



Chancellor's Advisory Council Meeting Agenda - May 17, 2013

**District Board Room
1:30-3:30 p.m.**

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Welcome	I	Kevin
II. Approval of 1/25/13 meeting and 2/22/13, 3/15/13, and 4/12/13 e-meeting summaries (<i>Attachments 1-4</i>)	A	Kevin
III. Budget update	I	Kevin
IV. Policies <ul style="list-style-type: none"> BP 1100 District Name (New) (<i>Attachment 5</i>) 	D/A	Kevin
V. Review of summer meeting schedule <ul style="list-style-type: none"> Thursday, July 18 – 1:30 – 3:30 p.m. Friday, September 13 - 1:30 – 3:30 p.m. 	D	Kevin
VI. Other information and updates	I	All

Distribution: Linda Thor, Karen Chow, Leo Contreras, Robert Cormia, Dolores Davison, Joseline Diaz/ASFC, Araceli Kaliasara, Rich Hansen, Truly Hunter, Reza Kazempour Kevin McElroy, Judy Miner, Blanche Monary, Joe Moreau, Brian Murphy, Leif Nelson, Dorene Novotny, Erin Ortiz, George Robles, Rowena Tomaneng, Pablo Zamorano/DASB



FOOTHILL-DE ANZA
Community College District



Foothill College



De Anza College

Chancellor's Advisory Council May 17, 2013

2013/14 Budget Preview

Kevin McElroy
Vice Chancellor, Business Services

Fiscal Year 2012/13 Projections

- **Cuts will be implemented as of June 30, 2013**
 - Includes vacant positions, contract reductions, fund redirects, and other cuts
- **After implementation of cuts of approximately \$5.7 million district-wide, the district's 12/13 budget *will be balanced* to within approximately \$500,000 to \$1 million**



Projected Ending Fund Balance

12/13 Ending Fund Balance <i>(estimate only)</i>	\$ 33.6 M
Designated Colleges and CS 'B' and District-Wide 'A' Restricted Carryovers	(13.5 M)
5% Reserve	(9.9 M)
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13/14 Stability Fund	\$ 10.2 M



What happened in FY 12/13?

Prop 30 passed – resulting in no cuts from the state in 12/13 or 13/14; however,

Our enrollment declined ...



FOOTHILL-DE ANZA
Community College District

Analysis of FTES

11/12 P-A	Resident Credit	Non- Credit	Total Apportionment	Non- Resident	Total
De Anza	17,720	0	17,720	2,423	20,143
Foothill	11,496	239	11,735	1,653	13,388
Total	29,216	239	29,455	4,076	33,531

Below Funded Base -295

12/13 Budget - Post Prop 30	Resident Credit	Non- Credit	Total Apportionment	Non- Resident	Total
De Anza	17,720	0	17,720	2,423	20,143
Foothill	11,496	239	11,735	1,653	13,388
Total	29,216	239	29,455	4,076	33,531

12/13 P-1	Resident Credit	Non- Credit	Total Apportionment	Non- Resident	Total
De Anza	17,721	0	17,721	2,431	20,152
Foothill	10,723	298	11,022	1,719	12,740
Total	28,444	298	28,743	4,150	32,892

FTES Below Budget at P-1 (Funded FTES) -712
 % -2%
 (\$3,203,370)

12/13 P-2	Resident Credit	Non- Credit	Total Apportionment	Non- Resident	Total
De Anza	17,208	0	17,208	2,483	19,691
Foothill	10,393	223	10,616	1,739	12,354
Total	27,601	223	27,824	4,222	32,045

FTES Below Budget at P-2 (Funded FTES) -1,631
% -6%
Potential Lost Funding in 13/14 (\$7,340,985)



Revenue Reduction due to Decline in FTES \$ (7 M)

Unfunded Retiree Liability Increase (1 M)

Steps/Columns (.8 M)

Benefits (.4 M)

Other Operating Expenses (1 M)

