

CHANCELLOR'S ADVISORY COUNCIL SUMMARY JUNE 23, 2006

Present

Adrian Diaz/ASFC, Dave Garrido, Rich Hansen, Lydia Hearn, Martha Kanter, Duane Kubo, Dan Mitchell, Brian Murphy, Penny Patz (for Fong), Willie Pritchard, Dennis Shannakian, Shelley Schreiber, Paul Starer, Bret Watson

Others

Abbey Brown/ASFC, Jon O'Bergh

I. CHECK-IN/BURNING ISSUES

Members introduced themselves to Abbey Brown, who would be joining the Council in the fall as ASFC President.

II. DRAFT SUMMARY OF PREVIOUS MEETING

Hansen noted that he should be included in the list of those present. The summary of the June 9, 2006 meeting was approved with that correction.

III. REPORTS FROM SUBCOMMITTEES

Budget Committee. Hearn reported that the Committee discussed the actuarial study and matriculation issues.

Legislative Committee. Kanter reported that she continues to advocate to include all equalization funding in the base. Visits with legislators will be planned for the fall.

ETAC. Kanter reported that ETAC continues to receive feedback on the service level agreements. The portal project will be expanded this summer, with student access to be completed by next year. An upgrade is planned for the Brio software to include more users. The District is moving ahead with ID management that will allow users to access their accounts with a single sign-on. Other districts are being consulted to learn what issues they faced in migrating to new information systems.

HRAC. Kanter noted the need to update anti-discrimination language in Board policies to be consistent with federal and state law and also include gender identity. The Board will be asked to approve these revisions during the summer.

IV. ADMINISTRATIVE PROCEDURES 4640, HARASSMENT AND DISCRIMINATION

Kanter noted that harassment and discrimination as they apply to this procedure refer to legally protected classes, not general harassment. Hansen pointed out the need to specify that the procedures apply to conditions when an individual is functioning in an official capacity for the

District. He also noted that the complainant has many protections but there need to be similar protections for the accused. He pointed out that the Faculty Association (FA) is tending to become more involved in the investigation and complaint process and would appreciate being notified when there is a complaint against a faculty member, but he had been told by the District that the process is confidential. He said that during the formal process, it is not clear that respondents are always informed of the four items a-d on page 8. He suggested adding a fifth item that is mentioned elsewhere but would be appropriate to list at this point: "e) the ability to have representation, including union representation." A reference to union representation should also be included under the informal process (item #3 on page 6). He reported that the FA objects to the allowance that proceedings may be recorded. He pointed out that, under the formal investigation, the reference to harassment or discrimination occurring "in his or her official capacity as a faculty member or administrator/supervisor" should be changed to "in his or her official capacity as an employee."

Hansen also raised a number of other questions. Who is the responsible party mentioned in the fourth paragraph under "Introduction and Scope"? What is the actual document that each new District employee is required to sign when receiving a copy of the policy? Is broad representation practical on the Determination Panel? What is the discipline following the decision of the Determination Panel? Who sees the report, both the respondent and complainant? Under "Confidentiality," to whom does "reveal" refer? What is the confidentiality acknowledgement statement that those accused of discrimination are asked to sign, and can the form be included with the policy? Lastly, he suggested some typographical corrections.

Given the many changes and questions, it was determined that the procedures need further review and will be brought back to the next meeting.

V. NUTRITION RECOMMENDATIONS

The Council discussed whether there should be guidelines or policies governing nutrition issues. Some members, including Hearn and Murphy, spoke in support of allowing the colleges the flexibility to determine the mix of food and beverage offerings rather than establishing districtwide guidelines or a Board policy. Murphy suggested using signage and educational tools to help individual make healthier choices. Watson reported that the Central Services Classified Senate supports a policy to ensure that healthier choices are offered. Mitchell supported offering a variety of items so individuals can make their own choices, but did not feel a policy was needed. The consensus was that a policy was not necessary; instead, the college presidents will ask the campus center advisory boards and appropriate campus governance groups to consider how best to increase the availability of nutritional foods and share their recommendations in the fall.

