



Chancellor's Advisory Council Meeting Agenda – October 24, 2014

Foothill College
President's Conference Room (Room 1901)
2:30 p.m.

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER
I. Welcome and Introductions	I	Linda
II. Approval of 5/16/14, 6/6/14, and 6/25/14 meeting summaries (Attached)	A	Linda
III. Review of the CAC Charge (Attached)	D	Linda
IV. Budget update	I	Kevin
V. Baccalaureate pilot	I	Linda
V. New and revised policies and procedures (Attached) <ul style="list-style-type: none"> • BP 3100 (formerly BP 2220) and AP 3100 Organizational Structure (revised BP, new AP) • BP 3280 (formerly BP 3124) and AP 3280 Grants (revised BP, new AP) • BP and AP 3530 Weapons on Campus (new) • AP 6510 (formerly AP 3214) Guidelines for Administering Environmentally Sustainable Practices (Revised) 	D/A	Linda
V. Board policy to be retired (Attached) <ul style="list-style-type: none"> • BP 3160 Contract and Grant Indirect Costs (move to AP and retire BP) 	D/A	Linda
VI. Other information and updates	I	All

CHANCELLOR'S ADVISORY COUNCIL

CHARGE, PURPOSE AND GROUND RULES

OVERVIEW

The Chancellor's Advisory Council (CAC) is the primary district-wide, participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting the educational programs and services of the Foothill-De Anza Community College District. Members of the CAC advise and make recommendations to the chancellor regarding district goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and goals of the district.

PHILOSOPHY & MISSION

We believe in the principles of openness, honesty, fairness, objectivity, and collegiality in policy development, planning, and budgeting. We adhere to the consensus model in conducting the business of the CAC. We expect that major district policies and procedures stemming from our mission, exclusive of those that are collectively bargained, be first submitted in draft form to the appropriate district governance groups most affected and then reviewed by the campus and/or district constituencies prior to action by the CAC. It is especially important that the 11 points agreed to in the participatory governance charter between the Academic Senates and the Trustees be acknowledged to avoid duplication of efforts and confusion. We adhere to the principles of clear, open, and honest communication and consultation, and we believe that every member of the CAC has the right to express his or her views on all issues under deliberation. We also are cognizant and respectful of the purpose and goals of the district's governance constituencies, and believe we can play a major role in coordinating and disseminating district-wide information to those we represent, and to the community we serve.

The mission of the Foothill-De Anza Community College District is used to guide the work of the CAC as follows:

The mission of the Foothill-De Anza Community College District is student success. We accomplish this by providing access to a dynamic learning environment that fosters excellence, opportunity and innovation in meeting the diverse educational and career goals of our students and communities.

PURPOSE

To advise and consult with the Chancellor on district-wide governance, institutional planning and budgeting, policies and procedures to promote the educational mission and goals of the Foothill-De Anza Community College District.

REPRESENTATION

- Each member will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Each member will represent his/her constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Each member will communicate a clear understanding of the issues and any CAC recommendations to his/her constituency.

MEETINGS

- Each member will honor the agenda and be prepared to participate in the entire meeting.
- Each member will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.

PARTICIPATION

- Each member will encourage full and open participation by all CAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Each member will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Each member will practice "active" listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

INTERACTION

- Each member will base his/her interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the CAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Each member will honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Approved by consensus of the Chancellor's Advisory Council: 11/7/03

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/15/10

Reviewed and corrected by consensus of the Chancellor's Advisory Council: 10/19/12



CHANCELLOR'S ADVISORY COUNCIL
Meeting Summary
May 16, 2014

Present

Linda Thor, Orlando Aguon, Randy Bryant, Karen Chow, Leo Contreras, Robert Cormia, Mayra Cruz, Letha Jeanpierre, Rich Hansen, Kevin McElroy, Joe Moreau, Judy Miner, Blanche Monary, Koosha Seyvani, Roberto Sias, Adiel Velasquez

I. Welcome

Chancellor Thor welcomed council members.

II. Approval of January 17 and March 14, 2014, Meeting Summaries

The January 17 and March 14, 2014, meeting summaries were approved without changes.

