



## Chancellor's Advisory Council Meeting Agenda - February 24, 2012

Purpose: **Participatory Governance Leaders Meeting**  
 Location: **District Board Room**  
 Time: **1:30-3:30 p.m.**

AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	NOTES
I. Approval of 1/20/12 Meeting Summary ( <i>Attachment 1</i> )	I	Linda	
II. Budget Update	I	Kevin	
III. Benefits Update	I	Dorene	
IV. New Email and Calendaring Systems Update	I	Sharon	
V. Policies <ul style="list-style-type: none"> <li>1. BP 6015 Program Discontinuance (New) (<i>Attachment 2</i>)</li> <li>2. BP 3217 Non-Smoking Areas (Rev.) (<i>Attachment 3</i>)</li> <li>3. AP 3217 Non-Smoking Areas (New) (<i>Attachment 4</i>)</li> </ul>	A	Thor	
VI. Other Information and Updates	I	All	

**Next CAC Meeting: March 16, 2012, 1:30, Board Room**

**Distribution:** Linda Thor, Karen Chow, Leo Contreras, Dolores Davison, Jorell Dye/ASFC, Rich Hansen, Coleen Lee-Wheat, Virginia Marquez, Kevin McElroy, Judy Miner, Blanche Monary, John Mummert, Brian Murphy, Leif Nelson, Dorene Novotny, Arvind Ravichandran/DASB, George Robles, Fred Sherman, Roberto Sias, Carol Skoog, Chris White

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**  
**Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL**  
**DRAFT SUMMARY**  
**January 20, 2012**

Present

*Linda Thor, Karen Chow, Leo Contreras, Dolores Davison, Rich Hansen, Coleen Lee-Wheat, Kevin McElroy, Kimberlee Messina for Judy Miner, Blanche Monary, John Mummert, Brian Murphy, Dorene Novotny, Arvind Ravichandran, Fred Sherman, Roberto Sias, Carol Skoog, Chris White*

Others

*Emily Kinner, Donna Toyohara*

**I. Approval of December 1, 2011 Meeting Summary**

The December 1, 2011 meeting summary was approved.

**BP 4176 International Travel**

Changes to Board Policy 4176 International Travel were presented to, and approved by, the CAC on December 1, 2011. Questions were asked about why the policy was limited only to international travel funded by the general fund. Subsequently, changes to the policy were suggested in Chancellor's Cabinet to include approval of all international travel.

The CAC approved the changes. The policy will be resubmitted for approval to the Board on February 6, 2012.

**II. Budget Update**

Kevin reported that the state has a \$9.2 billion deficit, but the economy continues to slowly recover. Funding from the state is anticipated to be about the same if the tax initiative passes in November. If it does not, community colleges are looking at a possible \$482 million mid-year cut in January 2013. About \$218 million of that would be lost to apportionment buy back. The remaining \$264 million would be a direct reduction to the community college system's operational budget. For Foothill-De Anza that equates to an about \$7.1 million added to the existing \$10 million deficit. In 2012-13 the district may be looking at a deficit of about \$16-\$17 million. With the uncertainty of the passage of the tax measure, the chancellor's office recommends building a conservative budget without additional funds from the tax measure.

The governor's tax initiative estimates \$6.9 billion in additional revenue for education. Additionally, the LAO projects about \$2 billion less than the governor's estimates if the initiative is approved. Closer analysis indicates that if the initiative passes, education would realize only about \$2.5 billion due to additional expenses in Prop 98. If it does not pass, education would actually take a \$4.8 billion hit.

The district budget team will be developing budget strategies using various scenarios.

Kevin will be scheduling budget updates at the colleges in the very near future.

### **III. Legislative Principles for 2012**

Linda explained that the presentation and approval of the principles was moved from July to January in order to be more in line with state and federal legislative bodies. The principles will provide general guidance when meeting with legislators and writing advocacy letters regarding specific bills or actions.

The state legislative principles were developed in conjunction with the state chancellor's office and CCLC's legislative agendas, as well as the Student Success Task Force recommendations and the Silicon Valley Leadership Group's thoughts on some propositions that will be on next November's ballot.

The federal principles are summarized from the ACCT and AACC legislative agendas.

The group discussed the principles and agreed to strike the second sentence under federal principle #1.

Rich brought to the group's attention a memo from chancellor's office regarding the change in BOG fee waiver calculations. Currently, if a student has minimal need he will receive the entire fee waiver. Under the proposed change a student would have to show need up to a full-time student's enrollment. Rich's suggested a half-way point would allow students whose needs met a certain amount would get half the waiver and those above that amount would qualify for the entire waiver. He clarified that the state's change is contrary to the district's state legislative principle #11 to "support the preservation and enhancement of state financial aid for community college students". For the district, the change is scheduled to take effect in summer of 2012.

### **IV. Updates**

Kimberlee reported that Foothill continues to work on enrollment and curriculum and short- and long-term visioning.

Dorene reported on the JLMBC. It appears that the district is moving toward contracting with CalPERS as its healthcare provider. Many steps need to be taken before the move is final. With the move, there will likely be increases in contributions.

Linda reported that the Los Altos Chamber of Commerce honored Foothill College as this year's recipient of its Pride of the Community Award.

Rich reported that the Student Success Task Force was a major topic of discussion at the Consultation Council meeting yesterday. The SSTF will be the focus of the faculty's presentation at the Board of Trustees study session on January 23. He said they will gauge the Board to see if and how they want to be engaged. The state chancellor feels that there needs to be some legislative movement this year.

Dolores suggested everyone read the SSTF recommendations before the board study session.

Leo said that he is the district's lone heating specialist, and folks may feel the effects of the district's energy management efforts.

