



**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
DRAFT MINUTES
REGULAR MEETING
August 29, 2011**

Trustees Present:

Pearl Cheng, President
Joan Barram
Betsy Bechtel
Laura Casas Frier
Bruce Swenson

For Public Session Only:

Emily Kinner, De Anza College Student Trustee
Stephanie McGee, Foothill College Student Trustee

STUDY SESSION

2:30 p.m.

President Cheng called the study session to order at 2:36 p.m.

Item 1

Measure C Progress Report

Executive Director of Facilities, Operations, and Construction Management Charles Allen presented an update on the property acquisition project. At its meeting on October 4, 2011, the Sunnyvale Local Redevelopment Authority (LRA) will be discussing the request to amend the reuse plan of the Onizuka Air Force Base to include the education center. President Cheng and Vice President Barram said they are planning to attend the October 4 meeting.

Vice Chancellor of Technology Fred Sherman reviewed the progress made thus far on refreshing and replacing technology and instructional equipment. He acknowledged the work of Director Sharon Luciw and her staff who reviewed and revised the computer refreshment process. A team dedicated to the sole task of replacing computers was very successful. In 2010-11 the number of computers replaced at Foothill, De Anza, and Central Services more than doubled compared to the number of replacements in 2009-10. The number of multimedia/smart classroom installs also dramatically improved in 2010-11. Trustee Bechtel asked if and how faculty are trained to use the equipment in the smart classrooms. Director Luciw responded once the installations are complete, training sessions are scheduled with the department. Additionally, instructions are provided at each station. Vice Chancellor Sherman said that smart classrooms are very high on both colleges' priority lists. De Anza Vice President Espinosa-Pieb added that the instructors rely heavily on multimedia techniques when teaching, and stressed the need for all classrooms to be equipped with multimedia equipment.

Vice Chancellor Sherman explained there is not enough money in Measure C to sustain the replacement program over 15 years as stated in the Measure C bond language. Calculations indicate that funding for the replacement program will need to be subsidized in about 7-8 years.

Executive Director Allen said that last year the bond executive team met to develop a set of performance metrics to determine the level of success of Measure C's management.

Areas evaluated were:

- Physical Progress – progress measured by the amount of dollars spent

A spending target of \$75 million was set for 2010-11. By the end of June 2011, only about \$57 million had been used. The performance criteria indicates the district needs to improve in this area. Analysis

showed three areas lead to the less-than-desired amount of spending: 1) the amount of time between invoicing and payment, 2) slowdowns occurred in processing purchase orders; reviewing invoices for payment; payment of invoices once they were approved; and processing paperwork in general, 3) the amount of time it takes DSA to approve projects. Some projects took up to a year to move through the DSA approval process.

In December 2010 the team revised the spend plan amount to \$149 million by June 2011. By that date the actual amount spent was \$152 million; the district had exceeded its goal. Executive Director Allen said he is very supportive of the spend plan used to forecast the Measure C bond sale. He added that in the last quarter the rate of spending has increased substantially.

Being aware of the time it takes to move a payment through the system, alerts are now being sent regularly to Executive Director Allen for approval of payments. An additional purchaser has been hired to help process the purchase requisitions, and two full-time staff devoted to construction and equipment spending will be added.

- Budget and Schedule Management –the percentage of active projects within cost and schedule guidelines per quarterly report by project

The district achieved an outstanding rating in this category, achieving 98%, exceeding its target of 90% of projects within budget and on schedule.

- Construction Change Orders; Renovations and Maintenance Projects – the percentage of change order cost in relation to the original construction contract awarded for renovation and maintenance projects

The district achieved its goal of 7% of change order costs in this metric.

- Construction Change Orders; New Construction - the percentage of change order cost in relation to the original construction contract awarded for new construction

The targeted goal for this metric was 4%; the district anticipates 5% at completion date. Performance criteria set for this metric indicates 5% - 6% is “good”.

The team also established metrics for major milestones for large cap projects:

- PSEC Construction Contract Award

The district awarded the PSEC construction contract on February 7, 2011, earning it a rating of “good”. The contract would have had to be awarded in January 2011 for an outstanding rating.

- MLC Construction Award

The district awarded the construction contract on February 6, 2011, earning it a rating of “good”. The contract would have had to be awarded in January 2011 for an outstanding rating.

Executive Director Allen said that the executive team will meet to establish additional milestones for the PSEC and MLC for the coming year.

- Data Center Design Submission to DSA

The district awarded the construction contract on June 9, 2011, earning it a rating of “good”. The contract would have had to be awarded in May 2011 for an outstanding rating.