III. Governor's May Budget Revision

Kevin distributed an overview of the Governor's Revised Budget, pointing out that additional expenses for healthcare and drought relief have absorbed the state's higher-than-anticipated tax revenues. He explained that the revised budget, while not substantially different than the budget proposed for community colleges in January, included the following changes:

- the cost of living adjustment (COLA) was reduced from 0.86 percent to 0.85 percent;
- funding for enrollment access/restoration, which will not benefit the district because of declining enrollment, was reduced from 3 percent to 2.5 percent;
- deferred maintenance and instructional equipment funding was reduced from \$175 million to \$148 million but will not require a local match; and
- additional funds were proposed for the Economic and Workforce Development Program, property tax and fee revenue offset, and technology infrastructure.

Kevin also advised that the governor has proposed significant increases in state, employer, and employee contributions to the California State Teachers' Retirement System (CalSTRS) beginning in 2014-2015 to address the pension system's deficit. He noted that the proposed employer increase will likely wipe out the district's COLA and increase the structural deficit. Rich added that the governor's proposal is in keeping with what CalSTRS has said is necessary; however, it is a much less gradual plan than those previously discussed.

With regard to the district's budget for 2013-2014, Kevin shared a table from the Third Quarter Report showing the projected net fund balance and carryover. He advised that the deficit going into the fourth quarter will likely be much smaller than originally projected because the state implemented a smaller deficit factor than budgeted and benefit costs were lower than anticipated. Due to increases in expenses and decreases in revenue stemming from the enrollment decline, Kevin estimated the 2014-2015 district deficit at \$6–7 million. He advised that money from the

stability fund will be used to cover the structural deficit and provide the district with another year to evaluate enrollment and plan for cuts needed to bring expenses in line with revenue.

Roberto expressed concern about waiting another year to address the ongoing structural deficit. Kevin and Judy responded that the colleges and the district continue to carefully monitor revenue and expenses but consider leveraging of one-time funds as an effective strategy to mitigate the impact of multi-million dollar cuts.

IV. Online Education Initiative Update

Joe advised that he is in the process of hiring the permanent team for the Online Education Initiative (OEI) and hopes to have new leadership in place by July. He praised the work of the OEI Steering Committee, which includes nine faculty members appointed by the California Community Colleges Academic Senate and has been meeting twice per month, and reported that a call has gone out for colleges to be part of an Online Education Consortium pilot program. Joe provided a tentative schedule for the OEI team for the next year, noting summer plans include completion of the environmental scan of statewide and national best practices; issuance of requests for proposals for the common course management system and tutoring and proctoring services; and development of an online student readiness orientation.

V. New and Revised Policies and Procedures

AP 4236 Honors Courses and Programs (New)
BP 5075 (formerly BP 6126) Credit Course Drops and Withdrawals
AP 5075 (formerly AP 5003) Credit Course Drops and Withdrawals

Linda thanked Rich for editing the credit course drops and withdrawals policy and procedure. Judy suggested that the second sentence of the first paragraph of administrative procedure (AP) 5075 be revised as follows: "The colleges shall adopt practices based upon the procedures outlined below that are appropriate for each organization." The council approved board policy (BP) 5075 and AP 4236 as presented and AP 5075 as amended.

VI. District Opening Day Workshops

Linda announced that keynote speaker Manuel Pastor will highlight the District Opening Day theme of "The Changing Demography and the Equity Imperative" with his presentation of "The New Demography, the New Economy, and the New California." She noted that the Academic and Professional Matters Committee has the responsibility for planning District Opening Day workshops, but she would welcome additional proposals that fit the theme, particularly those that might interest classified employees. Blanche commented that the De Anza Classified Senate might be interested in submitting a workshop proposal.

VII. Other Information and Updates

Linda reported that the Senate Education Committee unanimously passed Senate Bill 850, which would authorize a community college baccalaureate pilot program, after amending the bill to reduce the number of pilot colleges from 20 to 15 and limit the number of degrees to one per district.

Chancellor Thor adjourned the meeting at 3:20 p.m.



CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

June 6, 2014

(Note: No physical meeting was cancelled and an electronic discussion conducted on the administrative procedure referenced herein.)

I. AP 3214 Guidelines for Administering Environmentally Sustainable Practices (Revised)

On June 3, 2014, proposed revised administrative procedure (AP) 3214 Guidelines for Administering Environmentally Sustainable Practices was distributed to the Chancellor's Advisory Council by email for review. Council members were asked to identify any concerns requiring further discussion by June 6, 2014.

Kevin noted two minor typographical errors in the sentence regarding the district's commitment to reduce greenhouse gases. Leo asked that the procedure be discussed at a future meeting and suggested changes to the policy language (see attached memorandum of June 4, 2014).

