



**FOOTHILL-DE ANZA**  
**Community College District**  
**Office of the Chancellor**

**CHANCELLOR'S ADVISORY COUNCIL**  
**SUMMARY**  
**January 25, 2013**

Present

*Linda Thor, Randy Bryant, Karen Chow, Leo Contreras, Robert Cormia, Dolores Davison, Joseline Diaz, Rich Hansen, Truly Hunter, Araceli Kaliangara, Kevin McElroy, Judy Miner, Blanche Monary, Joe Moreau, Brian Murphy, Dorene Novotny, Erin Ortiz, Rowena Tomaneng*

**I. Welcome**

Chancellor Thor welcomed the council and asked members to introduce themselves. She announced that Rowena Tomameng has been honored with the Association for California Community College Administrators' Leadership Award for Administrative Excellence and that Judy Miner has been selected for the Silicon Valley Business Journal's 2013 Women of Influence Award.

**II. Approval of November 16, 2012, Meeting Summary**

The November 16, 2012, meeting summary was approved without changes.

**III. Budget Update**

Kevin reviewed the district's budget in light of voter approval of Proposition 30, the Governor's proposed 2013-2014 budget, and the district's estimated enrollment figures for 2012-2013. He noted that although Proposition 30 funds prevented further cuts to community colleges, the district still must close its structural deficit of \$5.7 and remain in compliance with the 50 Percent Law. Kevin stressed the importance of increasing enrollment to avoid cuts to the district's base. He also advised that the Governor's proposed budget for 2013-2014 includes additional apportionment funding and a deferral buy down as well as proposed policy changes to limit state-funded units to 90 per student, adjust the manner in which apportionment funding is calculated, and alter the eligibility requirements for Board of Governors (BOG) fee waivers.

Linda indicated that while enrollment has declined, an analysis Andrew LaManque presented to administrators and supervisors earlier in the day showed that some areas, including online, math, and science classes, are experiencing growth.

**IV. Legislative Principles**

The Council reviewed and discussed draft 2013-2014 legislative principles. It was suggested that the word "universities" be capitalized in state principle 14 and that the word "preschool" be spelled out in state principle 19. Linda reported that the Board of Trustees will discuss the draft legislative principles at the February 4, 2013, study session.

With regard to state principle three, Rich advised that the Faculty Association's Political Action Committee is reaching out to businesses and asking them to endorse the colleges, which should help provide a base of support should the district decide to seek approval of a parcel tax in the future.

**V. Password Change**

Joe announced that the district's password protocol has been updated to mirror the latest industry standards for security. He advised that new passwords to access district systems will require a minimum of eight digits consisting of at least one capital and one lower case letter, one number, and one special character. Announcements regarding the impending change will be sent districtwide on February 5, 2013, and February 12, 2013. Users will be prompted to change passwords on February 19, 2013, and at least once per year thereafter.

**VI. Policies**

Board Policy (BP) and Administrative Procedure (AP) 3440 Service Animals (New)

Linda explained that the district is legally required to have a policy and procedure in place concerning service animals and that legal counsel has vetted the draft documents. After discussion, Dorene agreed to add language that specifically indicates that the policy and procedure do not apply to employee Americans with Disabilities Act accommodations. The Council approved the procedure by consensus, and Linda advised that the policy will be presented to the Board of Trustees for first reading at the March 4, 2013, meeting.

Board Policy 3500 Alcohol on Campus (New) and Administrative Procedures 3500 Alcohol on Campus (Revised) and 3501 Alcohol off Campus (Revised)

Kevin explained that the district's administrative procedures regarding alcohol use have been revised to reflect changes to Business and Professions Code section 25608. The revisions add a Special Events exception that will permit consumption of wine and beer at district-approved events held by outside groups (e.g. Chamber of Commerce mixers, weddings, private parties) where the attendees are not primarily students. Kevin noted that since the events will require approval of the Board of Trustees, a new board policy has been developed. He also reported that legal counsel has reviewed the policy and procedures. The Council approved the revised procedures by consensus, and Linda advised that the policy will be presented to the Board of Trustees for first reading at the March 4, 2013, meeting.

Board Policy and Administrative Procedure 5050 Disclosure of Student Records (Revised)

Joe presented proposed revisions to policies and procedures related to disclosure of student records, which were recommended to bring the district in line with federal and state regulations. The policy changes include changing the name of board policy 5050 from "Furnishing Information Concerning Students" to "Disclosure of Student Records" and merging board policies 5045 and 5048 into the revised policy. Procedural changes include changing the name of "AP 5045 The Family Educational Right and Privacy Act" to "AP 5050 Disclosure of Student Records" and altering several sections of AP 3260 Electronic Information Security. The Council approved the revised procedures by consensus, and Linda advised that the policy revisions will be presented to the Board of Trustees for first reading at the March 4, 2013, meeting.

**VII. Other Information and Updates**

Blanche indicated that she has been presented with a position reduction list and that notifications are in process. She indicated that the classified union is working with the district to find other solutions, such as moving affected employees into vacant positions.

Erin spoke about working collaboratively with the Foothill College Academic Senate and the Central Services Classified Senate; announced that the Foothill, De Anza, and Central Services classified senates are planning a joint conference on April 26, 2013; and asked for increased support of the March in March being held in Sacramento on March 4, 2013.

Joseline reported that Foothill College students will vote from January 28, to January 31, 2013, on whether to implement a fee to fund the Santa Clara Valley Transit Authority (VTA) Eco-Pass Program.

Karen announced that De Anza College plans to hold the 8<sup>th</sup> annual Partners in Learning conference on March 8, 2013, from 8:30 a.m. to 4:00 p.m.

Rich reported that the Faculty Association is focusing on three big issues: the budget, CalSTRS unfunded liability, and accreditation. He indicated that there is concern across the state about what is happening with San Francisco City College's accreditation status and the special trustee's focus on negotiations between the administration and unions.

Truly indicated that the Multicultural Staff Association's focus for 2012-2013 is to be more visible, increase membership, improve collaboration with other shared governance groups, hold a follow up meeting with the Chancellor, and examine equity in the district.

Dorene advised that administrators and supervisors were given information earlier in the day about the position elimination process and were reminded to be patient and sensitive with employees both directly and indirectly impacted. Brian spoke about efforts to cope with the staffing cuts under development at De Anza College and suggested that training be provided to help employees handle stress and find ways to get the work done.

Judy announced plans for an open house for the new Physical Sciences and Engineering Center on February 26, 2013, from 4:30 – 6:30 p.m.

Chancellor Thor adjourned the meeting at 3:35 p.m.