After submission to, and review by, the DSA, the district was informed that the cost of constructing the Data Center, as designed, was under-estimated and would be over budget by about 30% of the \$9 million

budget for this project. District staff is in the process of reconciling the difference in cost and will keep the board updated.

Vice Chancellor Sherman said that in its original estimate, the architect did not use the same level of standard used by the general contractor. After comparison of the two estimates, the architect's estimator increased the original estimate.

In response to Trustee Bechtel's inquiry regarding progress made on the recommendations in the Measure C consultant's report, Executive Director Allen said that establishing the metrics presented today addressed one of the recommendations. He will be presenting a more in-depth report to the board in the fall. He added that staff is working closely with Gilbane-Maas on services and cost control of projects.

The trustees thanked Executive Director Allen for his comprehensive report and candid responses.

Item 2

Strategic Plan Metrics/Accountability Report for Community Colleges

Executive Director of Institutional Research Andrew LaManque reviewed the district's Strategic Plan metrics and the ARCC metrics.

- Figure 1 - Student Progress and Achievement Rate (ARCC metric) – Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years; transferred to a four-year college; earned an AA/AS; a certificate (18 units or more); achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. The student success metric was 75% or highest in the peer group.

For this metric, De Anza was the highest in its peer group. Executive Director LaManque explained that each indicator has its own set of peers determined by statistical models for each measure. In order to maintain some stability, the peer groups for the last two years remained the same. He added that the reason for Foothill's decrease from 67.2% to 64.1% in the last year could be attributed to the change in state law that affected the number of certificates issued, as well as the number of transfers being accepted at the CSU's and UC's. Trustee Barram noted that although it was almost 9 points below De Anza, Foothill was only 2 points below its peer group high. President Murphy added that another issue is the method used to determine the number of completions. Executive Director LaManque agreed with Trustee Bechtel that because of the ARCC definition for this metric, a very small percentage of cohorts are being tracked considering the total number of students at Foothill and De Anza.

- Figure 2 - Percent Successful in Basic Skills Courses (ARCC metric) – Foothill and De Anza share the same peer group

The student success metric was 85% or highest in the peer group. This metric measures English and math basic skills courses and core success rates.

In this metric Foothill achieved the peer group high of 80.7%; De Anza follows closely at 77.2%.

- Figure 3 - Percent Successful in Vocational Education Courses (ARCC metric) – Between 2008-09 and 2009-10 Job Corps enrollments declined from 18% to 3% of the total

The student success metric was 90% or highest in the peer group.

Executive Director LaManque said that with the removal of the Job Corp courses, the percentages for De Anza over the years are much more consistent however, in 2009-10, the percentage remains the same with or without counting those courses. He added that for 2010-11 more vocational courses, such as those in environmental studies, have been taken into consideration. The real estate and CAOS programs, also considered vocational programs, have experienced declining enrollment.

- Figure 4 - Course Success Rates by Ethnicity (Strategic Plan)

The metric shows the difference in course success between the group of under-served students (African American, Filipino, and Latino) and all other students (as a group). Job Corps students have been excluded from this metric.

At both colleges there is about a 9% difference in the success rate between the two groups. Both colleges have identified their goal to be a difference of five percentage point or less.

- Figure 5 - Students Earning at Least 30 Units Rate (ARCC) – Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College system.

Both colleges achieved their peer group high for this metric; Foothill at 80.5 and De Anza at 83.8.

- Figure 6 - Fall to Fall Persistence Rate (ARCC) – Percentage of first-time students with a minimum of six units earned in a fall term and who returned and enrolled in the subsequent fall term anywhere in the system. Both colleges share the same peer group

De Anza metrics are shown with and without taking Job Corps students into consideration when the program was eliminated in 2008-09. Foothill has achieved an above average percentage of 75.6, while De Anza falls slightly below average at 63.6. Without the Job Corps program, De Anza would have achieved the peer group high at 83.2%.

- Figure 7 - Fall to Fall Persistence by Ethnicity (Strategic Plan) – The numbers represent the difference in course success between the group of under-served students (African American, Filipino, and Latino) and all other students (as a group). Job Corps cohorts have been excluded. This is not an ARCC metric.

The data used in the previous metric was applied by ethnicity. In Fall 2007-08 the gap was 0.6 percentage points difference. In Fall 2008-09 (elimination of Job Corps Program) the percentage points difference increased to 5.0.

- Figure 8 - Basic Skills Improvement Rate (ARCC) – Successful completion of a higher course within three years

This is a measurement of students who started out in basic skills, completed the course, and completed a higher level course, either basic skills or transfer level (English and math) in three years. Both colleges have been consistent the last few years, with De Anza achieving the peer group high of 76.0 percent.