VI. IMPLEMENTATION OF NON-SMOKING POLICY

Kanter distributed a draft courtesy warning notice that is being discussed at De Anza. Hansen expressed opposition to directing campus security to serve on patrol in search of violators, but was amenable to letting campus security enforce the policy on a request basis. Others concurred. He also noted the need to more aggressively identify the campuses as healthy and smoke-free environments. Kanter will communicate these comments to the Smoking Committee.

VII. ETS SERVICE-LEVEL AGREEMENTS

Pritchard provided an overview, explaining that feedback had been received from governance groups but there was not always agreement. Hearn said that some language gives the impression that ETS is separate from the District, such as in the reference to personnel expenses. Murphy observed that the problem lies with the use of the term “agreement” and suggested simply using “service levels.” Hearn and Shannakian reported that feedback from staff regarding an FAQ was not incorporated. Mitchell noted that a reference to Moodle should be included on page 12 once it is available. There was discussion of the reference on page 32 to not honoring faculty requests made after the start of the quarter; Pritchard explained the need to allow ETS sufficient time to ensure that all software on lab equipment works when adding new software. Schreiber asked about support for telecommuting; Kanter said the issue has not been discussed yet, and Pritchard added that there may be legal or technical reasons why it may not be a viable option in certain circumstances.

VIII. FACILITIES MASTER PLAN AND MEASURE C PLANNING

Kanter invited all to the July 10-11 Board study session and meeting, at which Measure C planning and implementation would be discussed. She described some of the tasks that must be completed for Measure C. Mitchell reported a concern among some faculty about the quick pace of decisions. Murphy said it was more of an abstract anxiety as there has been detailed discussion and inclusive decision-making at the division levels.

IX. LOOKING BACK/LOOKING AHEAD

Council members were asked to provide their perspective on significant accomplishments during the past year and areas of interest for the coming year. Murphy spoke about the impending large volume of retirements and new hires that the college would need to absorb. Patz spoke about transitions and the need to refine Measure C priorities. Pritchard noted the upcoming shift to service-oriented architecture and the challenge of implementing Measure C technology.

Kubo spoke about addressing infrastructure issues for the Minority Staff Association during the past year and the need to find a replacement for incoming president Jose Nava. Hansen spoke about collaboration with the Academic Senates during the past year and the need to reach out more to new faculty as well as focus on professional development leave issues. Hearn noted that the Senate sponsored the first annual Teaching and Learning Conference and the first faculty-sponsored tenure reception; focused on part-time faculty issues, including office space and the establishment of an at-large representative; created an Environmental Sustainability Committee; and implemented plus/minus grading. For the coming year, she expects to focus on student learning outcomes and student equity.

Garrido spoke about the integration of classified staff into Opening Day activities and the implementation of Respect in the Workplace, both of which he looks forward to continuing this year. He also spoke about the return of travel and conference funds for staff and the enhancement of staff development. Watson spoke about the formation of the Central Services Classified Senate and improving the image of Central Services. A goal for the coming year will be to communicate effectively with employees who do not have computers. Schreiber spoke about the successful negotiation of a new SEIU *Agreement*, the return of staff development funds, and release time for the chapter chair. For the coming year, SEIU will be working on a

process to transfer employees to vacant positions, expanding internal promotional opportunities, increased support for professional development, and a process to improve employee retention.

CALENDAR OF PENDING ITEMS 2006-07

Budget.....	October 13, 2006
Unfunded Retiree Medical Benefits Liability.....	October 13, 2006
One Time Dollars.....	October 13, 2006
Revised Procedures – Harassment and Discrimination.....	October 13, 2006
Admin. Procedure 5500, Student Rights and Responsibilities.....	October 13, 2006
Admin. Procedure 5520, Student Due Process & Discipline.....	October 13, 2006
Admin. Procedure 5530, Student Grievances.....	October 13, 2006
District Educational Master Plan, Critical Success Factors.....	Fall 2006
Nutrition Recommendations.....	Fall 2006
Report on Conflict Management Action Plan (Enright).....	Fall 2006
Board Policy 2610, Communication Between Staff and Board.....	Fall 2006
Board Policy 4190, Academic Freedom.....	Fall 2006
Long-Term Enrollment Planning and Role of CAC.....	TBA

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