



## Chancellor's Advisory Council Meeting Agenda – May 20, 2011

Purpose: **Participatory Governance Leaders Meeting**  
Location: **District Board Room**  
Time: **1:30-3:30 p.m.**

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	NOTES
I. Approval of 4/8/11 Meeting Summary ( <i>Attachment #1</i> )	A	Judy	
II. Budget Update	I/D	Kevin	
III. Board Policies BP XXXX Standards of Ethical Conduct (New) ( <i>Attachment #2</i> )	D/A	Judy	
IV. Status of Accreditation Self-Studies	I	College Reps	

**Next CAC Meeting: Friday, June 17, 2011, 1:30, Board Room**

**Distribution:** Linda Thor, Dawn Allshouse, Gregory Anderson, Leo Contreras, Dolores Davison, Gigi Gallagher, Rich Hansen, Ze-Kun Li/DASB, Kevin McElroy, Virginia Marquez, Rob Mieso, Judy Miner, Blanche Monary, Brian Murphy, Leif Nelson, Dorene Novotny, Gustavo Okamura/ASFC, Jackie Reza, George Robles, Fred Sherman

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**  
**Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL**  
**DRAFT SUMMARY**  
**April 8, 2011**

Present

*Linda Thor, Dawn Allshouse, Gregory Anderson, Leo Contreras, Dolores Davison, Gigi Gallagher, Rich Hansen, Ze-Kun Li, Kevin McElroy, Rob Mieso, Judy Miner, Shelley Schreiber for Blanche Monary, Brian Murphy, Dorene Novotny, Gustavo Okamura, Jackie Reza, Fred Sherman*

Others

*Etienne Bowie, Jason Ma, Andrew LaManque, Tom Strand, Donna Toyohara*

**I. Approval of 2/11/11 Meeting Summary**

The February 11, 2011 meeting summary was approved.

**II. Feedback on Functional Responsibilities Map**

Corrections to the Functional Responsibilities Map were made at the last meeting. CAC representatives were to share the Map with their constituencies for further comment and/or corrections.

No other corrections or additions were made, and the Functional Responsibilities Map was approved as corrected at the February 11, 2011 meeting.

**III. Board Policies – 9128 Agendas (Rev.)**

BP 9128 Public Participation has been edited to clarify the agenda process including posting; placing an item on the agenda; addressing items both on and not on the agenda. The policy now clarifies that responsibility for developing the agenda belongs to the chancellor and board president.

The CAC approved the policy as edited. It will be presented to the board for a first reading on May 2.

**IV. Technology Plan**

Fred Sherman distributed copies of the Technology Plan as approved by ETAC.

The plan includes a mission statement, vision statement, and a critical projects priority list that was previously reviewed by the CAC. The Plan identifies 3 key issues:

- 1) Constrained Resources and Staff
- 2) Measure C Funding
- 3) Relationship between ETS and the Colleges

Fred explained that IT departments are structured in three ways:

- Job Shop – ETS receives a request for work and completes the job
- Architect – ETS designs the infrastructure for the colleges
- Partner – ETS works with the colleges in a partnership

All technology departments do a little bit of each, but the extent of the role ETS plays depends on the type and culture of the organization. In the past, ETS has played the role of job shop and architect, and in the future ETS hopes to be more of a partner, working with the colleges to provide technology solutions that benefit students.

Administrative Unit Outcomes (AUO) have been identified and metrics for measuring the outcomes have been established for tracking progress toward achieving the goals.

The full Technology Plan is available on the district website. The plan will be presented to the board for approval on May 2.

Once the Technology Plan is completed Fred will be working on details to implement a revised project prioritization process that allows for transparency, input from the colleges and a district committee.

Brian expressed appreciation for the amount of work that went into developing the plan.

#### **V. Budget Update**

Kevin McElroy said that since it is unlikely that the temporary tax extensions will not be placed on the June ballot, the governor has been talking about an all-cuts budget. The \$400 million cut to the community college system would jump to about \$800 million.

A new Scenario 3 based on an all-cuts budget and presented to the board on April 4, is based on the League's projections of the impact, by district, of an \$800 million cut to the system. He cautioned that there may be a wide variance between what the numbers are now and what they may be when the budget is adopted. The district is planning its 2011-12 budget based on a \$30 million cut from 2010-11 funding levels. However, the \$14 million in the Stability Fund will allow the district to extend its current spending levels through part of 2012. Cuts after that will be dramatic.