President Cheng noticed the large difference in the number of cohorts between the two colleges – 1,840 at Foothill and 16,135 at De Anza. Executive Director LaManque said that the difference is due to the way courses are coded.

President Murphy said that they are going to look at those who left last year. If basic skills students left, they will not show up on a year-to-year tracking. There are also differences in socio-economic class between the two colleges. A metric such as this tries to isolate the basic skills students who, in principle, would be the same at both colleges as far as the percentage of working class students and immigrants, even though the overall mix at colleges is different.

- Figure 9 - ESL (Completion Credit) Improvement Rate (ARCC) – Successful completion of a higher course within three years

This metric measured the percentage of completion of English as a Second Language courses within three years. Foothill was at 57.4 percent; De Anza at 68.7 percent.

- Figure 10 - High School Participation Rate for the FHDA Services Area (Strategic Plan) – This is a district metric. High school districts tracked were Mountain View-Los Altos and Palo Alto graduates in June 2009, the latest available data from the state Department of Education.

The target is 30 percent; the district is at 25.9 percent.

To answer Trustee Bechtel's question, Executive Director LaManque said that his department is working on the breakdown of students by district.

The 30 percent target was set by the Chancellor's Advisory Council after looking at historical data. The 30 percent will be difficult to achieve. Trustee Bechtel said that a Palo Alto High School college counselor estimated about 20% of their graduates come to Foothill. President Murphy added that 34-37 percent of all Fremont Union High School graduates who go to college attend De Anza College. Executive Director LaManque said that this metric takes into consideration all graduates as opposed to those graduates who attend college. Trustee Casas Frier said the number of local graduates who attend our colleges is a reflection of the good relationship the colleges have with the respective high school districts.

Executive Director LaManque said there is a bill going through legislature that would set up a system that would track a student from kindergarten through university. If passed, the system would replace the current Cal-PASS system which requires resources, which many districts do not have, to collect and submit data. He said that another concern is that CPEC will no longer exist. They provided data from all the systems on the tracking of students at the college level.

- Figure 11 - Multiple Stewardship Measures (Strategic Plan) – Five areas indicating stewardship of resources metrics
 1. Appropriate Instructional Staffing (Faculty Obligation Number Achieved/Obligation) – Last year the district's faculty obligation number was 503; its target was 502.
 2. Appropriate Non-Instructional Staffing (the number of equivalent full-time students to budgeted non-instructional staff) – The district's goal was 44 or less; in 2010-11 the missed it's goal by 1. The number of FTES to non-instructional staff was 45).
 3. Environmental Sustainability (measurement of energy consumption/water usage/emissions) – The target was set at .9; the district was at 1.
 4. Align Facilities to Student Load (measurement of usage of lecture/lab/library) – The target was set at 1; the district was a little above that at 1.16.
 5. Structurally Balanced Budget – for 2009-10, the district was at .99, very closely achieving its goal of 1.

- Figure 12 - Foothill College Performance Compared to Peer Groups

Foothill achieved peer group high in two areas and above average in five areas of the ARCC metrics

- Figure 13 – De Anza College Performance Compared to Peer Groups

De Anza achieved peer group high in three areas, above average in three areas, and below average in one area of the ARCC metrics.

Executive Director LaManque summarized the district's progress thus far in the five-year targets. The colleges exceeded their goals in four areas; met their goals in five areas, and fell below their goals in 2 areas.

Trustee Swenson asked if the data is broken down by department to enable them to measure their own year-to-year progress. Executive Director LaManque responded that the program review sheets include similar data that show, for example, success rates by ethnicity and age, as well as other indicators. The colleges review the data annually as part of their planning process and the departments are asked to address the various areas.

Trustee Bechtel asked how the district is addressing the number of students whose ethnicities are not indicated. Executive Director LaManque said the question on ethnicity is now two questions and the respondent is able to select from multiple options. The district moved to a new obligation system. We are no longer allowed to force applicants to answer a question; therefore, the number of unknown/non-respondent grew. Now, the state will not accept data if we have more than 15%. President Murphy added that the number of bi-racial/multi-ethnic students has dramatically grown over the years, and raises the question of identity. Executive Director LaManque said students now have the option of checking a box indicating “2 or more”.

In response to Student Trustee Kinner’s question regarding success rates of programs that target under-served students, Executive Director LaManque said that data is available online on both colleges’ websites. A great deal of evaluation is performed for those programs. Trustee Casas Frier said the colleges’ Puente projects are among the best in the state.

