



## BOARD HIGHLIGHTS

Joan Barram Betsy Bechtel Laura Casas Pearl Cheng Bruce Swenson Courtney Cooper Elias Kamal

**Board meeting of Nov. 7, 2016**

### SOME HEADLINES

#### Trustees considered or approved:

- The impending departure of two trustees
- New EV charging stations and synthetic turf for a soccer field
- A comprehensive classification and compensation study for ACE
- Sale of the last Measure C bonds
- Financing for the Flint Center garage
- New hires, promotions and departures

**Agenda & backup material:** <http://www.boarddocs.com/ca/fhda/Board.nsf/Public>

*To access supporting documents for items on the agenda, visit the BoardDocs website using the link above. Under the Meetings tab, click on the meeting of Nov. 7, 2016, then click on "View the Agenda." Supporting documents are included as attachments to the item.*

### TRUSTEE RECOGNITION

#### Farewell to outgoing trustees

Calling them "exemplary trustees," Chancellor **Judy Miner** presented Trustees **Betsy Bechtel** and **Joan Barram** with a token of appreciation for their service – 13 years for Trustee Bechtel and almost eight years for Trustee Barram – at their last regular board meeting. "You have supported our equity agenda – you have been right there with us," she said.

Fellow trustees, the college presidents, district vice chancellors and campus leaders all expressed gratitude to the outgoing board members, calling them wonderful and amazing colleagues, role models and public servants. "You have been here to do the hard work and to really understand a very complex district," commented Trustee Pearl Cheng. Several administrators expressed appreciation for the trustees' focus on policy while the administration runs day-to-day operations.

The audience gave the retiring trustees a standing ovation after **Patrick Ahrens**, representing Assembly member **Evan Low**, presented them with flowers and a framed resolution from the state legislative delegation of Silicon Valley. Ahrens recalled the help and encouragement he received from Trustee Bechtel when he was a student trustee and she was his board mentor.

Trustee Bechtel said she'll miss the people she's worked with and gotten to know in the district over the years – "that's what you miss the most," she said. Trustee Barram spoke about the pride of being associated with "two fabulous colleges" and the respectful working relationships that trustees have enjoyed with each other, the administration and the district's constituency groups, always working together with the students and colleges in mind. "Don't do anything to mess it up," she said, addressing the trustee candidates who attended the meeting.

## INFORMATION & ACTION ITEMS

### EV parking stations

The board ratified an addendum to a contract with ATI Architects and Engineers for design of electric vehicle parking stations at Foothill College.

### New Foothill soccer field

Trustees approved an agreement with Verde Design for preparations related to replacing the grass soccer field at Foothill College with a synthetic turf field. The \$92,450 contract covers developing designs for the new field and assisting the district in getting it approved and built.

In response to questions from Trustee **Laura Cases**, Executive Director of Facilities & Operations **Steve Kitchen** said the life expectancy of artificial turf is 10 years, and that a grass field is much more expensive to maintain at about \$75,000 to \$100,000 annually. Vice Chancellor **Kevin McElroy** said he understands that the soccer team is pleased with the replacement plan.

### Student success software

The board ratified three-year contracts for Foothill and De Anza to use Hobson Starfish software to support student success and retention. The software has two components. Starfish EARLY ALERT is an early-warning and student-tracking system that makes it possible for instructors, counselors and Early Alert staff to quickly identify at-risk students and make appropriate referrals. Starfish CONNECT is a networking and case management system that helps students access a personalized list of instructors and counselors who are committed to helping them succeed.

The Starfish software is offered through a contract with the California Community Colleges Chancellor's Office. It has been piloted by nine California community colleges over the past year and is now being made more widely available.

In response to questions from Trustee **Bruce Swenson**, Chancellor **Judy Miner** said the program has helped colleges improve student retention and success, and that making the early alert process easier to use will increase faculty participation. The district is using a train-the-trainer model to minimize expenses, she said, and is funding the project through the Student Success and Support Program. **Stacey Cook**, De Anza's vice president of Student Services, said the automated system is easy to use and that awareness and training for instructional faculty is a priority. De Anza student Trustee **Elias Kamal** said he hopes Starfish "helps keep instructors accountable to students." Vice President Cook noted that faculty members can use the software to compliment and encourage students. The cost for each college is \$124,575 over three years.

## Grant for CTE data tracking

Trustees ratified an agreement that will bring technical assistance and \$50,000 each in grant funding to Foothill and Anza to help the colleges use data for tracking factors such as student success, demographics, and outcomes, including equity gaps, in career technical education (CTE) programs. Such data can be used to strengthen CTE programs and for accreditation and program review. The funding follows attendance by a team from each college at a regional workshop to become familiar with various data tracking tools used by the California Community Colleges' Workforce and Economic Development Division.

