

Board meeting of Oct. 7, 2013

SOME HEADLINES

Trustees reviewed or approved:

- Revisions to district parking & traffic regulations
- An increase in employee compensation
- A U.S. bank branch at De Anza
- A contract for the District Office Building renovation
- New hires, appointments, and retirements

To see background information for any of the items that appear below, go to <http://www.boarddocs.com/ca/fhda/Board.nsf/Public>. Click on the meeting of Oct. 7, 2013, and then click on "View the Agenda" to access all supporting documents.

INFORMATION & ACTION ITEMS

Parking & traffic regulations Trustees approved minor revisions to the district's parking and traffic regulations. At the urging of board President **Betsy Bechtel**, trustees requested reconsideration of a short section on bicycle parking involving issuance of citations by police and removal "by any means necessary" of bicycles locked to anything not intended for bicycle parking. In the meantime, police will have the authority to remove any parked bicycles that create a safety hazard.

President Bechtel said the district's goal should be to encourage bicycle commuting, and that before issuing citations or removing bikes, the campuses should make sure there is enough bicycle parking.

The section on bicycle parking is not new. Police Chief **Ron Levine** said that in the past 10 years, only two bicycles have been removed for illegal parking and couldn't recall a citation ever being issued. He said the first step in enforcement is to issue a warning. However, he recommended that police be given the authority to cite and remove illegally parked bicycles on the rare occasions it may be needed.

Increase in compensation: The board approved a 2.07 percent salary increase for employees represented by the Administrative Management Association, Association of Classified Employees, California School Employees Association, Confidential Group, Faculty Association, Operating Engineers and Teamsters. Trustees also adjusted salaries for executive administrators by 2.07 percent. It is the first salary increase for employees since 2007-08.

U.S. Bank branch at De Anza: The board approved an agreement with U.S. Bank for the lease of unused space in the De Anza Bookstore to build a full-service mini-branch with two ATMs. The arrangement is meant to provide De Anza students with free checking and other

banking services and give them access to a wide network of ATMs off campus. In addition, the bank agreed to provide financial literacy workshops for students.

U.S. Bank is paying \$10,000 a year to lease the space and offering a \$2,500 annual scholarship for a De Anza student. The agreement responds to student concerns about fees charged by Higher One, which disburses financial aid for the district, and a scarcity of Higher One ATMs.

De Anza Student Trustee **Anita Adams** and President Bechtel suggested that the bank's commitments to provide free checking and financial literacy workshops should be incorporated into the lease agreement. Trustee Adams said her understanding is that U.S. Bank will not provide free checking to students who have bounced a check within a certain number of years.

Noting that U.S. Bank operates branches on 33 college campuses across the country, **Letha Jeanpierre**, vice president of finance and educational resources at De Anza, said reference checks on the bank show it has made good on its promises. District Vice Chancellor of Business Services **Kevin McElroy** expressed confidence that the bank would be willing to put its commitments in writing separately from the lease.

De Anza President **Brian Murphy** noted that the college has some excellent financial literacy curriculum and said that **Lisa Mandy**, the college's new director of financial aid, is making this one of her priorities.

Audit & Finance: Vice Chancellor McElroy reported on a recent meeting of the Audit & Finance Committee, noting that the district expects a clean 2012-13 report from its external auditor when it is presented to the board in December. He said the committee chairman has requested a future discussion about maintaining a General Fund reserve over and above the mandated 5 percent reserve.

De Anza accreditation follow-up report: Trustees approved De Anza's Follow-Up Report to the Accrediting Commission for Community and Junior Colleges after discussing the college's plan for reviewing its mission statement. Board President Bechtel asked why the college didn't just make a few word changes in response to ACCJC's recommendation that it more clearly identify in its mission statement the students the college intends to serve. De Anza President Murphy said the college is committed to shared governance and would continue to use that process for reviewing the mission statement. He said the review had begun and will be completed during the 2013-14 academic year in accordance with De Anza's Integrated Planning and Resource Allocation Cycle.

Reduction in classified service: The board approved elimination of three vacant Admissions & Records clerk positions and one vacant outreach specialist position at Foothill College. Foothill President **Judy Miner** noted that the changes are part of a reorganization of the Student Services Division. She said that staff is not being reduced as the same number of new classified positions – including office coordinator, two enrollment services specialists and school relations specialist – have been created to improve services in that division and increase the emphasis on outreach.