The ARCC report can be viewed at: <http://research.fhda.edu/researcharticles1.htm>

The trustees complimented Executive Director LaManque for a comprehensive and informative report.

M/S/C: Swenson/ Bechtel

Advisory vote: 1

Board vote: unanimous

Action: **Accepted** the 2011 Accountability for Reporting for Community Colleges report for Foothill College and De Anza College

RECESS

The board took a brief recess at 4:00. President Cheng reconvened the meeting at 4:15.

Item 3

Enrollment Management

De Anza Vice President of Instruction Christina Espinosa-Pieb and Foothill Vice President of Instruction and Institutional Research Kimberlee Messina gave a presentation on how the colleges are addressing enrollment management.

The colleges have established FTES targets for the 2011-12 year: Foothill – 14,264 and De Anza – 19,903. Both colleges’ productivity rate is 546.

Chancellor Thor explained that the district experienced an enrollment decline last year, and when the state reduced our budget, they also reduced our workload. The targets for next year are, coincidentally, approximately what our enrollment was in 2010-11. The district’s goal is to maintain last year’s enrollment of 34,167 FTES.

Vice President Espinosa-Pieb said that both colleges engage in major outreach efforts to the community and high schools in the area to draw them to our campuses. The De Anza Office of Outreach & Relations with Schools managed by Dr. Rob Mieso, scheduled over 200 outreach events last year with a total attendance of about 29,600. The New Student & Parent Open House held in May had an attendance of about 3,000. By the end of that weekend, more than 600 students had enrolled in Counseling 100. The High School Partners Conference held in the fall brings high school counselors and career counselors to the campus to meet with deans, managers, and people from financial aid to talk about how the counselors can best advise their students.

Chancellor Thor, in response to Trustee Bechtel's request for information regarding transfer agreements with the UC's and recent success rate data, responded that the information would be in a forthcoming Communique'.

Vice President Messina said that Foothill engages in a number of outreach activities similar to De Anza's. Foothill's Outreach Specialist Alexandra Duran works closely with Dr. Mieso, and they often share representation of the colleges at conferences and high school college days. The annual Day on the Hill drew almost 350 students and over 400 family members, resulting in almost 140 students enrolling in Counseling 100. Vice President Messina said that Foothill has been offering non-credit curriculum in an effort to reach out to the under-served student population. Vice Chancellor McElroy verified Trustee Swenson's comment that the non-credit students are not factored into the district's cap but are accounted for separately and that the district receives reduced funding for non-credit enrollment.

Trustee Casas Frier expressed a concern of former trustee Sandy Hay that Foothill is no longer offering geology courses. Vice President Espinosa Pieb responded that due to under-enrollment in the Foothill geology courses, those courses are now offered at De Anza where the demand is much higher. The former Foothill instructor now teaches geology full time at De Anza.

Both colleges are adding courses in areas of high student demand and cancelling courses with low enrollment. Vice President Espinosa-Pieb spoke of the need to use faculty to maximum effect and described relying on three-year enrollment histories when deciding whether to cancel a section. Vice President Messina spoke about monitoring waiting lists to track and respond to student demand and although core to mission classes needed for transfer, basic skills or workforce education remain a priority, many other types of classes are offered at both colleges. Foothill also maintains an active search for adjunct faculty for its distance learning program.

Trustee Bechtel said she has heard many complaints about the online registration process. In response, Vice Chancellor of Technology Fred Sherman said that the number of complaints about online registration problems have declined dramatically. He said ETS needs specific information about registration problems to properly investigate them. Vice President Espinosa-Pieb acknowledged ETS' role in helping the colleges address enrollment issues. Trustee Swenson asked about consolidation efforts of low-enrolled foreign language classes. Vice President Messina said she and Vice President Espinosa-Pieb have been working on consolidation of foreign language courses. Vice President Espinosa-Pieb responded that because of low enrollment at Foothill, De Anza will offer courses in French and Chinese and courses in Urdu, Italian and Russian are being discontinued. Chancellor Thor added that the colleges have held joint management meetings to discuss consolidation of programs in all areas. De Anza Student Trustee Emily Kinner said students are not complaining about registration, but added she has heard about difficulties gaining access to student services.