Total Projected Deficit **\$(10.2 M)**



One-time Resources Available to Close Deficit vs. Projected Deficit

2012/13 Ending Fund Balance (<i>est. only</i>)	\$ 33.6 M
Designated Colleges, CS, & DW Carryovers	(13.5 M)
5% Reserve	(9.9 M)
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13/14 Stability Fund	10.2 M
<u>Projected Ongoing Deficit</u>	<u>(10.2 M)</u>
(One-Time Solution)	\$ 0



Consequences of Using One-Time Funds to Close Deficit in 2013/14

With the use of one-time funds, we will likely get through fiscal year 2013/14 at current expenditure levels; however,

If we are not able to restore FTES in fiscal year 2013/14, we will need to balance the budget for fiscal year 14/15 on an ongoing basis



Distribution of the *Ongoing* District-Wide Deficit

Foothill	\$ 2.5 M
De Anza	5.1 M
<u>Central Services</u>	<u>2.6 M</u>
Total Projected Deficit	\$ 10.2 M



May Revise – Potential for Additional Funding in 2013/14

Highlights of Governor's May Revision:

- \$87.5 million for COLA (1.57%) – for FHDA, this could mean \$2.1 million in ongoing funds
- \$89.4 million for enrollment restoration/growth – due to our recent decline in enrollment, FHDA would not benefit from these dollars
- \$50 million for student success and support services (formerly Matriculation) – FHDA would receive approximately \$1.2 million
- \$16.9 million for expanding the delivery of courses through online technology – unclear how much FHDA would receive

Risk Factors

Factors that can increase or decrease projected deficit:

- Non-resident enrollment
- FTES restoration (every 100 FTES = \$450,000)
- FTES decline
- Productivity (no one-time funds available for decline in productivity in fiscal year 13/14)
- Prior year deficit (\$500K to \$1M)
- COLA
- Deficit factor in 12/13 and 13/14

Summary

- Fiscal Year 12/13 will be balanced; however,
- The deficit for 13/14 is projected to be \$10.2 million, which will be closed with the use of one-time funds in fiscal year 13/14. Ongoing solutions will need to be identified by the beginning of fiscal year 14/15 in order to balance the budget.



FOOTHILL-DE ANZA
Community College District



DRAFT – NEW (LEGALLY REQUIRED)

The Foothill-De Anza Community College District Name

1100

The District name is the Foothill-De Anza Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and education center:

Foothill College

De Anza College

Foothill College Middlefield Center

The Foothill-De Anza Foundation, union bargaining units or employee associations duly authorized to represent district employees and college or district-authorized clubs and organizations are through this policy granted permission by the Board to use the official district or college name.

Education Code Section 72000(b)

Elections Code Section 18304

Approved



**CHANCELLOR'S ADVISORY COUNCIL
SUMMARY
January 25, 2013**

Present

Linda Thor, Randy Bryant, Karen Chow, Leo Contreras, Robert Cormia, Dolores Davison, Joseline Diaz, Rich Hansen, Truly Hunter, Araceli Kaliangara, Kevin McElroy, Judy Miner, Blanche Monary, Joe Moreau, Brian Murphy, Dorene Novotny, Erin Ortiz, Rowena Tomaneng

I. Welcome

Chancellor Thor welcomed the council and asked members to introduce themselves. She announced that Rowena Tomameng has been honored with the Association for California Community College Administrators' Leadership Award for Administrative Excellence and that Judy Miner has been selected for the Silicon Valley Business Journal's 2013 Women of Influence Award.

II. Approval of November 16, 2012, Meeting Summary

The November 16, 2012, meeting summary was approved without changes.