## Classification and compensation study

Trustees ratified a contract with Berkeley-based Koff & Associates for a comprehensive classification and compensation study for members of the Association of Classified Employees (ACE) bargaining unit, the first such study in about 20 years. The firm will review all 188 classifications in the bargaining unit and interview representatives in each classification.

The study has two primary goals: One is to develop recommendations for "a clear, equitable, consistent and competitive job classification structure" that will attract and retain qualified employees and provide opportunities for growth and development. The other is to make recommendations for a compensation structure that would provide consistency in recruitment, hiring and promotion practices. The district is funding the study but isn't guaranteeing compensation adjustments.

The Joint Labor Management Classification Committee recommended Koff & Associates after interviewing four firms that responded to a request for proposals (RFP). The contract runs through Dec. 31, 2017, at a cost not to exceed \$187,080. The RFP contained language that would allow the district to use the firm's services for similar studies in other bargaining units.

## Measure C bond sales

Vice Chancellor **Kevin McElroy** introduced **John Sheldon**, the district's bond underwriter from Morgan Stanley, who briefed the board on the September sale of \$56.4 million in Measure C "new money" bonds and the refinancing of \$201.7 million in older bonds. The new money bonds are the last series of new bonds to be sold under Measure C, the \$498.5 million general obligation bond measure for capital improvements that district voters approved in 2006.

The good news for district property owners is that the total cost of Measure C bonds has turned out to be significantly less than the district originally projected, which means lower overall costs for taxpayers. The district originally projected a tax rate of \$24 per \$100,000 of assessed property value when it put Measure C on the ballot, but now projects a rate of \$14.55 per \$100,000 of assessed value for all outstanding Measure C bonds.

Sheldon said the lower tax rate is the result of a combination of things: lower interest rates, increases in property valuations within the district, and the district borrowing sensibly over a long period of time and refinancing debt whenever it could to maximize taxpayer savings. For example, he noted that the September refunding of outstanding bonds resulted in a total debt service savings for taxpayers of \$32.4 million, which translates to an annual

reduction for taxpayers of 54 cents in savings per \$100,000 of property value.

Sheldon reported strong investor demand for the district's bonds and said taxpayers benefitted from Foothill-De Anza earning the highest possible credit rating from Moody's Investor Service and Standard & Poor's – Aaa and AAA, respectively. He said those ratings reflect the district's strong financial profile, particularly its management of financial resources and reserves, and high assessed property values within the district's service area.

## Financing the Flint Center garage

**John Sheldon**, underwriter from Morgan Stanley, gave trustees an overview of the district's plans for selling certificates of participation (COPs) to help finance renovation of the Flint Center garage. At the same time, the district also will refinance two previous lease financings to take advantage of lower interest rates and reduce debt service costs to the general fund by about \$1.3 million annually. COPs are financing tools backed by lease revenue and are frequently used by local governments to fund large capital projects.

The board subsequently approved a resolution authorizing the COPs sale, which would raise an estimated \$22 million toward the \$30 million Flint garage project. (The rest will come from budget reserves and Measure C.) The district would pay off the "new money" COPs over 25 years but could retire the debt early, without penalty, using bond proceeds if voters approved a new district bond measure in the future. Even if the debt were not paid off early, Sheldon said, the district's annual lease payments would be lower than they are today starting in 2021 and continuing through 2041.

Buyers of the COPs would purchase an interest in a stream of lease payments made by the district to the Foothill-De Anza Community College District Financing Corporation for the lease of the Media & Learning Center at De Anza. The district retains ownership of the building and the district Board of Trustees serves as the board for the financing corporation.

Palo Alto resident **Ken Horowitz** urged the board to defer a vote on this item and on the award of a construction contract for a new district office building until newly elected Board of Trustees members are seated in December. Board President **Joan Barram**, attending her final meeting, said she feels it is her responsibility to act since the current trustees have received extensive information and participated in planning for the Flint garage renovation and the new district office building.

## First quarter report

In reviewing the first quarter budget report, Vice Chancellor **Kevin McElroy** noted that the softening in enrollment in summer and fall won't affect funding this year. However, if that enrollment is not recaptured, he said, the district's funding base will be lower next year. Trustee **Bruce Swenson** asked whether any attempt has been made to look at staffing levels in light of enrollment decline. Vice Chancellor McElroy said discussions would begin soon about how to match expenditures to revenues. Chancellor **Judy Miner** said she expected the board to discuss the budget at its February study session with a focus on optimizing funding.

## New district office building

Trustees approved acceptance of a construction bid in the amount of \$18,146,362 from Alten Construction for the new district office building. A second builder withdrew its bid, citing an error in its pricing.