The summer 2011 estimated numbers at both colleges were reviewed. Executive Director LaManque explained that even though the summer quarter has not yet ended, the numbers provided are a date-to-date comparison. De Anza had a 2% increase in the number of sections they offered, and unduplicated headcount fell just 88 students short of last year's count. Overall, summer enrollment at De Anza was up by 1%. Foothill offered 1% more classes and experienced a drop in unduplicated headcount by 1%. Vice President Messina said that although data for Foothill show a 1% increase in the number of sections offered and a -10% in productivity, additional core sections were offered which carry a higher load and affects the productivity number. Overall, Foothill's summer enrollment experienced a 3% decrease. President Murphy said that essentially, the numbers are the same as last year's. He said what is critical is that more sections were offered in the summer because the colleges needed to capture as much enrollment as possible because the summer enrollment tends to flow into fall. President Murphy said these numbers are a good indicator of what fall enrollment might be.

For fall 2011, De Anza has increased its section offerings by 3% and is showing a -1% in productivity due to the addition of English and math courses that are not yet full. Foothill, which began registration two weeks after De Anza, is offering approximately the same number of sections as last year and is so far showing a -12% in productivity. Vice President Messina said cancellation of low-enrolled classes are substituted with core classes such as English or math.

President Cheng said that now is the time to get the word out to our communities that our colleges have courses to offer. Foothill Associate Vice President of External Affairs Kurt Hueg said that aggressive marketing is being done at both colleges, as well as trying to identify open sections that can be publicized. He added that toward the end of the week, a new Banner function will allow students to go online and find newly added sections. Vice President Espinosa-Pieb acknowledged and thanked the work of ETS staff that has enabled the college to manage their enrollment.

President Cheng thanked the vice presidents for their presentation.

President Cheng adjourned the study session at 4:55 p.m.

CLOSED SESSION

The Board convened in closed session at 5:15 p.m. in the Chancellor's Office to discuss:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Executive Administrators Present:

Charles Allen, Executive Director of Facilities, Operations and Construction Management
Kevin McElroy, Vice Chancellor of Business Services
Kimberlee Messina, Vice President, Instruction and Institutional Research, Foothill College
Brian Murphy, President, De Anza College
Dorene Novotny, Vice Chancellor of Human Resources and Equal Opportunity
Fred Sherman, Vice Chancellor, Technology
Linda Thor, Chancellor

CALL TO ORDER

President Cheng called the meeting to order at 6:03 p.m. She led those present in the Pledge of Allegiance.

President Cheng congratulated De Anza Student Trustee Emily Kinner on her election as president of the statewide organization California Community Colleges Association of Student Trustees (CCCAST).

REPORTING OUT FROM CLOSED SESSION

President Cheng reported that no action was taken in closed session.

APPROVAL OF MINUTES

M/S/C: Casas Frier/McGee
Advisory vote: 2
Board vote: unanimous
Action: **Approved** the minutes of July 8, 2011

FOUNDATION BOARD REPORT

Trustee Bruce Swenson reported on the August 24, 2011 Foundation board meeting that was held at the Middlefield campus.

The board welcomed Executive Director Sheryl Alexander who was attending her first board meeting.

The Foundation board re-elected the current officers:

Diane McKenna, President
Anita Manwani Bhagat, Vice President
Holly Wong Agbayani, Treasurer

Martin Neiman, Secretary

Kelly Davis was approved as a new Foundation board member. Cathye Smithwick, daughter of founding board member Dr. Robert Smithwick, is taking a one-year leave to complete her book. She will resume her second term in July 2012.

The board heard a report on the Family Engagement Institute, one of the programs at the Middlefield campus. The program's goal is to help at-risk students and close the achievement gap by working with the students and their families. The program has assisted over 600 families since the program began two years ago. The program offers parenting classes and after school programs for children in grades K-12.

Chancellor Thor also gave a report on the selection of the Onizuka Air Force base as the preferred site of the new education center. Vice Chancellor of Business Services Kevin McElroy also attended the meeting and presented the latest budget news from Sacramento and an update on the district's budget. De Anza President Brian Murphy reported on the progress of the Mediated Learning Center, which is on budget and on schedule. He said that De Anza's annual fundraiser, A Night of Magic, will be replaced by a wine tasting event. A report on the Foothill Gala was also presented. The Gala, which was held in the much-smaller Lohman Theater due to renovations occurring in the Smithwick Theatre, was very successful and raised over \$40,000.

CORRESPONDENCE

There was no correspondence to report.

President Cheng acknowledged receipt of the accreditation reports from both college and thanked all who contributed to the outstanding reports.

HEARINGS: ITEMS NOT ON THE AGENDA

Public

Terry Terman commented that with the exception of negotiation of terms, the selection of the preferred site of the district's new education center should have been more openly discussed. Mr. Terman expressed difficulty in downloading the agenda for tonight's meeting.