Linda agreed to consider Leo's suggestions and postponed consideration of the administrative procedure to a future meeting.

TO: Paula Norsell
FROM: Leo Contreras, President, CSEA Chapter 96
DATE: June 4, 2014
SUBJ: Policy 3214 Guidelines

I would prefer to pull this issue and discuss this policy at a Chancellor's Advisory Council meeting. However, in review of the guidelines for administering Environmentally Sustainable Practices Policy 3214 I have the following concerns and recommendations to the goals:

Goal 1 - Add, "without raising costs in other areas."

Goal 1 only provides tunnel vision to those responsible for energy management without taking into account the collateral effects or consequences of such reductions. For example, I have first hand experience in dealing with the damaged equipment repair costs and man hours which offset the savings in reducing energy consumption without considering the consequences.

Both Goals 2 and 3 - Should include underground pipes for domestic water, heating, air conditioning and irrigation systems.

To design and construct new facilities and renovation projects without replacing old pipes would only be cosmetic and superficial.

Goal 4 - Add, "and train our workforce to maintain the equipment."

Goal 5 - Add, "without killing 50 year old redwood trees."

Redwood trees were part of the original landscaping of De Anza College.

Goal 6 - Add, "to include set dates for shut-down and start-up."

Districtwide guidelines have been convoluted over time catering to individuals.

Goal 7 - Add, "and meet staffing needs."

The current District vehicle fleet was established prior to the District going through downsizing and lay offs."

Goal 8 - Add, "to include a recycling component with staffing budget."

The Foothill-De Anza Community College District is one of only a few who doesn't have at least one full time staff member dedicated toward achieving this goal.

Goal 9 - Add, "currently at an additional cost of \$50,000.00 a year."

Goal 11- Add, "twice"



CHANCELLOR'S ADVISORY COUNCIL

Meeting Summary

July 25, 2014

(Note: No physical meeting was held. An electronic vote was conducted on the board policy referenced herein.)

I. BP 2712 (formerly BP 9200) Conflict of Interest Code (Revised)

On July 15, 2014, proposed revised board policy (BP) 2712 Conflict of Interest Code was distributed to the Chancellor's Advisory Council by email for review. The email message that accompanied the revised policy explained that the district is required by the Political Reform Act to review its conflict of interest code every even-numbered year, the revisions to the policy language were recommended by the Santa Clara Office of the County Counsel to clarify disclosure requirements and ensure compliance with recent decisions by the Fair Political Practices Commission, and updates had been made to add new positions and correct titles. Council members were asked to identify any concerns requiring further discussion by July 25, 2014.

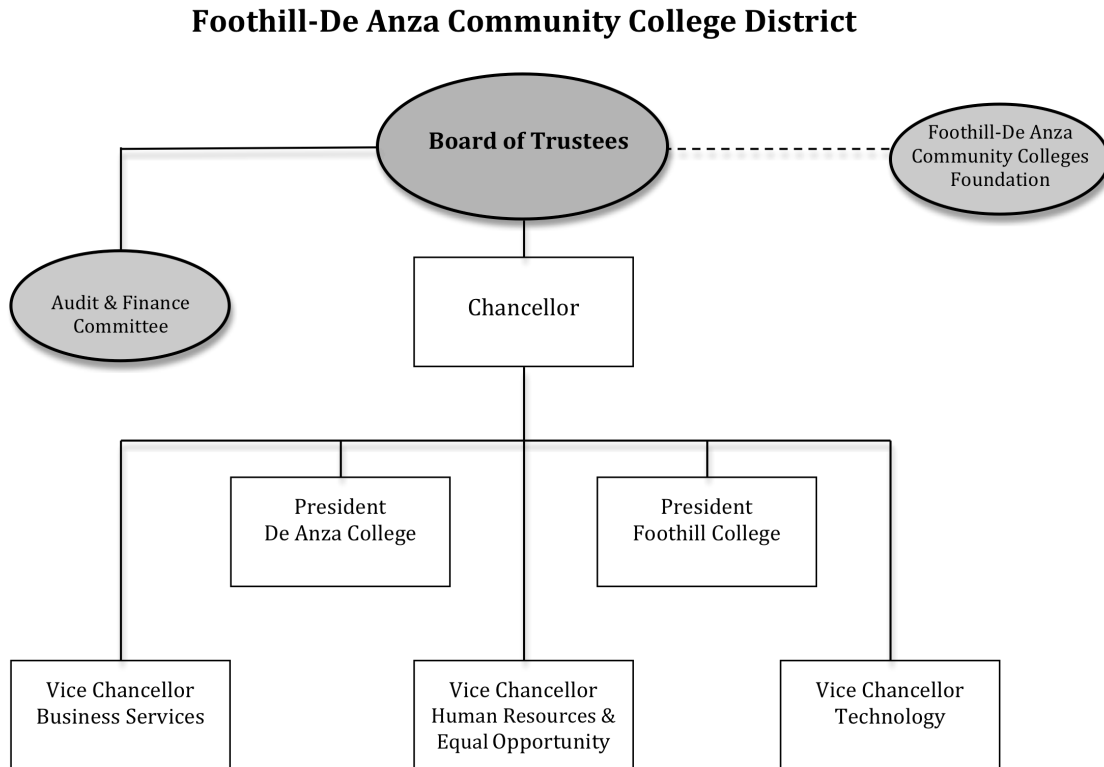
As no objections were received by the deadline, the policy was approved by consensus to be presented to the Board of Trustees for first reading.

