

## CHANCELLOR'S ADVISORY COUNCIL SUMMARY FEBRUARY 24, 2009

### Present

*Anne Argyriou, Maureen Chenoweth, Leo Contreras, Dolores Davison, Andy Dunn, Al Guevara, Martha Kanter, Scottie McDaniel (for Varela), Judy Miner, Brian Murphy, Dorene Novotny, Olivia Patlan, Anne Paye (for Hansen), Fred Sherman, Yujin Yoshimura/DASB*

### Others

*Becky Bartindale, Bob Barr, Jon O'Bergh, Bernata Slater, Sharon Su, Sakura Yoshimura*

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

There were no burning issues to discuss.

### **V. 18-MONTH BUDGET OVERVIEW**

Due to Slater's schedule, Item V was advanced on the agenda. Kanter and Dunn distributed and reviewed a draft Budget Memo that will be sent to all faculty and staff. Dunn emphasized that the state's 18-month budget plan depends on whether voters support the ballot initiatives in the upcoming May election and whether revenues such as property tax are accurately projected. Dunn and Slater reviewed the District's structural budget imbalance, a major component of which is the increased cost of health benefits. Both colleges are engaged in program reviews to determine how reorganization might best be accomplished to best educate students given the scope of reductions that are needed. Dunn and Slater discussed budget solutions that have been implemented and those that have been identified but not yet implemented, along with major adjustments to the district's revenue and expense estimates. They cautioned that the estimates are expected to fluctuate over the next 18 months due to the instability in the state's revenue forecasts. Even with eliminating or suspending 26 positions, the district still faces a remaining \$5.1 million deficit. As a result, the remaining structural deficit will be addressed through a combination of B-Budget reductions estimated at approximately \$1.1 million and eliminating or suspending 50 non-teaching positions estimated at approximately \$4 million. Paye pointed out that referring to step and column salary costs as "escalating" is not accurate. Kanter thanked Paye for identifying that error.

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

The summary of the February 6, 2009 meeting was approved.

### **IV. REPORTS FROM SUBCOMMITTEES**

**Budget Committee.** Dunn reported that the Budget Committee recently met to discuss the budget. He distributed a draft Board policy on reserves. He said there is apparently no definition in statute that describes what qualifies as an emergency to justify using reserves for specific purposes. There was a discussion of whether or not to identify an amount or guideline

for the Board's stability fund. Paye argued in favor of a guideline to emphasize that the stability fund is an option that future Boards may or may not wish to sustain. Dunn clarified that the State Chancellor's Office becomes concerned if reserves fall below 5%, while state monitors can take over the administration of a community college or school district's budget if reserves fall below 3%. The draft policy will be returned for further discussion and action at the next meeting.

**Legislative Committee.** Kanter said the committee did not meet but is requesting participating of those who can attend one or more of several statewide lobby days in Sacramento: March 2 for faculty, March 3 for the Board of Governors, and March 16 for students. The committee is also considering holding spring meetings with local legislators and neighboring community college districts.

**ETAC.** Sherman reported that the committee discussed status of the Educational Information System implementation (which is on schedule), the security audit, and a disaster recovery site, among other issues.

**HRAC.** Novotny reported that the committee reviewed recruitment matters, safety and emergency response planning, support services for faculty and staff related to the impact of budget reductions, and the Diversity and Equity Advisory Committee.

## **VI. BOARD POLICY 4640, HARASSMENT AND DISCRIMINATION; AP 4640 AND 4641**

Novotny said she received feedback regarding the administrative procedures, and encouraged additional feedback about the policy and procedures. She clarified that protection against age discrimination legally applies to age 40 and above. The policy and procedures have been designed to address legally protected classes in compliance with state and federal law. The policy will be brought back to the next meeting for a final reading and action.

## **VII. BOARD POLICY 4110, MUTUAL RESPECT**

Kanter asked the Council to consider whether any administrative procedures are needed. The policy will be discussed at the next meeting.

### **I. DISTRICT STRATEGIC PLANNING**

Barr distributed feedback regarding the District Mission, including comments by the De Anza Academic Senate, the Faculty Association, and others. Kanter discussed how student success is what we're passionate about and asked if language could be crafted to reflect that. Argyriou, Barr, Davison and Paye offered to try to revise the Mission with this in mind.

Barr shared some sobering data from Nancy Shulock's report, "The Grades Are In," which compares California students to the nation. He distributed additional environmental data from Joint Venture Silicon Valley's "2009 Index of Silicon Valley." He highlighted that Silicon Valley is not producing enough talent with the necessary skills to fill the large volume of replacement jobs opening in community infrastructure and high tech, but Silicon Valley is especially prepared to grow the base of clean and green technologies.

Barr distributed a revised “Summary of Environmental Scan Material Forces or Implications” and requested the Council to review the information, which he will continue to refine. Paye said that funding should be singled out, which is tied into accountability. She also said staffing should be included. Kanter said that the changing nature of knowledge should be included (i.e., what students are expected to know and be able to do upon completion of their courses and programs).

#### **CALENDAR OF PENDING ITEMS 2008-09**

District Strategic Planning .....	March 6, 2008
• Revised District Mission Statement	
• Summary of Environmental Scan Material Forces and Implications	
Board Policy 3115, Reserves .....	March 6, 2008
Board Policy 4640, Harassment and Discrimination; AP 4640 and 4641 .....	March 6, 2008
Board Policy 4110, Mutual Respect,” and Procedures.....	March 6, 2008
Board Policy 2610, Communication Between Staff and Board .....	Winter 2008
Board Policy 4185 (revision) – Publication of Instructional Materials.....	TBA
Board Policy 4186 (new) – Intellectual Property .....	TBA
Board Policy 4190, Academic Freedom.....	Winter 2008
Board Policy 5562 (new) – Associated Student Elections .....	TBA
Board Policy 6000 (new) – General Education .....	TBA
Board Policy – Withdrawal.....	Winter 2008
Mass Communications Recommendation (Kelly) .....	Winter 2008
Setting Up Email Accounts (Sherman) .....	TBA
Email Usage and Online Grade Submissions (Novotny/Sherman).....	Winter 2008
Principles and Strategies for Budget Augmentation/Recovery.....	Winter 2008
District Educational Master Plan, Critical Success Factors.....	Winter 2008
Statewide Basic Skills Initiative Update.....	Winter 2008
Measure C .....	TBA
Closeout of Measure E .....	TBA
Staffing Study.....	TBA