Students

DASB President Arvind Ravichandran said that De Anza's ICCE Youth Voices United for Change conference will hold its annual leadership conference in November. The conference will focus on the underserved high school population and provides leadership training and motivation for those students to further their education. Trustees will be provided additional information at a later date.

Mr. Ravichandran reported that for the second consecutive year, a De Anza student has been appointed a regional officer on the Phi Theta Kappa regional board representing more than 90 chapters in California and Nevada. An event for chapters from California is being planned for early November and will include workshops focusing on leadership training, social justice, and Phi Theta Kappa principles. Mr. Ravichandran, who serves as Regional Vice President, Northwest District, of the Nevada/California region, said the group is also working on a get-out – the-vote campaign and a session regarding planning for education. He invited the trustees to attend the summit and will provide details at a later date.

Staff

Chancellor Thor reported that the chairs of the accreditation teams, Dr. Cindy Miles and Dr. Raul Rodriguez, will be visiting the colleges and meeting with her and Vice Chancellor McElroy on October 8 and 9.

Chancellor Thor added her congratulations to Student Trustee Emily Kinner on her election as president of CCCAST at the CCLC Student Trustees workshop held on August 12-13.

Lastly, she announced that De Anza President Brian Murphy has been invited to join the board of directors for a two-year term of the American Association of Colleges and Universities. AAC&U is the leading organization to champion undergraduate liberal studies. The board congratulated President Murphy on his appointment.

Foothill Vice President Kimberlee Messina, sitting in for President Minor, referring to her earlier presentation on enrollment management, added that Foothill has been developing non-credit curriculum as one of the ways to bridge the gap of their basic skills students. Foothill is also looking for a way to assist students who are one level below transfer and may be struggling, by offering a drop-in non-credit course in math or English. The courses are currently being developed and would require approval by the board before being forwarded to the state for final approval.

De Anza President Brian Murphy reported that a new White House initiative on civic learning is being coordinated between the Department of Education and the White House Office of Community Affairs. President Murphy has been asked to serve on a national steering committee to create a set of televised dialogues on the topic of “re-invigorating the public purposes of higher education”. The dialogues, to be held throughout the year, will preface a national event on the 150th anniversary of the Morrill Land-Grant Act of 1862 for land-grant universities. De Anza has been asked to host one of the dialogues. The White House is hoping to create a conversation at some level of visibility around the question of how members of the community view the colleges’ public purpose. President Murphy will be meeting with others in the group and will inform the board of the dates of the events. Since one of the things that the college is known for is the quality of its student leadership, President Murphy is hopeful that De Anza students will also be involved in the planning.

Board

De Anza Student Trustee Emily Kinner reported that one of the summer’s milestones was that Public Allies, a non-profit organization based in San Jose, is partnering with De Anza in sponsoring the ICCE Youth Voices United for Change conference.

Trustee Kinner announced that the campus bike program has received a donation of 10 new bikes from instructor Robert Cormia’s family bike shop. The bike program, funded by the DASB, allows registered De Anza students to check out bikes for one quarter.

She announced that as a way to welcome them and since they are not eligible to drive, international students in Counseling 100 classes were very pleased when presented with EcoPasses. Trustee Kinner thanked Marisa Spatafore and Letha Jeanpierre for the public advertisements of the EcoPass program. Trustee Kinner said she receives no fewer than 10-12 inquiries a day about the passes.

In addition to recognizing DASB President Arvind Ravichandran, Student Trustee Kinner welcomed Jeffrey Fang, student trustee from San Francisco Community College District. One of the CCCAST projects this year is to collaborate more with student trustees across the state, and student trustees Kinner and Fang have been visiting other colleges in the bay area. Student Trustee Kinner reported that she and Foothill Student Trustee Stephanie McGee attended the CCLC student trustee workshop in Burlingame. They attended leadership training workshops and heard Scott Lay’s presentation on policy and the budget. She thanked the board for the opportunity to attend the conference and the valuable experience it afforded her.

Lastly, Student Trustee Kinner announced that she was honored to attend a luncheon at Evergreen College to welcome Henry Ramos of San Luis Obispo who was recently appointed to the Board of Governors. She noted that Mr. Ramos is a strong supporter of AB 540.