New telephone maintenance contract: The board approved an agreement with Altura Communication Solutions for maintaining the Foothill-De Anza telephone system to bridge the gap while the district seeks to replace the existing system with a new one in 2015-16.

CBOC membership: The board reviewed plans for soliciting volunteers to fill four expiring terms on the Measure C Citizens' Bond Oversight Committee. Vacancies are in the following categories: at-large representative, taxpayer association representative, business organization representative and Foothill-De Anza auxiliary organization representative. More information is available at [http://www.fhda.edu/stories/storyReader\\$302](http://www.fhda.edu/stories/storyReader$302).

District Office Building renovation: The board approved a \$2.9 million contract with Alten Construction for renovation of the District Office Building. The project will be funded with a combination of Measure C and district capital funds. District Office Building staff will begin moving into modular buildings in Lot 5 at Foothill College beginning Oct. 31. The renovation is expected to take about one year.

New teaching tools: Trustees approved the purchase of patient and audio-visual simulation systems that use manikins to simulate human patients to give De Anza nursing students a clinical experience. Manikins are used in a simulated hospital room setting to support training in basic and advanced life support. As part of updating and expanding its curriculum, the nursing program also is adding an integrated recording and debriefing system that will allow instructors to use custom and pre-programmed scenario software to remotely control manikins and monitor students as they practice emergency treatment on the manikin "patients." The recording and debriefing system captures the live simulation for review. The Nursing Alumni Association and Measure C are funding these purchases.

HUMAN RESOURCES & PERSONNEL

Administrator appointments: Trustees approved the appointments in Central Services of **Pamela Grey** as director of purchasing, effective Oct. 15, and the extension of **Joni Hayes Lamprey's** assignment as interim director of budget operations through Dec. 31. The board ratified the appointments of **Robin Latta-Lyssenko** as assistant director of the Foothill-De Anza Foundation, effective Oct. 2; and an assignment extension in Central Services of **Gina Bailey** as interim director of purchasing through Oct. 31.

Administrator retirements: Trustees approved the retirements of **Caron Blinick**, dean of community education at De Anza, after 32 years, effective Jan. 15, 2014, and **Mona Voss**, director of environmental health and safety for the district, after eight years, effective May 30, 2014.

Faculty employment: Trustees ratified the temporary employment of **Richard Jennings** in Kinesiology and Athletics from Sept. 23, 2013, through June 27, 2014.

Faculty retirement: The board approved the retirement of **Jeffrey Forman** in Physical Education at De Anza, after 35 years, effective June 27, 2014, and the retirements at Foothill of **Catherine Kornegay** in Dental Hygiene, after 36 years, effective Dec. 13, and **Karl Peter**, program director of Veterinary Technology, after 21 years, effective March 28, 2014, all under Articles 19 of the district's agreement with the Faculty Association.

Classified employment: Trustees ratified the employment of **Sabrina Stewart** as program coordinator II in OTI at De Anza, and in Central Services, **Leonard Morris III** as ground gardener III, **Nick Siler** as a journeyman plumber, and **Barry James Yen** as an HVAC journeyman.

Classified retirements: The board approved the retirement of **Joyce Henderson McLeod**, testing proctor in Adaptive Learning at Foothill, after 18 years, effective Dec. 30.

New classified positions: The board approved the following new positions at Foothill College – office coordinator in Student Affairs and Activities and enrollment services specialist and school relations specialist in Student Support Programs & Services.

Professional Growth Awards: The board approved Professional Growth Awards for the following classified employees – at Foothill, **Teresa De La Cruz** in Instruction/articulation, **Allison Largent** in International Education, **Amelia Quiros** and **Wen Xu** in the Bookstore, and **Wing Yi Wu** in PSME; at De Anza, **Sofia Abad** and **Daniel Dishno** in OTI; and in Central Services, **Patti Conens**, **Anna Luna** and **Thuy Quach** in Human Resources.