III. Budget Update

Kevin reviewed the district's budget in light of voter approval of Proposition 30, the Governor's proposed 2013-2014 budget, and the district's estimated enrollment figures for 2012-2013. He noted that although Proposition 30 funds prevented further cuts to community colleges, the district still must close its structural deficit of \$5.7 and remain in compliance with the 50 Percent Law. Kevin stressed the importance of increasing enrollment to avoid cuts to the district's base. He also advised that the Governor's proposed budget for 2013-2014 includes additional apportionment funding and a deferral buy down as well as proposed policy changes to limit state-funded units to 90 per student, adjust the manner in which apportionment funding is calculated, and alter the eligibility requirements for Board of Governors (BOG) fee waivers.

Linda indicated that while enrollment has declined, an analysis Andrew LaManque presented to administrators and supervisors earlier in the day showed that some areas, including online, math, and science classes, are experiencing growth.

IV. Legislative Principles

The Council reviewed and discussed draft 2013-2014 legislative principles. It was suggested that the word "universities" be capitalized in state principle 14 and that the word "preschool" be spelled out in state principle 19. Linda reported that the Board of Trustees will discuss the draft legislative principles at the February 4, 2013, study session.

With regard to state principle three, Rich advised that the Faculty Association's Political Action Committee is reaching out to businesses and asking them to endorse the colleges, which should help provide a base of support should the district decide to seek approval of a parcel tax in the future.

V. Password Change

Joe announced that the district's password protocol has been updated to mirror the latest industry standards for security. He advised that new passwords to access district systems will require a minimum of eight digits consisting of at least one capital and one lower case letter, one number, and one special character. Announcements regarding the impending change will be sent districtwide on February 5, 2013, and February 12, 2013. Users will be prompted to change passwords on February 19, 2013, and at least once per year thereafter.

VI. Policies

Board Policy (BP) and Administrative Procedure (AP) 3440 Service Animals (New)

Linda explained that the district is legally required to have a policy and procedure in place concerning service animals and that legal counsel has vetted the draft documents. After discussion, Dorene agreed to add language that specifically indicates that the policy and procedure do not apply to employee Americans with Disabilities Act accommodations. The Council approved the procedure by consensus, and Linda advised that the policy will be presented to the Board of Trustees for first reading at the March 4, 2013, meeting.

Board Policy 3500 Alcohol on Campus (New) and Administrative Procedures 3500 Alcohol on Campus (Revised) and 3501 Alcohol off Campus (Revised)

Kevin explained that the district's administrative procedures regarding alcohol use have been revised to reflect changes to Business and Professions Code section 25608. The revisions add a Special Events exception that will permit consumption of wine and beer at district-approved events held by outside groups (e.g. Chamber of Commerce mixers, weddings, private parties) where the attendees are not primarily students. Kevin noted that since the events will require approval of the Board of Trustees, a new board policy has been developed. He also reported that legal counsel has reviewed the policy and procedures. The Council approved the revised procedures by consensus, and Linda advised that the policy will be presented to the Board of Trustees for first reading at the March 4, 2013, meeting.

Board Policy and Administrative Procedure 5050 Disclosure of Student Records (Revised)

Joe presented proposed revisions to policies and procedures related to disclosure of student records, which were recommended to bring the district in line with federal and state regulations. The policy changes include changing the name of board policy 5050 from "Furnishing Information Concerning Students" to "Disclosure of Student Records" and merging board policies 5045 and 5048 into the revised policy. Procedural changes include changing the name of "AP 5045 The Family Educational Right and Privacy Act" to "AP 5050 Disclosure of Student Records" and altering several sections of AP 3260 Electronic Information Security. The Council approved the revised procedures by consensus, and Linda advised that the policy revisions will be presented to the Board of Trustees for first reading at the March 4, 2013, meeting.

VII. Other Information and Updates

Blanche indicated that she has been presented with a position reduction list and that notifications are in process. She indicated that the classified union is working with the district to find other solutions, such as moving affected employees into vacant positions.

Erin spoke about working collaboratively with the Foothill College Academic Senate and the Central Services Classified Senate; announced that the Foothill, De Anza, and Central Services classified senates are planning a joint conference on April 26, 2013; and asked for increased support of the March in March being held in Sacramento on March 4, 2013.

