges. Kanter will ask Dunn to draft an outline as a starting point for the next meeting, with input from Novotny on aspects related to Human Resources. Hansen pointed out that there has never been an attempt to look back on what was cut as the budget picture improves, and suggested that consideration be given to whether cutbacks improved operations or made them worse.

X. ACCOUNTABILITY REPORT FOR COMMUNITY COLLEGES

Kanter reported that Foothill and De Anza performed very well in the Accountability Report for the State Chancellor’s Office. Hansen noticed an apparent inconsistency between De Anza’s high transfer success rate and its low persistence rate from fall to fall. Miner and Murphy said the low persistence rate could be due to the large job corps enrollment, which is a one-year program, or could be a result of the high number of students transferring instead of continuing for a second year. Kanter will ask Bob Barr to look at this issue in more detail along with areas where performance was not high in order to determine what mitigating factors might be at work.

IX. WRAP-UP

Textbook Affordability Audit. Murphy provided background and reported that the audit has been postponed due to the death of one of the interviewers.

Board Calendar. Kanter called the Council’s attention to the list of meeting dates and upcoming agenda items.

CALENDAR OF PENDING ITEMS 2007-08

Guiding Principles for Land/Site Acquisition.....	April 11, 2008
Board Policy 3214 and AP 3214 – Sustainable Practices.....	Spring 2008
Board Policy 3220 – Energy Conservation.....	Spring 2008
Principles and Strategies for Budget Augmentation/Recovery.....	Spring 2008
District Educational Master Plan, Critical Success Factors.....	Winter 2008
Board Policy 2610, Communication Between Staff and Board	Winter 2008
Board Policy 4190, Academic Freedom.....	Winter 2008
CalPASS Update (Kanter)	Winter 2008
Statewide Basic Skills Initiative Update.....	Spring 2008
Board Policy 3220 – Energy Conservation (Allen).....	Spring 2008
Email Usage and Online Grade Submissions (Novotny/Sherman).....	Spring 2008
Board Policy 4185 (revision) – Publication of Instructional Materials.....	TBA
Board Policy 5001 (new) – Enrollment Priorities.....	TBA
Board Policy 5020 (revision) – Instructional and Other Material and Use Fees	TBA
Board Policy 5562 (new) – Associated Student Elections	TBA
Board Policy 5600 (new) – Student Equity	TBA
Board Policy 6000 (new) – General Education	TBA
Board Policy 6121 (new) – Course Repetition	TBA
Planning for Smart Enrollment Growth – temporary title (Starer)	TBA
Security Policy (Sherman).....	TBA
Measure C	TBA
Closeout of Measure E	TBA
Staffing Study.....	TBA
Non-Resident Tuition	January 2009 (annual)