APPROVAL OF CONSENT CALENDAR

M/S/C:	Bechtel/Swenson
Advisory vote:	2
Board vote:	unanimous
Action:	Approved Items 4 - 15 on the Consent Calendar as follows:

Item 4 – **Approved** Ratification of Contracts and Agreements

Item 5 – **Approved** Listing of District Investments as of March 31, 2011

Item 6 – **Ratified** Board Warrants Greater than \$5,000 for June and July 2011

Item 7 – **Adopted** Resolution 2011-27 Authorizing Child Care Agreement #CCTR-1318

Item 8 – **Adopted** Resolution 2011-28 Authorizing Child Care Agreement #CSPP-1571

Item 9 – **Approved** New Credit Courses for the Foothill College Catalog

Item 10 – **Approved** Microsoft Campus Agreement

Item 11 – **Approved** the Appointment of Chief Negotiators

Item 12 – **Approved** Human Resources Reports

Item 13 – **Approved** Procedures for Pre-qualification of Prospective Bidders for Public Projects

Adopted procedures for pre-qualification of prospective bidders for public projects in accordance with Public Contract Code section 20651.5 and Public Contract Code section 20101

Item 14 – **Approved** the Authorization to Purchase Products from W.W. Grainger Inc. Pursuant to State of California Contract 7-11-51-02

Authorized the Director of Purchasing Services to issue purchase orders in an aggregate amount that exceeds \$78,900 per fiscal year for Grainger products pursuant to the State of California/WSCA Agreement 7-11-51-02 for as long as the contract is valid

Item 15 – **Approved** Authorization to Purchase Upgrades to the De Anza College DigitalSky Planetarium and Multimedia System without Advertising for Bids

Authorized the Director of Purchasing Services to issue a purchase order to Sky-Skan, Inc. for upgrades to the De Anza College DigitalSky Planetarium and Multimedia System in the amount of \$137,255.01 without advertising for competitive bids

Item 16

Board Calendar for 2012

Trustee Bechtel asked that scheduled study sessions be more purposeful, with trustees engaging more in policy setting and “big picture” planning and discussions. Chancellor Thor responded that in an attempt to reduce the number of presentations at regular board meetings, presentations have been moved to the study sessions, but they can be moved back to the regular board meetings. President Cheng said that the strategic planning involves discussions on policy and vision and is a good study session topic. Trustee Swenson asked that the next Board President and Vice President ensure that a discussion on strategic planning, including vision, planning and purpose, be a primary topic at one of next year’s study sessions. Trustee Swenson also suggested that if a board agenda appears to have a number of topics that may involve more in-depth discussions, then perhaps the meeting could begin earlier to allow the board ample time to address each topic fully.

Trustee Bechtel recommended moving the January 30, 2012 meeting to January 23 to avoid consecutive meetings in January and February.

M/S/C: Casas Frier/Bechtel

Advisory vote: 2

Board vote: unanimous
Action: **Approved** the Board Calendar for 2012 as amended

Item 17

Public Hearing – 2011-12 Proposed Budget

President Cheng opened the public hearing at 6:35 p.m. There were no comments. The public hearing was closed at 6:36 p.m.

Before beginning his highlights of the 2011-12 budget Vice Chancellor McElroy acknowledged the outstanding work of Budget Director Bernata Slater and her high level of accuracy in developing the budget.

Development of the 2011-12 budget began in fall 2010 with the following principles in mind.

- Balance the revenue and expenses
- Preserve student access and support services as much as possible
- Set aside one-time funds to postpone position and operating budget reductions through the 2011-12 year
- Maintain a stability fund to guard against mid-year state revenue reductions
- Set aside one-time funds for 2012-13 in anticipation of continued state fiscal challenges

Based on the approved state budget, the district budget projects a \$7.6 million operating deficit for 2011-12, the gap between \$173.8 million in projected revenue and \$181.4 million in projected expenses. To eliminate this structural deficit, the district is proceeding with a plan to reduce its ongoing operating expenses. However, it will use one-time funding from its stability fund to delay full implementation of the reductions in 2011-12. Due to careful planning and management, the stability fund stands at \$15.1 million and the year-end carryover funds for the colleges and Central Services total approximately \$12.7 million.

Despite the funding reductions from the state, the district expects to serve approximately the same number of students it served last year. An enrollment of 34,167 full-time-equivalent students in 2011-12 is necessary to avoid further reductions in state revenue and dipping into the reserved stability funds.

The district's stability fund currently stands at approximately \$15.1 million. Of that amount, \$7.6 million is being used to delay operating budget reductions in the current year, \$3.5 is designated to offset expected mid-year state budget cuts and \$4 million is earmarked for use in 2012-13 in anticipation of continuing state budget cuts to community colleges.

The Internal Service/Benefits fund has an ending balance at June 30, 2011, of approximately \$13 million. Approximately \$10.2 million has been set aside for the rate stabilization fund. Assuming the industry standard of an 8% annual increase in benefits over the next two years will leave the Rate Stabilization Fund with a balance of only about \$2.3 million. The Joint Labor Management Benefits Committee (JLMBC) will be providing suggestions on how to address the issue over the next year.