The project budget for the new district office building has grown to \$23 million, up \$738,000 from the May estimate. Vice Chancellor **Kevin McElroy** attributed the increase to a hot Bay Area construction market. He said some modifications were proposed to bring costs down, and the district will continue to work with the contractor on other possible cost reductions.

The project will be funded primarily through Measure C (\$20 million), with additional funding coming from the district's facilities maintenance fund (\$2.3 million) and the mandated cost reimbursement fund (\$738,000).

Palo Alto resident **Ken Horowitz** argued that a new district office building was not contemplated under Measure C and urged the board not to move forward. Trustee **Betsy Bechtel** disagreed, saying that the project is consistent with what was proposed in Measure C. Rather than renovating the district office building and spending \$18 million to build an outmoded data center and new ETS offices, she said, the district renovated the former district office building for ETS and will use the new building to house district services.

## HUMAN RESOURCES REPORT

### Administrator appointments

The board approved Central Services employment of **Edith Alwaz** as manager of accounting in Business Services, effective Nov. 14, and ratified the appointment of **Myisha Washington** as manager of compensation, classification and employment services in Human Resources. Trustees approved the appointment of **Jory Hadsell** as executive director of the Online Education Initiative starting Dec. 15, and ratified the appointment of **Paul Starer** as acting associate vice president of instruction at Foothill.

### Administrator retirements & resignations

The board ratified the resignation of **Bernata Slater**, Foothill's vice president of finance and administrative services, effective Oct. 21 after more than 21 years, and approved the resignation of **Art Heinrich**, bond program director for Foothill, effective Dec. 29 after more than nine years.

### New administrator positions

Trustees approved a new administrator position at Foothill, associate vice president of finance and administrative services. In response to questions from Trustee **Bruce Swenson**, Vice Chancellor **Dorene Novotny** said it is a key position that has been in the planning stages for more than a year. President **Thuy Nguyen** said the college would look at possible reorganization to fund the position.

### Faculty retirements & resignations

The board approved the Article 19 retirements at De Anza of international studies instructor **Laura Karst**, effective Dec. 16 after almost 16 years; film production instructor **Martin McNamara**, effective Dec. 16 after more than 20 years; and music instructor **Paul Setziol**, effective June 30, 2017, after more than 36 years. Trustees ratified the resignation and retirement of **John Butcher**, counselor in De Anza's Disability Support Programs & Services, effective Oct. 31 after more than 15 years.

### Classified employment

The board ratified employment at Foothill for **Leonardo Camargo** as accommodations instructional technology coordinator in the Disability Resource Center, **Paulina**

**Houldsworth** as program coordinator II in Student Services, and **Andre Meggerson** as enrollment services specialist; at De Anza for **Yume Kim** as tutorial assistant in Disability Support Programs & Services, **Gordon Regehr** as adaptive PE assistant II, and **James Shea** as flea market coordinator; and in Central Services for **Franslei Bezerra** and **Raymond Valenzuela** as maintenance workers and **Luisa Herrera** as payroll technician II.

### Classified promotions

Trustees ratified the promotion **Anthony Cervantes** to Admissions & Records supervisor at Foothill, **Lily Greene** to EOPS services coordinator at De Anza, and **Ngoc Nguyen** to payroll technician II in Central Services.

### Professional Growth Awards

The board ratified a Professional Growth Award for **Olga Evert**, executive assistant II in Instruction at De Anza.

### Classified retirements

The board ratified the retirement of **Lori Thomas**, Foothill's publications, publicity and editorial coordinator, effective Oct. 12 after almost 21 years. Trustees approved the retirements of **James Holstein**, workstation & systems support technician I in ETS, effective Dec. 21 after more than 30 years, and **Leslye Noone**, division administrative assistant in Counseling & Student Success at Foothill, effective Dec. 29 after more than 16 years.

### Classified reclassifications

Trustees ratified the reclassification of **Sarah Gore** as administrative assistant II in Central Services Operations and **Sotha Pen** as food service production assistant/sous chef in Dining Services at De Anza.

## REPORTS & HEARINGS OF ITEMS NOT ON THE AGENDA

*(Board members cannot discuss items that are not placed in advance on the agenda.)*

### Public comments

Palo Alto resident **Ken Horowitz** asked the board to adjourn the meeting in honor of veterans.

### Staff comments

Vice Chancellor **Kevin McElroy** commented on the invaluable contributions to Foothill-De Anza of **Art Heinrich**, who is retiring at the end of the year from his position as bond program director at Foothill. He has been a great asset, the vice chancellor said, shepherding such projects as the Physical Sciences & Engineering Center, the Sunnyvale Center, the library remodel, renovation of the old district office building for ETS, and planning for the new district office building.

