

CHANCELLOR'S ADVISORY COUNCIL SUMMARY MAY 16, 2008

Present

Antinea Chair/ASFC, Wayne Chenoweth, Leo Contreras, Andy Dunn, Stephanie Franco, Rich Hansen, Carolyn Holcroft-Burns, Martha Kanter, Judy Miner, Brian Murphy, Dorene Novotny, Javier Rueda, Fred Sherman, Karen Smith (for Franco), Victor Tanzil/DASB, Martin Varela

Others

Charles Allen, Marsha Kelly, Ron Levine, Jon O'Bergh, Brenda Visas

I. CHECK-IN / BURNING ISSUES

There were no burning issues to discuss

II. SUMMARY OF PREVIOUS MEETING

The summary of the April 25, 2008 meeting was approved.

III. REPORTS FROM SUBCOMMITTEES

Budget Committee. Dunn noted that a budget update will be presented as part of the report to the Board on June 2.

Legislative Committee. Kanter reported that a delegation of Foothill-De Anza representatives has been organized to meet with legislators on May 20 to urge their support for the Governor's recommended budget for community colleges. She noted an additional advocacy day scheduled for June 17.

ETAC. Sherman reported that ETAC discussed the implementation of the new spam filter, beta testing of encryption software, and a new security policy. He reported that an organizational structure to manage the implementation of the Educational Information System is being finalized and shared information regarding the composition of the Committee. Franco and Chenoweth expressed an interest in additional classified and faculty representation on the Executive Steering Committee, and Sherman explained why a smaller committee would be more effective in this instance. Murphy proposed that additional representatives could be added to the Committee on an ad hoc basis whenever an issue that affects a particular constituency group is discussed. Miner noted that the vice presidents of instruction should be added to the Committee since impacted areas also fall under their responsibility. Kanter suggested that alternates to the official members be considered.

Sherman reported that the network study will cost \$140,000 and is funded by Measure C. He clarified that "network" refers primarily to the physical infrastructure such as hardware, but could include cabling. Hansen expressed concern that the District invested significant funds ten years ago in a network that now is reported to be on the verge of failure. Sherman explained

that the District selected a particular technology that at the time appeared the most promising but was later abandoned by the industry. He added that ten years is a reasonable lifespan for a network given how often technology changes. Kanter noted that the District did anticipate this expense and budgeted for it as part of Measure C.

Chair asked about the implementation of wireless access, noting that there are still many places on campus that do not have it. Sherman provided an update, explaining that issues regarding access control are still being worked out. He noted that areas such as the library and cafeteria currently have wireless access because the law specifically exempts those places from the controlled access required elsewhere.

HRAC. Novotny reported that she is reviewing the purpose of the committee and how often it needs to meet in light of the infrequency of meetings last year. She confirmed that mediation training efforts are continuing.

IV. IACLEA REPORT

Levine reviewed the report from the International Association of Campus Law Enforcement Administrators (IACLEA) in response to the Virginia Tech tragedy. He highlighted the key recommendations and how those recommendations are being addressed. These include: threat assessment (to be addressed by the State Chancellor's Office); mass notification system (being addressed by Marsha Kelly under Item V); NIMS program (completed); emergency response plans (currently being refined); mutual aid agreements (completed); first responder training (completed); interoperable communications (under development); access and locks (under development – see Item VI); sworn officers (completed); involuntary hospitalization procedures (completed); prevention programs (under development); and security technology such as security cameras (partially implemented).

Contreras asked about the District's preparedness for disasters such as earthquakes. Levine reviewed steps the District has taken and areas that are being reviewed for further improvement. Kanter noted that ongoing training is essential in light of staff turnover. She and Levine urged that everyone regularly review the Emergency Response Plan that has been widely distributed throughout the District.

V. MASS COMMUNICATIONS

Kelly discussed efforts to implement a system to communicate quickly to a large audience (including individuals with disabilities) in multiple ways in the event of an emergency. The Mass Communications Committee — comprised of Shirley Barker, Becky Bartindale, Jeanine Hawk, Kurt Hueg, Marsha Kelly, Ron Levine, Sharon Luciw, Fred Sherman and Marisa Spatafore — is considering two providers and will provide further information to the Chancellor's Advisory Council once a recommendation is proposed.

VI. BP 3225 (ACCESS CONTROL) AND AP 3225

Dunn presented the proposed new policy and procedure on Access Control, noting the advantages of moving to electronic access to buildings. Kanter requested that members review the proposed policy and procedure for further discussion at the next meeting, with the intent to submit the policy for a first reading to the Board on June 2.

