

# CHANCELLOR'S ADVISORY COUNCIL SUMMARY OCTOBER 13, 2006

## Present

*Mike Brandy, Jane Enright, Dave Garrido, Brock Kreiss, Linda Lane, Scottie McDaniel (for LaManque), Brian Murphy, Olivia Patlan, Penny Patz, Jose Rueda, Shelley Schreiber, Fred Sherman*

## Others

*Don Dorsey, Mia Casey*

## **I. INTRODUCTIONS & COMMITTEE CHARGE**

Patz introduced new members and asked everyone to introduce themselves. Patz reviewed the purpose and membership of the Chancellor's Advisory Council, which is to advise and consult on District policies and procedures. She covered the ground rules of participation and interaction of various representatives.

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

Patlan presented the following concerns of the De Anza Classified Senate: 1) the inability of some classified employees to participate in governance committees due to lack of support from their managers; 2) resignations due to stress; and 3) concerns being voiced by some classified employees of a hostile workplace environment. She read a prepared statement which gave background and some of the perceived detrimental effects to classified staff and the District. Schreiber commented on the need to be supportive of classified participation and mentioned the District's goal to "grow our leaders from within." Garrido mentioned that the Foothill Classified Senate has met with Patz to discuss official release time to allow for participation as an officer in Classified Senate. Murphy said he had spoken with Patlan regarding this issue. He believes that both colleges do support participation. He is trying to get the word out to administrators from the VP level about the need to support classified staff participation. Enright indicated that the this item should be agendized for discussion at the next meeting.

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

No changes were made to the summary of the June 23, 2006 meeting.

## **IV. REPORTS FROM SUBCOMMITTEES**

**Budget Committee.** Brandy reported that the Governor signed SB 361, which will result in the District receiving \$4 million in one-time equalization funding. He reviewed the proposed Board action for 10 new faculty positions and 10 new non-faculty positions. He said no change was anticipated in the Quarterly Financial Report. He discussed the \$10 million from the ending balance that is available for one-time uses and resulted from \$4 million in equalization funding, \$4 million in Proposition 98 funding and \$2 million from 2005-06. The total will be split into three block grants for Foothill, De Anza and Central Services, with the expectation that

decisions on how to allocate the funds will adhere to the Educational Master Plans and provide the best benefit for students. He clarified that there are no state restrictions on how to allocate these funds, but there are other one-time funds such as scheduled maintenance that do have restrictions; he will bring more information to the next meeting. Brandy also provided an update on Measure C and the lawsuit which is scheduled for trial on November 20.

**ETAC.** Sherman announced that the first meeting will be held November 1. He indicated that ETAC will be reviewing process and procedures and a status report on Service Level Agreements. Brandy noted that \$10M of the Measure C bond is for a new ERP information system. The District is working to define specific needs and planning the process for selecting a system.

**HRAC.** Enright indicated that HRAC has not met yet. She noted that Communication Skills workshops are continuing, and Mediation Workshops are being scheduled.

## V. ENROLLMENT UPDATE

Patz reported that De Anza enrollment is up 4.4% and Foothill is up 2.2% in resident credit classes. De Anza is also up significantly in non-resident; Foothill is up slightly in non-resident. Murphy reported that there has been an increase in the English and Math programs, a possible sign that there are more students who will be attending over a longer term. The college is focusing significantly on retention issues. Brandy congratulated everyone on working so hard to increase enrollment when so many districts statewide are struggling with enrollment losses.

## VI. BUDGET AND ONE-TIME FUNDS

Brandy indicated there was nothing specific to report.

## VII. UNFUNDED RETIREE MEDICAL BENEFITS LIABILITY

Brandy summarized the need to comply with GASB regulations and develop a plan to fund this liability. Schreiber asked about a second actuarial study solicited by the unions regarding the cost of restoring lifetime benefits for all employees. It was noted that the Benefits Committee will be looking at that report.

## VIII. REVISIONS TO BOARD POLICY

**Policy 4185 — Publication of Instructional Materials; Policy 5020 — Instructional and Other Material and Use Fees.** Enright noted additional revisions to Policy 4185 as a result of discussion with the Faculty Association. The revisions are needed to address issues regarding an instructor's publication of instructional materials and required use in courses. Enright noted that, if an instructor is saving student dollars by using his own published materials, he/she may still receive royalties. Policy 5020 bumps into 4185, but it is a separate issue. Administrative procedures will need to be developed that address how to enforce these policies. Patz asked what is the proper forum to encourage faculty to keep the same book for more than one quarter. Enright responded that this would be covered during division/departmental meetings. Lane added that instructors are doing this at the division level — for example, divisions try to work with faculty to keep the grammar book the same and use it across more than one course.

**IX. REVISED ADMINISTRATIVE PROCEDURES: AP 4640**

*AP 4640 — Investigation and Resolution of Complaints Regarding Harassment and Discrimination.* Enright noted that the procedure was reviewed at last meeting at the end of Spring Quarter. There has been one additional revision, which she reviewed. The Council approved revised AP 4640 by consensus.

**X. REVISED ADMINISTRATIVE PROCEDURES**

*AP 5500 — Student Rights and Responsibilities; AP 5520 — Student Due Process and Discipline; AP 5530 — Student Grievances.* Patz introduced Don Dorsey and explained that he has been working with De Anza and Foothill to get these important Code of Conduct, Disciplinary and Grievance Procedures updated and finalized. Dorsey explained that he had met with several groups over the past year at both colleges to update these procedures. He explained that, while these procedures had been approved by the Chancellor’s Advisory Council last year, there were some additional revisions which needed to be included, particularly those from District legal counsel. Patz noted that this topic was listed for discussion only and therefore could not be acted on at this time; however it will be placed on the next agenda for action.

**XI. CALENDAR OF MEETINGS**

Patz asked if there were any problems with the proposed meeting dates. It was decided to cancel the December 15 meeting which occurs during finals week.

**XII. WRAP UP/QUICK NOTES**

Patz noted the Healthy Food policies brochures and mentioned that the Campus Center boards have been asked to address healthy food choices as vendors are selected for food services on both campuses.

<b>CALENDAR OF PENDING ITEMS 2006-07</b>	
Use of One-Time Funds.....	November 3, 2006
Classified Senate Concerns.....	November 3, 2006
Admin. Procedures for Alcohol Use .....	November 3, 2006
Admin. Procedure 5500, Student Rights and Responsibilities .....	November 3, 2006
Admin. Procedure 5520, Student Due Process & Discipline.....	November 3, 2006
Admin. Procedure 5530, Student Grievances .....	November 3, 2006
Board Policy 3153, Audit .....	November 3, 2006
Board Policy 4125, Publication of Instructional Materials.....	November 3, 2006
Board Policy 5020, Instructional and Other Material and Use Fees .....	November 3, 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