### Presidents' comments

De Anza President **Brian Murphy** introduced political science instructor **Jim Nguyen**, vice president of the De Anza Academic Senate, and commented on the planned June 2017 retirement of music instructor **Paul Setziol**, a longtime campus and statewide Academic Senate leader. He expressed appreciation to both for their service. He reported on the reception Nov. 16 from 5:30-7:30 p.m. at the annual Euphrat Museum of Art exhibition featuring artwork by faculty and staff from both colleges.

Foothill President **Thuy Nguyen** reported on the successful grand opening event at the Foothill College Sunnyvale Center and thanked trustees for attending the community event as well as the a recent town hall meeting featuring local elected officials for Political Awareness Day.

## Chancellor's comments

Chancellor **Judy Miner** reported that the district's self-study report was well received by the board of the League for Innovation in the Community College and thanked those who were involved in producing the report. She commented on a meeting she and several Foothill-De Anza colleagues had with program directors at the Exploratorium in San Francisco as guests of **Melissa Alexander**, the Exploratorium's director of public programs. The chancellor gave an overview of plans for orienting new Board of Trustees members who will be elected Nov. 8, including participating in an agenda review session, a working lunch with the chancellor and college presidents, and an in-depth session with the vice chancellors before the board's Feb. 6 study session. New board members also will have the opportunity to attend an effective trustees workshop offered by the Community College League of California.

## Board comments

Trustee **Bruce Swenson** said he was impressed with the new Sunnyvale Center and the recent community grand opening held there. He commented on the attention given to the Blue Cube's history and how it was incorporated into the building and the open house program. He congratulated the administration for its sensitivity.

Trustee **Laura Casas** also commented on the success of the Sunnyvale Center grand opening and said she particularly appreciated the connections President **Thuy Nguyen** drew between the Space Shuttle Challenger, the new center, and the challenges of the future. She also complimented the district's League for Innovation report and reported on the success of several students she has mentored through the Puente Project. One of them, **Isabelle Barrientos**, a former De Anza student trustee who transferred to UC Berkeley, now works in international affairs for the government of Bolivia after earning a master's degree in international cooperation and development from the New Sorbonne University in Paris. She said another former mentee, who is married and has two children, recently graduated from UCLA with a 4.0 grade point average.

De Anza student Trustee **Elias Kamal** reported on various campus activities, including Club Day featuring some of De Anza's 65-70 clubs; a student services day that showcased resources available to De Anza students; and the celebration of Dia de Los Muertos, which included an altar devoted to Black Lives Matter. He noted that De Anza students hope to dissuade transportation authorities from raising the cost of the EcoPass and that the De Anza Associated Student Body funded attendance for students at a statewide Umoja conference. He said that many De Anza students, including some who cannot vote because of their immigration status, have been civically active for the Nov. 8 election.

Foothill Student Trustee **Courtney Cooper** reported that more than 300 people attended the college's Political Awareness Day and participated in a successful voter registration drive. She noted that students took part in a recent cancer walk in honor of the college's Student Services Vice President **Denise Swett**. She said that the Associated Students of

Foothill College is holding an early Thanksgiving dinner and a drive-in style movie open to all students on Nov. 17, and that Foothill's first cohort of Umoja students is attending a statewide conference. She said students would like to see public transportation offered between the main campus and the Sunnyvale Center and suggested that some safety improvements are needed for students walking from light rail to the center. She also urged that the college invest in additional graphing calculators, saying that all 500 are frequently checked out by the second week of the quarter.

Board President **Joan Barram** commented that in her time on the board she has worked with 14 student trustees, all of them "smart, committed, articulate and engaged." She thanked the current student trustees for their service, saying they represent the college and district extremely well.

## **NEXT MEETING**

The next regularly scheduled meeting of the Board of Trustees is Monday, Dec. 12, at 6 p.m. in the Toyon Room of the Foothill College Campus Center, which is the board's regular meeting location until further notice.

**Agenda:** <http://www.boarddocs.com/ca/fhda/Board.nsf/Public>

Agendas generally are posted 72 hours in advance. Please check the agenda to verify the time and location of the meeting.

## **BOARD HIGHLIGHTS**

*Board Highlights* is intended to communicate board meeting news to faculty and staff across the district. These are not the official minutes. Please contact Becky Bartindale at [bartindalebecky@fhda.edu](mailto:bartindalebecky@fhda.edu) or (650) 949-6107 with comments or questions about *Board Highlights*.

**Minutes:** <http://www.boarddocs.com/ca/fhda/Board.nsf/Public>

Find approved minutes by meeting date under the "Meetings" tab. Minutes are typically approved at the next board meeting. For questions about minutes, please contact Paula Norsell, assistant to the chancellor, at (650) 949-6106 or [norsellpaula@fhda.edu](mailto:norsellpaula@fhda.edu).