

CHANCELLOR'S ADVISORY COUNCIL SUMMARY OCTOBER 26, 2007

Present

Wayne Chenoweth, Kim Chief Elk, Andy Dunn, Stephanie Franco, Rich Hansen, Barbara Illowsky, Martha Kanter, Scottie McDaniel, Brian Murphy, Olivia Patlan, Jose Pun/DASB, Shelley Schreiber, Fred Sherman, Victor Tanzil/DASB

Others

Jon O'Bergh

I. CHECK-IN / BURNING ISSUES

There were no burning issues to discuss

II. SUMMARY OF PREVIOUS MEETING

The summary of the October 3, 2007 was approved.

III. REPORTS FROM SUBCOMMITTEES

Budget Committee. Dunn distributed a budget update. He noted that enrollment is recovering from last year's decline in resident FTES and is now projected to be 1.54% above what was budgeted; however, he explained how the bulk of growth dollars are typically allocated to teaching and non-teaching positions, leaving only around 2% for discretionary purposes. The unrestricted ending balance is projected to be \$6.2 million. Issues that the District must address are: achieving projected enrollment recovery, achieving projected growth, achieving productivity estimates, determining whether to adjust projections for benefits costs, and determining how to use ongoing and one-time funds. Responding to a question from Hansen, Dunn said he would provide information on how float is accrued and allocated to the colleges. Regarding the growth pie chart in the budget update, Murphy suggested breaking out administrators and classified professionals (such as lab instructional associates).

Legislative Committee. Kanter had no news to report since the Committee has not yet met. Hansen provided an update on the Community College Initiative and discussed how it would impact Foothill-De Anza if passed.

ETAC. Sherman reported that the Committee discussed the replacement of MAUI, security issues and the development of a security policy. He noted that Educational Information System demos are underway.

HRAC. Chief Elk said the Committee has not yet met, but a priority this year will be to implement the mediator service program.

IV. ENROLLMENT UPDATE

It was noted that this item was already covered by Dunn as part of the Budget Committee report.

V. REVISED BOARD POLICIES

Policy 3000 – Principles of Sound Fiscal Management. Chenoweth suggested making the proposed additional language a separate paragraph rather than incorporating it in paragraph “d.”

Policy 4185 – Publication of Instructional Materials. Illowsky noted that the latest revisions were more employee-friendly. Chenoweth said the policy would be clearer if it was consistent with how the statutes are quoted in Policy 5020. Kanter said that the proposed language reflects many discussions with faculty, staff and attorneys, so she would need to refer his suggestion to the group that proposed the changes.

Policy 5020 – Instructional and Other Material and Use Fees. Kanter noted that the Council had approved the proposed revisions at its January 26, 2007 meeting, and she was presenting it again simply for information.

Policy 9123 – Audit & Finance Committee. Kanter said that the Audit & Finance Committee is still working on this policy. She explained that the proposed changes cover committee operational matters.

Kanter requested that Council members share policies 3000, 4185 and 9123 with their constituency groups and bring back any comments to the next meeting.

VI. CONFIDENTIAL INFORMATION AND SECURITY

The key questions raised at the last meeting are: how long do faculty retain grade records, and what is the legal recommendation? Sherman reported that, according to legal counsel, there is no time limit governing when a student can protest a grade, nor is there any published guideline from the State Chancellor's Office. Kanter suggested asking the State Chancellor's Office for a legal opinion. Illowsky stressed the need for a policy to clarify what the expectation is for faculty to maintain records of finals that are not handed back to students. Franco added that the policy should specify what documentation to support grades must be submitted by faculty to Admissions & Records.

Sherman distributed a draft “Survey on Confidential Information Kept by Employees.” Chief Elk suggested defining “confidential.” Franco suggested asking if the employee's work area is secure. Hansen asked about on-line evaluation of faculty. Sherman said Jane Enright is working with the Faculty Association to address this issue, so he will coordinate his efforts with her.

VII. UPDATE RE VICE CHANCELLOR OF HR SEARCH

Kanter reported that the search committee is scheduled to hold interviews on November 8. Open Forums have tentatively been scheduled for mid-November; dates will be confirmed following the interviews, but asked Council members to hold November 13, 14, 16 and 20 at 2:00 p.m. to attend Open Forums if they are scheduled.

VIII. REVIEW PENDING ITEMS FOR 2007-08

Kanter noted the list of pending items. It was unclear what “ETS” referred to, so a clarification will be provided at the next meeting [it was later determined that this should have read “EIS,” or Educational Information System].

CALENDAR OF PENDING ITEMS 2007-08	
Board Policy 3000	November 9, 2007
Board Policy 9123	November 9, 2007
District Educational Master Plan, Critical Success Factors.....	Fall 2007
Board Policy 2610, Communication Between Staff and Board	Fall 2007
Board Policy 4190, Academic Freedom.....	Fall 2007
CalPASS Update (Kanter)	Fall 2007
Board Policy 4185	TBA
Planning for Smart Enrollment Growth – temporary title (Starer)	TBA
Security Policy (Sherman)	TBA
EIS	TBA
Statewide Basic Skills Initiative.....	TBA
Measure C	TBA
Closeout of Measure E	TBA
Staffing Study.....	TBA

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