The district is projecting enrollment to be 30,196 FTES in 2011-12, and the colleges are monitoring sections closely to keep enrollment at a maximum. The 546 projected productivity remains the same as last year, however, that number may need to be adjusted due to workload reduction and actual enrollment. Vice Chancellor McElroy pointed out an important fact – every 100 FTE below our base will cost the district \$450,000.

Foothill-De Anza is fortunate to have some remaining one-time dollars to help ease the transitions to lower operating costs. But Vice Chancellor McElroy noted that the district faces a serious ongoing challenge in that its operating costs continue to increase each year while the state has repeatedly cut funding. During 2011-12 the district will continue to develop plans for a balanced budget in 2012-13.

President Cheng thanked Vice Chancellor McElroy for an excellent report and all the effort that goes into preparing it. Trustee Swenson expressed appreciation for the accuracy and clarity of information produced by the budget director.

Item 19

Measure C Consent

Executive Director Charles Allen removed Item I from the Measure C Consent Calendar.

M/S/C: Barram/Swenson
Advisory vote: 2
Board vote: unanimous
Action: **Approved** Measure C Consent Items A-H and J-L as follows:

De Anza College –

- A) Noll & Tam Architect's – Revision #6 to *PAA #1C – Seminar Building - \$ 0/Extend Contract Schedule Only
- B) Noll & Tam Architect's – Revision #5 to *PAA #2C – Multicultural Center - \$0/Extend Contract Schedule Only
- C) Quali-Con Enterprise, Inc. – Revision #1 to Agreement for Services – Seminar and Multicultural Center - \$0/Extend Contract Schedule Only
- D) The Ratcliff Architects – Revision #11 to Agreement – Mediated Learning Center - \$24,360
- E) Sundt Construction, Inc. – Change Order #4 – Mediated Learning Center - \$28,452

Foothill College –

- F) Allana, Buick & Bers, Inc. – *PAA-F-ABB-03 – Modernization of Building 5700 - \$58,240
- G) Applied Materials & Engineering, Inc. – Agreement for Services – Smithwick Theater - \$13,136
- H) Hathaway Dinwiddie Construction Company – Change Order #3 – Physical Science and Engineering Center - \$82,186
- ~~I) Hometown Construction, Inc. – Change Order #2 – Krause Center for Innovation – HVAC Upgrades – \$6,356~~
- J) Ratcliff Architects – Agreement for Services – Fine Arts, Print Shop & Plant Services - \$33,900
- K) Ratcliff Architects – Change #11 to Agreement for Services – Physical Sciences & Engineering Center - \$6,940
- L) WRNS Studio, LLP – Revision #4 to *PAA-F-WRNS – 1B – Central Campus Site Improvements - \$15,000

Item 19

Award a Contract Pursuant to Bid Document #1360, Visual & Performing Arts Center (VPAC) Motorized Line Sets

In response to Trustee Swenson's question regarding the large difference between the estimate and the actual contract amount, Executive Director Allen explained that the architect underestimated the cost of the project. Purchase of this type of theatre equipment does not occur often, but Executive Director Allen said Stagecraft Industries is a well-known company in the industry and feels \$143,400 is a reasonable amount.

M/S/C: Swenson/Bechtel
Advisory vote: 2
Board vote: unanimous
Action: **Authorized** the Director of Purchasing Services to award a contract pursuant to Bid Document #1360, VPAC Motorized Line Sets, in the amount of \$143,400 to Stagecraft Industries, Inc.

Item 20

Baldwin Winery & East Cottage Historic Renovation – Unilateral Change Order #11

In addressing items 20 and 21, Executive Director Allen explained that a signature by the architect acknowledging concurrence is not required when issuing a unilateral change order. Executive Director Allen is recommending that the contractor be compensated for work performed and value received while negotiations continue on arriving at a settlement on extended overhead costs and liquidated damages incurred by the district.

M/S/C: **Bechtel/Barram**
Advisory vote: 2
Board vote: unanimous
Action: **Approved** the Unilateral Change Order #11 with John Plane Construction, Inc. in the amount of (\$14,486.00)

Item 21

Baldwin Winery & East Cottage Historic Renovation – Unilateral Change Order #12

M/S/C: **Swenson/McGee**
Advisory vote: 2
Board vote: unanimous
Action: **Approved** the Unilateral Change Order #12 with John Plane Construction, Inc. in the amount of \$31,284.00

ADJOURNMENT

President Cheng adjourned the meeting at 7:12 p.m.