Blanche reported that ACE has almost completed its move to the Foothill campus. She will be spending some time recruiting for the two vacant vice president positions. She said some ACE members are anxious about the upcoming position reductions.

Karen reported on some positive developments:

- The First Year Experience Program was officially awarded an honorable mention in the Board of Governors Exemplary Program Awards for 2011. Rich attended the meeting and received the award on De Anza's behalf
- Expressed appreciation for the opportunity to work with student leaders, Brian, Rich, and Dolores on the SSTF recommendations
- She announced newly filled positions, including two language faculty and a director of Equity, Social Justice and Multicultural Education

Brian said that some of the positive things that have happened on his campus are a spirit of generosity and engagement, a mutual dependency on one another, and the work the students are doing.

Arvind

- Gave an update on the Occupy movement at De Anza
- Expressed appreciation for the opportunity to be involved in the budget reduction process
- Reported that the student government is focusing on student activism this quarter

Emily said that each week of the Occupy movement has a different theme. "Gratitude" is the theme for week 5. For Valentine's Day the theme will be gender and equality.

### **Adjournment**

Linda adjourned the meeting at 2:35 p.m.

**NEW**  
**D R A F T**

**Program Discontinuance**

**6015**

---

Each college will implement a policy and procedure for program discontinuance that will be based on collegial collaboration between faculty and administration. These must include mechanisms to identify and evaluate potential district-wide consequences, and specify the points and mechanisms by which the two colleges will communicate regarding any potential program discontinuance.

Title 5 § 51022

Approved by CAC \_\_\_\_\_

## Non-Smoking Areas

3217

### Statement

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor and outdoor campus locations, with the exception of designated smoking areas as defined by each campus.

### A. Vehicles

Smoking is prohibited in district vehicles.

### B. Signs

“No Smoking” signs shall be conspicuously posted on campus. In addition, designated smoking areas will be clearly marked.

### C. Advertising

No tobacco related advertising or marketing shall be permitted at FHDA or in publications produced by FHDA.

### D. Sale of Tobacco

The sale of tobacco products on campus is prohibited.

### E. Implementation

This policy relies on the consideration and cooperation of smokers and non-smokers. It is the responsibility of all members of the District and visitors to observe and follow the guidelines. This policy shall be communicated and published in the colleges’ catalogs, handbooks, websites, and other appropriate locations.

### F. Enforcement

Smoking violations shall be subject to issuance of citations by the District Safety and Security Department as provided for by state law.

See Administrative Procedures 3217, 5510, 5520

Government Code 7597(a)  
Government Code 7597.1  
Health and Safety Code 118875-118915  
Labor Code 6404.5

Approved 1/8/96  
Amended 8/16/99, 12/2/02, 6/20/05, 7/12/10 \_\_\_\_\_

FHDA FHDA 2/16/12 9:19 AM

**Deleted:** at building entrances and in employee lounges, restrooms, locker rooms, dressing areas, cafeterias, lunchrooms, and stadium and sports facilities.

FHDA FHDA 2/16/12 9:22 AM

**Deleted:** to all employees annually and published in the Colleges’ Schedule of Classes,

FHDA FHDA 2/16/12 9:23 AM

**Deleted:** Santa Clara County Ordinance No. 625.4

**DRAFT – NEW**

**Procedures for Enforcement of Non-Smoking Areas**

**3217**

**Provisions**

- 1.0 Each college will identify designated smoking areas. It will ensure that clear and consistent signage are displayed at all entrances to the campus, as well as other conspicuous locations, to notify the public that smoking is permitted only in the officially designated areas and is otherwise prohibited on the campus grounds or in campus buildings.
- 2.0 The smoking prohibition applies to District owned vehicles and all other District owned mobile equipment.
- 3.0 No tobacco related advertising or marketing shall be permitted at FHDA or in publications produced by FHDA.
- 4.0 The sale of tobacco products on campus is prohibited.
- 5.0 Each college has the responsibility of communicating the Non-Smoking Policy to students and staff of the District. This policy shall be communicated to all students, employees and visitors annually and published in the colleges' Course Catalogues, handbooks, Web sites, and other appropriate locations.

**Enforcement**

- 1.0 Smoking violations shall be subject to issuance of citations by the District Safety and Security Department as provided for by state law.
- 2.0 An appeal process will ensure the due process of any person cited in accordance with District Policy.

California Government Code Sections 7597-7598  
Health and Safety Code Sections 118875-118915  
Labor Code 6404.5

Approved by CAC

FHDA FHDA 2/21/12 2:55 PM  
**Deleted:** Off site facilities are responsible for defining appropriate smoking policies in accordance with their local municipal ordinances.

FHDA FHDA 2/21/12 2:56 PM  
**Deleted:** No tobacco related advertising or marketing shall be permitted at FHDA or in publications produced by FHDA.

FHDA FHDA 2/21/12 2:56 PM  
**Deleted:** The use of tobacco products and smoke producing products is prohibited, including but not limited to; cigarettes, cigars, cloves, bidis, pipes, hookah, marijuana and electronic cigarettes.

FHDA FHDA 2/21/12 2:56 PM  
**Deleted:** 6.0 The sale of tobacco products on campus is prohibited.

FHDA FHDA 2/21/12 2:56 PM  
**Deleted:** 7.0 Each college has the responsibility of communicating the Non-Smoking Policy to students and staff of the District. This policy shall be communicated to all students, employees and visitors annually and published in the colleges' Course Catalogues, handbooks, Web sites, and other appropriate locations.

FHDA FHDA 2/21/12 2:56 PM  
**Deleted:** Violations of the District's No-Smoking Policy shall be enforced by the District Police Department.