DRAFT – NEW (Legally Advised)

Organizational Structure

AP 3100

The district's overall organizational structure shall be:



The college presidents and vice chancellors shall establish organizational charts that delineate the lines of management and supervisory responsibility within their organizational units.

See Board Policy 3100 Organizational Structure

Education Code Section 72400
Title 5, Section 53200

Approved

DRAFT – NEW (Suggested as good practice)

Grants

AP 3280

Grant applications shall adhere to the following guidelines:

(Note: The following guidelines were moved from former board policy (BP) 3124 Application for Supplementary Funds, now BP 3280 Grants)

1. Projects must be consistent with the objectives and priorities of the educational program. The value of the project, not the availability of state, federal or private funds, shall be the prime criterion in applying for funds.
2. The ~~Board of Trustees or the~~ Chancellor or Chancellor's designee must approve all projects for which outside funds are sought.
3. ~~Recognizing that projects may be experimental in nature, the Board establishes the following parameters:~~
 - a. ~~The administration must present reasonable assurance that a successful program can be continued with District funds if outside funds are discontinued.~~
 - b. ~~The administration will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.~~
4. When matching District funds are required, the administration will evaluate the effect of the proposed commitment on other District needs. ~~Other programs should not suffer in order to attract projects with matching funds.~~
5. Any such funds acquired shall accrue to the District for District purposes and not to any individual.

(Note: The following paragraph was moved from BP 3160 Contract and Indirect Costs)

The administration, ~~therefore,~~ will assure that all grants include provision for the maximum allowable indirect rate. Whenever a grant fails to provide for appropriate indirect costs, the District will participate in the grant only when the educational value of the proposed project justifies the waiver of these legitimate charges.

See Board Policy 3280 Grants

Education Code Section 70902

Approved _____

DRAFT – NEW (Legally Advised)

Weapons on Campus

AP 3530

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, and parts thereof, are prohibited on any District property, any non-owned property at which the District operates or provides services, and in any facility of the District.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Director of District Safety and Security before taking place.

Any person who believes that he/she may properly possess a firearm or other weapon on any District property, non-owned property at which the District operates or provides services, or facility of the District must promptly obtain authorization from the Director of District Safety and Security.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized by a designated District official to possess such an implement in the course of his/her employment, has been authorized by a designated District official to have the implement, or is a duly appointed peace officer, who is engaged in the performance of his/her duties, is prohibited on any District property, non-owned property at which the District operates or provides services, and in any facility of the District.

See Board Policy 3530 Weapons on Campus

Penal Code sections 626.9 and 626.10

Approved _____

DRAFT - REVISED

Guidelines for Administering Environmentally Sustainable Practices

AP 6510 3214

The long-term goals set forth below for the Foothill-De Anza Community College District are intended to achieve reduction in energy use, achieve increased environmental sustainability, and comply with the State Chancellor's Office policy regarding environmental sustainability.

~~The Vice Chancellor of Business Services shall facilitate the preparation of a~~Annual plans **shall be prepared** by the Colleges ~~and Central Services~~ for implementation of these goals. Annual reviews to evaluate the success of College ~~and Central Services~~ plans to meet these goals shall be conducted. The results of these reviews will be communicated widely to District and College staff and students and to the Board of Trustees. Updates and/or changes to the annual plans shall be made as needed to achieve the goals set forth herein.

The following goals are designed to implement Board Policy 3214, Environmentally Sustainable Practices.