VII. BP 3214 AND 3220 (ENVIRONMENTAL SUSTAINABILITY) AND AP 3214

Allen presented the revised policy and procedures on Environmental Sustainability. It was clarified that the purpose of the policy is to state the Board's interest in sustainability and outline the key areas; the purpose of the procedures is to outline how to achieve the goals, including the presentation of college and District plans annually to the Board.

Contreras raised a question about the reference in the procedures to reducing energy consumption, citing how HVAC staff are often torn between conflicting requests and the procedure does not provide a clear way to resolve such conflicts. Hansen echoed this concern, noting his own experience with heating and cooling-related problems in the classroom, and suggested modifying the language. Miner pointed out that the policy addresses energy efficiency within programmatic requirements, which clearly includes a comfortable learning environment. Allen and Kanter added that the concerns raised by Contreras and Hansen could be specifically addressed in the plans. Chenoweth pointed out commuting by students and employees is a primary factor affecting sustainability and is not addressed in the procedures.

Novotny noted some suggestions to clarify language in the procedures, which she will share with Allen. Visas discussed some changes recommended by interested parties at Foothill and requested more time for everyone to carefully consider the procedures. Allen said he believes the existing policy and procedures leave room for the college plans to accommodate all of the points raised. Kanter requested that members review the proposed policy and procedures for further discussion at the next meeting, with the intent to submit the policy for a first reading to the Board on June 2. She added that additional time can be taken to develop the procedures if needed.

VIII. BP 4185 (PUBLICATION OF INSTRUCTIONAL MATERIALS) AND BP 4186 (INTELLECTUAL PROPERTY)

Kanter presented the latest revision of Board Policy 4185, noting that the language regarding intellectual property that had been proposed in an earlier draft has been shifted into a separate Board Policy 4186. Murphy pointed out that a sentence in the fourth paragraph of Board Policy 4185 was rather convoluted and suggested splitting the sentence to make it more readable. Kanter requested that members review the proposed policies for further discussion at the next meeting, with the intent to submit them for a first reading to the Board on June 2.

IX. PROPOSED INCREASE TO STUDENT HEALTH FEE

Dunn presented the proposed increase to the student health fee, noting that it will be presented to the Board for approval on June 2. He also pointed out that the reference to the CPI was incorrect.

The Council endorsed the proposed increase to the student health fee.

X. WRAP UP / QUICK NEWS

Board Policies 5001 and 5600; Administrative Procedure 6124. Kanter distributed proposed new policies on Enrollment Priorities (BP 5001) and Student Equity (BP 5600) and new

procedures on Course Repetition (AP 6124). She requested that members review the proposed policies and procedures for discussion at the next meeting, with the intent to submit the policies for a first reading to the Board on June 2.

CalPASS Update. Kanter distributed information from Bob Barr regarding CalPASS.

District Opening Day 2008. Kanter distributed a memo from her and the Academic Senate presidents along with a form that will be emailed to all faculty and staff on May 19 requesting proposals for Opening Day workshops. She pointed out this year's theme, "Learning, Stewardship and the Environment."

CALENDAR OF PENDING ITEMS 2007-08

Board Policy 9110.1 (Student Trustees) and AP 9110.1	Spring/Summer 2008
Board Policy 2610, Communication Between Staff and Board	Spring 2008
Board Policy 3214 and AP 3214 – Environmentally Sustainable Practices.....	May 30, 2008
Board Policy 3220 – Energy Conservation.....	May 30, 2008
Board Policy 3225 and AP 3225 (new) – Access Control.....	May 30, 2008
Board Policy 4185 (revision) – Publication of Instructional Materials.....	May 30, 2008
Board Policy 4186 (new) – Intellectual Property	May 30, 2008
Board Policy 4190, Academic Freedom	Spring 2008
Board Policy 5001 (new) – Enrollment Priorities.....	May 30, 2008
Board Policy 5562 (new) – Associated Student Elections	TBA
Board Policy 5600 (new) – Student Equity	May 30, 2008
Board Policy 6000 (new) – General Education	TBA
Board Policy 6124 (new) – Course Repetition	May 30, 2008
Mass Communications Recommendation (Kelly)	Spring 2008
Setting Up Email Accounts (Sherman)	May 30, 2008
Email Usage and Online Grade Submissions (Novotny/Sherman).....	Spring 2008
Planning for Smart Enrollment Growth – temporary title (Starer)	TBA
Principles and Strategies for Budget Augmentation/Recovery.....	Spring 2008
District Educational Master Plan, Critical Success Factors.....	Spring 2008
Statewide Basic Skills Initiative Update.....	Spring 2008
Security Policy (Sherman)	TBA
Measure C	TBA
Closeout of Measure E	TBA
Staffing Study.....	TBA
Non-Resident Tuition	January 2009 (annual)