

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of the Chancellor

**CHANCELLOR'S ADVISORY COUNCIL
SUMMARY
February 11, 2011**

Present

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

Others

Andrew LaManque, Donna Toyohara

Chancellor Thor said she was in Washington, DC at the beginning of the week. One of those days was spent at a meeting with the Bill and Melinda Gates Foundation discussing whether or not it is possible to have a common set of metrics for all of higher education – community colleges, and both public and private 4-year institutions. Dr. Thor also spent two days with the Department of Education discussing measures of student success and how to improve IPEDS reporting data.

I. Approval of 1/28/11 Meeting Summary

The January 28, 2011 meeting summary was approved.

Judy Miner reported that at the February 7 board meeting the trustees deferred action on two board policies.

BP 4195 Political Activity – The board requested wording to clarify the part of the policy that addresses entry to the college and district premises.

BP 9211 Communication Among Board Members – The board felt that the suggested language, taken verbatim from the Brown Act, was not clear and asked for clarification on their ability to talk among themselves about setting the board agenda. Legal counsel will be sought.

II. Preventing Sexual Harassment/Discrimination Training Proposal

Dorene Novotny said that sexual harassment and discrimination has been discussed in the HR Advisory Committee (HRAC) and the District Diversity & Equity Advisory Committee (DDEA). They discussed how the district could eliminate issues involving diversity, equity, and particularly sexual harassment and looked for ways to improve training for faculty and staff and potentially for students and student employees. The district is mandated to offer sexual harassment and discrimination training to administrators but not to other employee groups. Periodically, sexual harassment training is offered on a volunteer basis.

The program that HRAC and DDEA are proposing would be available to a broader audience on an ongoing basis through the district's website. The program, offered online through New Media Learning, would address all the issues – sexual harassment, discrimination, and equity - and be in compliance with state law. The HRAC recommends the district contract with New Media Learning at a cost of \$9,995/year. The modules would be segmented for supervisors, non-supervisors, faculty, and student employees. The program can be tailored to include the districts policies and procedures as well as monitor who has completed the training. Mandatory training for all administrators and supervisors would continue to be given every 2 years. The New Media Learning training would be available for those hired in between the 2-year trainings. Dorene said that UC Berkeley and other bay area entities are using this program.

In response to Gustavo's question regarding the number of complaints from employees vs. managers, Dorene said that she would be happy to provide the statistics at the next meeting.

The group approved HRAC's recommendation to contract with New Media Learning to provide online training in preventing sexual harassment and preventing harassment and discrimination to be offered on an alternating basis every other year at a cost of \$9,995.

III. Technology Project Prioritization Process/Tool

For the past 2 years ETAC has been working on a better way to provide transparency and to prioritize projects requiring ETS resources. Fred Sherman presented a trial Project Prioritization Process that will be reviewed and adjusted quarterly if necessary.

1. Users submit their requests to ETS
2. ETS evaluates the request using 2 criteria: 1) the impact/benefit to the campus and 2) the level of effort needed to complete the project
3. The request & evaluation is submitted to the college which will have its own process for prioritizing projects
4. A district review group with representatives from each college and central services will combine the projects into one prioritized list
5. The list will be reviewed by the Chancellor's Staff for final review and approval
6. At that point ETS will receive the approved prioritized list for scheduling.

Fred said the process will occur quarterly and the lists will be published.

The group approved the Project Prioritization Process as presented.

IV. Evaluate Functional Responsibilities Map

The map of functional responsibilities is in response to ACCJC's "Policies and Procedures for the Evaluation of Institutions in Multi-College/Multi-Unit Districts or Systems" requirement.

The accreditation survey asked: “The FHDA clearly delineates the responsibilities and functions of the district from those of the college and consistently adheres to this delineation and practice.” 88% of Foothill employees and 77% of DA employees agreed or strongly agreed with that statement.

The group suggested some changes/corrections as follows:

1. last page - “The college president is clearly charged . . .”
2. page 5 – Standard III – Delete – “The college makes. . . “ and “The district is responsible for. . .”.
3. page 6 – III.A.7 should be III.A.6.
4. page 4 – B. Student Support Services – duplicated wording – “The college assumes. . .” and “The district provides. . .” in columns 2 and 3
5. page 4 – C. Library and Learning Support Services – duplicated wording – “The college assumes. . .” and “The district provides. . .” in columns 2 and 3
6. typographical error – row 78, column 3
7. page 7 – III.D.1, column 5 – “. . . as the Board takes prime. . .”

Kevin will do further edits and corrections. The map will be posted on the district website and included in the self-study drafts that will be distributed. The senates and bargaining groups will take the map back to their constituencies for review and recommendations.

V. Status of Accreditation Self-Studies

Judy said Foothill’s draft will be distributed campus wide next week and it will be discussed in PARC.

Brian said De Anza’s draft is still being worked on and will be ready for distribution shortly.

Other Items

Linda invited the group to the League for Innovation site visit Innovations Showcase on February 23.

Adjournment

Linda adjourned the meeting at 3:00.