- Reduce energy consumption use as compared to a 2007-08 baseline.
- Design and construct new facilities to meet or exceed LEED Certified Certification.
- Design and construct renovation projects to outperform the current Title 24 Standards.
- Increase self-generated energy capacity.
- Reduce water usage.
- Set Districtwide guidelines for heating and cooling of facilities.
- Increase the number of District vehicles that run on alternative fuels.
- Minimize waste generation and increase the volume of waste that is diverted from landfills.
- Maximize the use of recyclable material in food service operations.
- Commit our institutions to initiate tangible actions to reduce greenhouse gases.

DRAFT - REVISED

- **Ensure the most efficient operation of campus mechanical, electrical, and plumbing equipment, including self-generation energy equipment, through adequate and ongoing training of maintenance staff.**
- **Maximize the recycling of paper, cardboard, aluminum, and metal.**
- Develop methods to monitor consumption activity and routinely report it to the campus community and at least annually to the Board of Trustees

*See Board Policy ~~3214~~ **6510** Environmentally Sustainable Practices*

Reviewed 9/21/92, 8/16/99
Revised by Chancellor's Staff 2/6/09

DRAFT – REVISED (Legally Required)

Organizational Structure ~~**Line of Responsibility**~~

3100 ~~**2220**~~

Each employee in the District shall be responsible to the Board through the Chancellor.

The Chancellor shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The organizational chart shall be considered as a diagrammatic outline of administrative responsibility, ~~but it is not anticipated that~~ **This should not be interpreted as** a rigid pattern of authority ~~will be established which will prevent~~ a free flow of communication and assistance within the District **nor prohibits changes to allow for flexibility as deemed necessary for effective operations.**

~~Subject to applicable processes as set forth in collective bargaining agreements, all employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board.~~

See Administrative Procedure 3100 Organizational Structure

Education Code Section 72400

Approved 4/3/61

Amended 5/1/95

DRAFT – RETIRE (No related CCLC policy)

Contract and Grant Indirect Costs

3160

~~Contracting agencies and grantors recognize that there are genuine overhead costs, requiring the expenditure of resources, which cannot be specifically identified with a given activity without prohibitive administrative effort. The District endorses the recovery of indirect costs based on a variety of formulas depending on the specifics of the project and the regulations of the agency.~~

(Note: The following paragraph was moved to new AP 3280 Grants)

~~The administration, therefore, will assure that all grants include provision for the maximum allowable indirect rate. Whenever a grant fails to provide for appropriate indirect costs, the District will participate in the grant only when the educational value of the proposed project justifies the waiver of these legitimate charges.~~

Approved 8/16/99

DRAFT – REVISED (Legally Advised)

Grants Application for Supplementary Funds

3280 3124

In order to enhance the educational services provided on District campuses, the Board of Trustees directs the administration to seek ways of obtaining **additional funding through grants.** ~~supplementary funds. within the following guidelines:~~

(Note: The following guidelines have been incorporated into the new grants administrative procedure.)

- ~~1. Projects must be consistent with the objectives and priorities of the educational program. The value of the project, not the availability of state, federal or private funds, shall be the prime criterion in applying for funds.~~
- ~~2. The Board of Trustees or the Chancellor or Chancellor's designee must approve all projects for which outside funds are sought.~~
- ~~3. Recognizing that projects may be experimental in nature, the Board establishes the following parameters:~~
 - ~~a. The administration must present reasonable assurance that a successful program can be continued with District funds if outside funds are discontinued.~~
 - ~~b. The administration will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.~~
- ~~4. When matching District funds are required, the administration will evaluate the effect of the proposed commitment on other District needs. Other programs should not suffer in order to attract projects with matching funds.~~
- ~~5. Any such funds acquired shall accrue to the District for District purposes and not to any individual.~~

The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds and that grants applied for directly support the purposes of the district.

See Administrative Procedure 3280 Grants

Education Code Section 70902

*Foothill-De Anza Community College District
Board of Trustees
Board Policy Manual*

DRAFT – REVISED (Legally Advised)

Approved 12/5/66
Amended 8/16/99

DRAFT - NEW (Legally Required)

Weapons on Campus

3530

Firearms or other weapons shall be prohibited on any District property, any non-owned property at which the District operates or provides services, and in any facility of the District except when required for activities conducted under the direction of a District official or as authorized by an official law enforcement agency.

See Administrative Procedure 3530 Weapons on Campus

Penal Code sections 626.9 and 626.10

Approved _____