

**Board meeting of Dec. 9, 2013**

### SOME HEADLINES

#### Trustees reviewed or approved:

- The election of new officers
- A new contract for unified web services with OmniUpdate
- A \$16.9 million grant to lead a statewide online education initiative
- Audit reports for 2012-13
- Employment, new positions 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 Dec. 9, 2013, and then click on "View the Agenda" to access all supporting documents.

### ANNUAL ORGANIZATIONAL MEETING

**Election of officers:** Trustees unanimously elected **Bruce Swenson** president of the Board of Trustees and **Pearl Cheng** as vice president. After thanking outgoing president **Betsy Bechtel** for her leadership, President Swenson appointed Trustees Bechtel and **Joan Barram** to the Audit & Finance Committee, with Trustee Barram serving as chair, and Trustees Cheng and **Laura Casas** to the Foothill-De Anza Foundation Board of Directors.

### INFORMATION & ACTION ITEMS

**Report of state trustee board:** Trustee Casas reported on a recent meeting of the Community College League of California trustee board. She gave an overview of advocacy training that CCLC is conducting around the state; a new continuing education certificate program it is offering for community college trustees; and what she said is a controversial proposal to reduce the trustee board from 21 to 12 members and combine the trustee and CEO boards into one so the organization speaks with a stronger, unified voice. She noted that the Legislature approved 25 of 27 bills that CCLC had been tracking.

**Web content management system:** Trustees approved a contract with OmniUpdate, Inc., to provide a web content management system and maintenance support for Foothill, De Anza and the district. Low-bidder OmniUpdate currently provides these services for De Anza.

**Services agreement for Ask Foothill:** The board approved an agreement with IntelliResponse Systems Inc., to continue to develop, maintain and host the three-year-old "Ask Foothill" program for another three years. Ask Foothill is available to students 24/7 and

can be accessed by parents, counselors and community members from Foothill's home page, Facebook page or smart phone application to get information on a wide range of topics. The college has expanded the Ask Foothill databank from 500 to 1,400 preprogrammed questions and answers, and translated them into Spanish.

Responding to questions from Trustee Bechtel about whether De Anza plans to use the IntelliResponse program, President **Brian Murphy** said that the administrative team has decided that while the "Ask" service is valuable and highly functional, any additional advantage it might provide doesn't justify the staff time that would have to be diverted from something else to customize the questions and answers. De Anza Student Trustee **Anita Adams** agreed with his assessment that the college has a robust internal Google search function that enables students to get the information they need.

**Online Education Initiative:** After a presentation and discussion, the board approved an agreement for a \$16.9 million state grant committing Foothill-De Anza to leading a statewide Online Education Initiative aimed at increasing access and success for California students seeking the associate degree for transfer online. The presentation by Vice Chancellor of Technology **Joe Moreau** outlined the responsibilities of the district and its partner, Butte-Glenn Community College District, for establishing a consortium of colleges that will offer courses online through a common course management system under a common set of policies and procedures determined through the shared governance process.

He said colleges that participate in the initiative would benefit from robust, centrally funded resources to support their campus' online education program, freeing up local resources for other uses. He said centrally funded resources would include a common course management license, a license for online tutoring, basic skills support, 24/7 help desk for students and faculty, and professional development for faculty, among other things. The goal, he said, is to improve the overall student experience online in order to improve retention and success for students of all abilities.

Vice Chancellor Moreau, who is serving as executive dean of the initiative until a permanent dean is hired, said he has scheduled town hall meetings at Foothill and De Anza in January to discuss the initiative. He said the launch team will begin recruiting for a permanent staff and making appointments to advisory and steering committees after the first of the year. He said the statewide Academic Senate will nominate the lion's share of participants to the governance bodies.

**Associate degree for transfer:** Trustees approved a new associate degree for transfer in philosophy at Foothill. Associate degrees for transfer are designed to meet requirements of Senate Bill 1440 and create a clear transfer pathway for students to the California State University system.

**Change in bond committee bylaws:** Consistent with a change in state legislation, the board voted to change the Measure C Citizens' Bond Oversight Committee's bylaws, extending from two to three the number of consecutive terms a committee member can serve.

**Public participation at board meetings:** Trustees discussed and approved a revision to the board policy on public participation at board meetings, now renumbered as BP 2345, including a provision for members of the public placing items on the board agenda. Speaking as a member of the public, **Ken Horowitz**, a Palo Alto resident and Foothill dental hygiene instructor, urged the board to explore ways to make board meetings more accessible to the public, such as live video streaming.

**Audit results for 2012-13:** Trustees accepted the annual financial audit report for all funds, books and accounts of the district for the year ending June 30, 2013. The audit report, presented by **Terri Montgomery** representing external auditor Vavrinek, Trine, Day, & Co., includes a clean unqualified opinion. The board also accepted the auditor's annual financial and performance audit reports on Measure C general obligation bond for the same period. The auditor reported that Measure C funds were spent only on specific projects approved by the voters and that the financial statements for Measure C proceeds are presented fairly in all material respects. Board President Swenson congratulated Vice Chancellor **Kevin McElroy**, Executive Director **Charles Allen**, Controller **Hector Quinonez** and the staff for receiving clean audit reports year after year.

## **HUMAN RESOURCES & PERSONNEL**

**Administrator appointments:** Trustees approved employment of **Lorrie Ranck** as dean of Learning Resources at De Anza, effective Jan. 2.

**Faculty employment:** Trustees ratified employment of **Siew Kuek** as counselor and director of psychological services in Health Services at De Anza, effective Dec. 2.

**New faculty positions:** The board approved five new full-time faculty positions for fall 2014 at Foothill, in geography, psychology, biology, chemistry and computer science.

