

# CHANCELLOR'S ADVISORY COUNCIL SUMMARY MARCH 23, 2007

## Present

*Mike Brandy, Abbey Brown/ASFC, Cindy Castillo, Jane Enright, Stephanie Franco, Lydia Hearn, Martha Kanter, Linda Lane, Brian Murphy, Olivia Patlan, Penny Patz, Shelley Schreiber, Fred Sherman, Bret Watson (for LaManque)*

## Others

*Becky Bartindale, Jon O'Bergh*

### **I. CHECK-IN/BURNING ISSUES**

Enright announced a series of health benefits open enrollment workshops

### **II. DRAFT SUMMARY OF PREVIOUS MEETING**

The summary of the March 2, 2007 meeting was approved as drafted.

### **III. REPORTS FROM SUBCOMMITTEES**

***Budget Committee.*** Brandy provided an update regarding the development of the 2007-08 budget, characterizing the budget as essentially a "status quo" budget since the District is not expecting any enrollment growth and there no additional funds are expected from the state beyond a modest COLA. A 7% increase is projected for health benefits costs. The budget remains structurally balanced, with revenues projected to be \$2.6 million greater than expenses.

***Legislative Committee.*** Kanter reported a forum for local legislators and community college leaders is planned for April 13. She noted that Assemblymember Ruskin was to meet with De Anza Environmental Studies Program students today. She noted some of the bills that have been introduced in areas of financial aid, concurrent enrollment, accountability and student success, assessment and placement, and the rising cost of textbooks.

***ETAC.*** Sherman reported that ETAC discussed a variety of issues, including personal information security, hardware standards, Educational Information System, volume purchasing for computer and related equipment, and the use of software that allows different operating system software to run on a Mac. He elaborated on the issue of personal information security, noting that a number of areas of vulnerability had been identified, including "weak" user passwords. He explained how users could create stronger passwords by incorporating longer strings of numbers and letters. Franco pointed out the difficulty of coming up with new passwords every three months; Sherman said he would explore the possibility of a longer span of time before requiring password changes.

***HRAC.*** Enright reported that HRAC discussed the communication skills workshop and conflict resolution plan. The committee is trying to determine how to publicize the services available from colleagues who have been trained in conflict resolution. A proposal for how to roll out the plan will be presented to the Chancellor's Advisory Council.

**IV. STATE ACCOUNTABILITY REPORT**

Kanter noted that Foothill and De Anza rank at the top statewide for rate of student success as measured in the first internal audit by the community college system.

**V. ENROLLMENT UPDATE**

There was no new information to report.

**VI. SUSTAINABILITY AND CLIMATE PROTECT PLAN**

Kanter said that Robert Cormia had requested to remove this item as he will instead meet first with the college governance groups. He will report to the Council at a later time.

**VII. REVISED ADMINISTRATIVE POLICY 3140 – PURCHASING PROCEDURES**

Kanter noted that the procedures were being revised to comply with annual changes in state regulations. Patz requested that the District consider changing the competitive bidding practices for expenditures of \$5,001 to \$10,000 to be the same as for expenditures of \$0 to \$5,000, citing the difficulty of obtaining three price quotations in many circumstances. Brandy will look into this. Enright pointed out the need to change the position title on page 4 to Associate Director of Facilities and Operations. The procedures will be brought back to the next meeting for final review.

**VIII. BOARD POLICY 4185, PUBLICATION OF INSTRUCTIONAL AND OTHER MATERIALS**

Enright withdrew this item.

**IX. WRAP UP / QUICK NEWS**

Kanter provided an update on the vice chancellor searches, noting that a candidate would be recommended for the Vice Chancellor of Business Services position but the Vice Chancellor of Human Resources and Equal Opportunity position would be re-opened. She expects to make a recommendation to the Board for the Foothill President position on April 2. She noted the Legislative Analyst’s Office report on textbooks and college affordability. Brandy provided background regarding project labor agreements, which the Board would discuss on April 2 and are being considered for Measure C projects. Kanter pointed out the address change for CSEA, and Enright announced the new Local 521 number for SEIU.

**CALENDAR OF PENDING ITEMS 2006-07**

Administrative Procedure 3140 .....	April 13, 2007
Board Policy 4185 .....	April 13, 2007
Student and Staff Email (Sherman) .....	Spring 2007
District Educational Master Plan, Critical Success Factors .....	Spring 2007
Report on Conflict Management Action Plan (Enright) .....	Spring 2007
Board Policy 2610, Communication Between Staff and Board .....	Spring 2007
Board Policy 4190, Academic Freedom .....	Spring 2007
Long-Term Enrollment Planning and Role of CAC.....	TBA