REPORTS & HEARINGS OF ITEMS NOT ON THE AGENDA

Staff comments: **Ken Horowitz**, Foothill dental hygiene instructor, expressed appreciation for the board’s consideration of a 2.07 percent salary increase for faculty and staff in 2013-14 after the district received a 1.57 percent cost-of-living adjustment (COLA) from the state, but said it wasn’t enough. He said he worries the Bay Area’s increasingly high cost of living would prevent the district from attracting the kind of employees it wants. **Rich Hansen**, Faculty Association (FA) president, said the FA had proposed the 2.07 percent increase as a symbol of good faith and would be coming back for additional increases as the economy improves. He acknowledged the challenges the district is facing – including changing demography and a smaller population of students – and cited the need to “regroup, reenergize and redefine ourselves.”

De Anza Academic Senate President **Mayra Cruz** reported on recent Senate activities and noted that it has chosen to focus this year on equity and equity plans, SB 1440 transfer degrees, part-time faculty issues, implementation of the Student Success Act and comprehensive program review.

In her final week as executive director of the Foothill-De Anza Foundation, **Sheryl Alexander** presented trustees with a new brochure featuring the district and the colleges. She commented on her admiration for the wonderful work going on at Foothill and De Anza and explained she is returning to Memphis to be closer to her 92-year-old mother. Trustees wished her well and thanked her for her good work during her two years at the foundation.

Presidents’ comments: President Murphy reported on De Anza’s fall enrollment and the excitement of having students back on campus. He gave kudos to faculty for “reaching out to students, taking in extra students and doing everything they can for students.” He noted that with completion of Advanced Technology Center renovations, the campus would gain additional classrooms for winter quarter and is building a robust schedule to take advantage of that.

President Miner reported that the Association for the Advancement of Sustainability in Higher Education had selected Foothill as a finalist for a Campus Sustainability Case Study Award for a project coordinated by **Mia Casey**, special assistant to the president, working with faculty members **Scott Lankford** and **Rosemary Arca**, involving creation of a Sustainable Learning Community. More information about the Sustainable Learning Community is available at http://www.foothill.edu/sustainability/sc_sclp.php. She also reported that the college’s Physical Sciences & Engineering Center has received an award from the Silicon Valley Business Journal for Best Green Project/Innovative Design.

Chancellor's comments: President Miner reported that Chancellor **Linda Thor** was in Washington, D.C., participating with select higher education leaders in the Innovation Lab convened by the American Council on Education to examine new models for delivering higher education influenced by disruptive educational technologies.

Trustees' comments: Trustee **Laura Casas** reported on activities of the California Community Colleges Trustees board as well as advocacy workshops sponsored by the Community College League of California. She noted the CCCT board is concerned that there is little trustee representation on the Accrediting Commission for Community and Junior Colleges.

De Anza Student Trustee Adams reported that the De Anza Associated Students' Senate had voted to oppose AB 955, a bill by Assembly member Das Williams that would allow six community colleges on a pilot basis to operate "extension" programs through which they could charge students higher fees for courses during summer and winter intersessions for the next four years. The extension programs must be self-supporting (no taxpayer support) and were proposed to allow colleges that serve additional students in excess of the state funding cap to pay for the additional courses to meet student demand. Foothill Student Trustee **Alex Baker** reported on activities of the student government at Foothill.

Board President Bechtel praised the presentation given on District Opening Day by keynote speaker Dr. **Mark Milliron**. She called it thought provoking and expressed appreciation to the chancellor for recruiting him.

NEXT MEETING

The next regularly scheduled meeting of the Board of Trustees is scheduled for Nov. 4 at 6 p.m. in the District Board Room. Agendas generally are posted 72 hours in advance at http://www.fhda.edu/about_us/board/agenda/. Please check the agenda to verify time and location of the meeting.

Please note changes: Parking for the District Office Building is currently available in Lots 1-D and Lot 1-E (accessible through Lot 1-D) during construction. Starting with the Dec. 9 meeting, the board will meet in the Toyon Room at Foothill College during renovation of the District Office Building.

Board Highlights is designed to communicate board meeting news to faculty and staff across the district. This publication is not the official minutes. The official minutes are available at http://www.fhda.edu/about_us/board/minutes after their approval at a subsequent board meeting. Please contact Becky Bartindale at bartindalebecky@fhda.edu or (650) 949-6107 with comments or questions about *Board Highlights*.