In a discussion before the vote, President Swenson asked about plans for additional faculty hiring and stressed a desire to keep hiring commensurate with enrollment. Vice Chancellor of Human Resources **Dorene Novotny** said the district typically expects to have 22-25 faculty vacancies a year. The campuses go through an extensive process to determine their highest priorities and greatest needs as they respond to faculty turnover and shortages in high-demand academic fields. Their needs are then discussed at the district level during the budgeting process.

Because of declining enrollment and workload reductions from the state, Vice Chancellor McElroy said the district's faculty obligation number has dropped to 408, and that the district currently employs about 450 full-time faculty members. If the district is carrying more positions in 2014-15 than it needs, he said, it can scale back on hiring new faculty. He added that De Anza is still working to identify its faculty needs for 2014-15.

**Faculty retirements:** The board approved the retirements of the following individuals – at Foothill, **Linda Lum**, Fine Arts & Communications, after 36 years, effective Dec. 13, and at De Anza, **James Hayes**, Special Education, after 37 years, effective June 27; **Diane Lydgate**, Special Education, after 27 years, effective Jan. 31; **Marcia Maiero**, Physical Education, after 23 years, effective June 27; and **Janet Takahashi**, Special Education, after 39 years, effective June 27. All but Lydgate are retiring under Article 19 of the agreement with the Faculty Association.

**Classified employment:** Trustees approved and ratified employment for these individuals at Foothill – **Chien Kai Chang** and **Mariel Estrada Bonilla** as assessment specialists, **Megan Crossfield** as office coordinator in Student Development, **Gina Parisi** as office coordinator in Student Affairs, and **Susan Traynor** as campus facilities coordinator.

**Classified promotions:** The board ratified the promotion of **Rachelle Licon** to senior payroll technician in Central Services.

**New classified position:** Trustees approved the following new full-time classified positions – campus payroll assistant at Foothill, customer service assistant at the De Anza Bookstore and senior accountant/grants manager in Central Services.

## REPORTS & HEARINGS OF ITEMS NOT ON THE AGENDA

**Student comments:** **Stacie Rowe**, president of the De Anza Associated Student Body, spoke about difficulties students are having getting tutors as a result of changes in student employment that took effect this fall. She said the most experienced student tutors are losing positions because they have earned more than 150 units or do not meet the new course-load requirements, and this adversely affects students.

**Staff comments:** De Anza Academic Senate President **Mayra Cruz** reported on the Senate's work over the quarter, including professional development for faculty and implementing Senate Bill 1440, the associate degree for transfer.

Foothill Classified Senate President **Roberto Sias** reported on plans for a combined Foothill, De Anza and Central Services classified senate retreat on May 16 next year.

**Presidents' comments:** De Anza President Murphy reported that the California History Center Foundation has received a \$1 million cash donation from **Margaret Butcher** in memory of her mother, **Audrey Edna Butcher**, a former member of the center's Board of Trustees. The funds are designated to establish the Audrey Edna Butcher Civil Liberties Education Initiative and Fund for the California History Center at De Anza. The gift will help the California History Center transition to a self-sustaining non-profit organization and promote the active study of civil liberties issues and democratic values by students, staff and the community, with the center's library and archives serving as a central resource. President Murphy congratulated center Executive Director **Tom Izu** for working closely with the Butcher family and noted that the gift dovetails with a video project of the campus Phi Theta Kappa chapter focusing on civil liberties and human rights.

Foothill President **Judy Miner** reported that the International Center for Academic Integrity has honored Foothill with a Campus of Integrity Award for 2013 for creating a campus climate that openly values academic integrity and attributed the recognition in large part to the work of an Academic Senate subcommittee on academic integrity under the leadership of **Patrick Morriss** (mathematics), **Mary Thomas** (library), **Pat Hyland** (student affairs) and **Carolyn Holcroft** (biology). She also recognized Senate Vice President **Isaac Escoto**, a counselor at Foothill, saying his work as curriculum committee chair supported introduction of new curriculum and progress on new associate degrees for transfer.

**Chancellor's comments:** Chancellor **Linda Thor** reported on a recent "Dim Sum and Doing Good" fundraising event at Ming's restaurant hosted by former foundation board member **Iris Korol**. For the second year in a row, she said, the proceeds are going to Foothill College. She also reported on the second annual internship summit held Dec. 4 at De Anza College, sponsored by Foothill College, and attended by about 100 representatives of business, non-profit and academic communities. She noted that board President Swenson was scheduled to give a progress report on the district to the Los Altos City Council on Dec. 10 and that she had given a presentation as part of a panel last month at the annual CCCLC conference on the community college baccalaureate. She said a state Chancellor's Office study group on that topic was struggling to find language all members could support.

**Trustees' comments:** Trustee Cheng reported on attending the CCLC conference. She commented on the high-level of the discussion and questions at the community college

baccalaureate session and noted that the Online Education Initiative was among three statewide initiatives featured in another session. She suggested that trustees create a memo for the record of what they learn at educational conferences for use in the accreditation process.

## **NEXT MEETING**

The next regularly scheduled meeting of the Board of Trustees is scheduled for Jan. 13, 2014, in the Toyon Room at Foothill College. This is the new meeting location for the year while the District Office Building is being renovated. Agendas generally are posted 72 hours in advance at [http://www.fhda.edu/about\\_us/board/agenda/](http://www.fhda.edu/about_us/board/agenda/). Please check the agenda to verify time and location of the meeting.

*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](http://www.fhda.edu/about_us/board/minutes) after their approval at a subsequent board meeting. Please contact Becky Bartindale at [bartindalebecky@fhda.edu](mailto:bartindalebecky@fhda.edu) or (650) 949-6107 with comments or questions about *Board Highlights*.