Brian emphasized that unless something happens that cannot be foreseen, the state of California will require this district to be 15-18% smaller than it is now, and serve 3,000-5,000 fewer students, and reducing faculty and staff by more than 100. The numbers are huge. Both colleges have begun the budget planning process. However, we have come to the point that it will be necessary to report back to the board that a cut of this magnitude makes the district incapable of operating. All of us are talking about how to make the necessary amount of cuts in both instruction and non-instruction and still operate.

Foothill-De Anza is in a much better position than some other districts that have already mandated furlough days and have discussed closing their doors. Linda added that San Jose-Evergreen's 5% mandated reserves are down to 3% and will be at 2% next year.

Linda was in Sacramento on Tuesday for Higher Education Advocacy Day when she and other higher education leaders met with legislators. There was a wide range of pessimism among the legislators. Any increase in tuition will increase the pressure on the poorest students to get an education.

The registration prioritization system is being reviewed at Foothill because in the past, those who already had a college degree or an AA were given top priority because of the high number of units they had accumulated. That system denied classes to thousands of incoming high school students who had no units. De Anza is doing detailed analysis of three-year enrollment averages of each section to determine what courses will be eliminated.

Etienne Bowie asked if the ASFC, in planning next year's budget, should put a freeze on all program spending. Judy suggested the students continue planning their budget with the knowledge that the numbers may change. Gregory said that in planning their budget, students need to think about what reaction their peers will have as cuts are being made. Jason Ma, ASFC Vice President for Finance, said that when next year's budget was completed last quarter, they did not anticipate the sizeable budget cuts due to lower enrollment. He asked for suggestions on how to go about revising the ASFC budget with so many unknowns. Judy offered to work with the students and Daphne Small, Director of Student Activities, to make their revisions. Brian said that for next year, students will be very grateful if the DASB sets aside money for the tutorial center. He offered to assist the students in any way he could. DASB President Kenny Li asked for the best way to reach out to students to gather as much information as possible about what services and programs are most important to them. Fred suggested putting a survey online would be very quick and would reach a lot of students. Etienne said that students will realize the shortage of classes and will become more competitive. The hardest hit will be the economically disadvantaged students.

## **VI. Education Center Update**

The district is taking a 3-track approach in its search for an education center location.

- Cubberley – the district has had discussions with the City of Palo Alto and Palo Alto Unified School District. The current Middlefield Campus site is still one of interest to the district.
- Onizuka Air Station – the district has had discussions with the City of Sunnyvale, planners for the Onizuka Air Station. This site offers many advantages for an education center – up to 12 acres (which would be given to the district after 30 years of use as an education center), nearby corporations to collaborate with, and public transportation.
- Optional Sites - At the board meeting on April 4, trustees approved moving forward on developing a Request for Offers to seek other possible sites

A bidders conference will be held on April 25 to review the evaluation process. Discussions with West Valley-Mission's chancellor and Mission College's president have been positive. A collaboration of support services and programs was discussed. Community education courses would probably have a strong presence at the new center.

Partnerships begun at the Middlefield Campus would continue at the new center. If the new center is relocated to a site in Sunnyvale, NOVA, which is currently housed in Sunnyvale's civic center, has expressed interest in joining us at the new location.

**VII. Status of Accreditation Self-Studies**

Brian reported that De Anza is still working on editing one area. Their draft will be ready in about 2 weeks. Brian added that the attention to detail has been astonishing. De Anza will be ready to present to the board on June 20.

Judy said Foothill's drafts of the Introduction, IIB and C, and IIIB, C, and D are on Foothill's website for comment and feedback. Sections IA and IIA will be posted in the next 2 weeks. The document is on PARC's agenda for ratification. Foothill will be ready to present to the board on June 6.

**Adjournment**

Linda adjourned the meeting at 3:35.

**(Proposed)**

*Attachment 2*

## **Standards of Ethical Conduct**

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**XXXX**

The Foothill-De Anza Community College District is a public entity operated in accordance with California state law. To protect the public interest, district employees are obligated to treat their positions as a public trust, using their official powers and duties and the resources of the district only to advance the public interest. This obligation requires that all employees:

- are accountable as individuals and as members of this community for our ethical conduct and for compliance with applicable laws, policies and directives
- protect the integrity of the district by being impartial in the exercise of their duties, and avoiding the use of their positions for personal gain or private benefit;
- promote an environment free from fraud, abuse of authority, and misuse of public resources;
- create a work environment that is free from all forms of unlawful discrimination and harassment;
- treat members of the district community and of the community at large with respect, concern, courtesy, and responsiveness;
- protect confidential information to which employees have access in the course of their duties.

Reviewed by CAC 5/20/11