Joseline reported that Foothill College students will vote from January 28, to January 31, 2013, on whether to implement a fee to fund the Santa Clara Valley Transit Authority (VTA) Eco-Pass Program.

Karen announced that De Anza College plans to hold the 8th annual Partners in Learning conference on March 8, 2013, from 8:30 a.m. to 4:00 p.m.

Rich reported that the Faculty Association is focusing on three big issues: the budget, CalSTRS unfunded liability, and accreditation. He indicated that there is concern across the state about what is happening with San Francisco City College's accreditation status and the special trustee's focus on negotiations between the administration and unions.

Truly indicated that the Multicultural Staff Association's focus for 2012-2013 is to be more visible, increase membership, improve collaboration with other shared governance groups, hold a follow up meeting with the Chancellor, and examine equity in the district.

Dorene advised that administrators and supervisors were given information earlier in the day about the position elimination process and were reminded to be patient and sensitive with employees both directly and indirectly impacted. Brian spoke about efforts to cope with the staffing cuts under development at De Anza College and suggested that training be provided to help employees handle stress and find ways to get the work done.

Judy announced plans for an open house for the new Physical Sciences and Engineering Center on February 26, 2013, from 4:30 – 6:30 p.m.

Chancellor Thor adjourned the meeting at 3:35 p.m.



**FOOTHILL-DE ANZA
Community College District
Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL
SUMMARY**

February 22, 2013

(Note: The physical meeting was cancelled and an electronic vote conducted on BP/AP 6060.)

I. Policies

Board Policy (BP) 6060 Prerequisites/Corequisites (Revised)

Administrative Procedure (AP) 6060 Prerequisites/Corequisites (New)

On February 19, 2013, Chancellor's Advisory Council members were sent by email revised board policy and new administrative procedure 6060 regarding prerequisites/corequisites. The Council was given a deadline of February 22, 2013, at 5:00 p.m. to vote on whether to approve the items. No objections were received by the deadline, and the revised policy and new administrative procedure were approved by consensus.



**FOOTHILL-DE ANZA
Community College District
Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL
SUMMARY**

March 25, 2013

(Note: The physical meeting scheduled March 15, 2013, was cancelled and an electronic vote conducted on BP 9110.1.)

I. Policies

Board Policy (BP) 9110.1 Number of Student Trustees; Term of Office; Rights (Revised)

On March 19, 2013, revised board policy 9110.1 regarding student trustees was sent to the Chancellor's Advisory Council by email. Council members were asked to respond with any concerns about the changes by March 25, 2013. No objections were received by the deadline, and the revised policy was approved by consensus.



CHANCELLOR'S ADVISORY COUNCIL SUMMARY

April 12, 2013

(Note: The physical meeting was cancelled and an electronic vote conducted on BP 1100, 1200, 2010, and 2100.)

I. Policies

Board Policy (BP) 1100 The Foothill-De Anza Community College District (New)

Board Policy (BP) 1200 Mission of the Foothill-De Anza Community College District (Revised)

Board Policy (BP) 2010 Board Membership (Revised)

Board Policy (BP) 2100 Board Elections (New)

On April 9, 2013, revised board policies 1200 and 2010 and new board policies 1100 and 2100 were sent to the Chancellor's Advisory Council by email. The Council was given a deadline of April 12, 2013, to advise of any concerns regarding the items. At the request of Dolores Davison, the deadline was extended to April 17, 2013, to allow review by the Foothill College Academic Senate of the policy change to the district mission (BP 1200).

Leif Nelson and Karen Chow expressed concern that the strict prohibition on using the district and college names included in proposed board policy 1100 would hamper legitimate use of the names by senates, employee organizations, and student clubs. Chancellor Thor agreed to revisit the policy language with Chancellor's Cabinet.

As no further objections were received by the deadline, new board policy 2100 and revised policies 1200 and 2010 were approved by consensus.