



**Chabot-Las Positas Community College District  
Chancellor's Council**

Tuesday, September 10, 2019

3:00 – 4:30 p.m.

District Office, Conference Room 1

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1. Review and Approval of the May 14, 2019 Meeting Minutes
2. Council Meeting Schedule 2019-2020
3. Board Policies/Administrative Procedures (standing item)
  - a. BP and AP Review Schedule
  - b. First Reading
    - i. AP 6750 Parking Revision to Electric Vehicle Charging Zone
    - ii. BP 2320 Special and Emergency Meetings
    - iii. AP 2320 Special and Emergency Meetings
    - iv. BP 2330 Quorum and Voting
    - v. BP 2340 Agendas
    - vi. AP 2340 Agendas
    - vii. BP 2345 Public Participation at Board Meetings
    - viii. AP 2345 Public Participation at Board Meetings
  - c. Second Reading
    - i. BP 2220 Committees of the Board
    - ii. BP 2305 Annual Organizational Meeting
    - iii. BP 2310 Regular Meetings of the Board
    - iv. BP 2315 Closed Sessions
  - d. Information/Updates
    - i. Shared Governance policies and procedures
4. Educational Master Plan and District Strategic Plan
5. Employability Pathways Report
6. Future Agenda Items

Next Meeting: Tuesday, October 8, 2019  
District Office, Conference Room 1

**DRAFT**



**Chabot-Las Positas Community College District**  
**Chancellor's Council**  
Tuesday, May 14, 2019  
3:00 – 4:30 p.m.  
District Office, Conference Room 1  
Meeting Minutes

Present: Ron Gerhard, Noell Adams, Roanna Bennie, Dave Fouquet, Mon Khat (phone), Melissa Korber, J.D., Lylah Schmedel, Susan Sperling, Ph.D. (phone), Rachel Ugale, Yvonne Wu-Craig (phone)

Guests: Bruce Griffin, Doug Roberts

Interim Chancellor Ronald Gerhard called the meeting to order at 3:18 p.m.

1. Review and Approval of the April 9, 2019 Meeting Minutes  
The minutes of the April 9, 2019 meeting were approved as presented. **(Adams/Korber) Ugale and Fouquet abstained.**
2. Board Policies/Administrative Procedures (standing item)
  - a. First Reading
    - i. BP 2220 Committees of the Board
    - ii. BP 2305 Annual Organization Meeting
    - iii. BP 2310 Regular Meetings of the Board
    - iv. BP 2315 Closed Sessions

Interim Chancellor Gerhard presented the Board Policies for their first reading. There are no recommended changes. Ms. Adams mentioned there may be some discussion from the Chabot Classified Senate on BP 2310. There was some want to record the board meetings as well as a want for the meetings to take place at the campuses more than just once per semester. Ms. Bennie stated that there may not be the same want from Las Positas because the space the meetings are held has to be blocked off and completely set up. Mr. Gerhard asked that any suggestions be sent to him or Ms. Abad.

- b. Second Reading
  - i. BP 2015 Student Members
  - ii. AP 2015 Student Members
  - iii. BP 2105 Election of Student Members
  - iv. AP 2105 Election of Student Members
  - v. BP 2110 Vacancies on the Board
  - vi. AP 2110 Vacancies on the Board
  - vii. BP 2200 Board Duties and Responsibilities
  - viii. BP 2210 Officers
  - ix. BP 1100 Chabot-Las Positas Community College District
  - x. BP 2010 Board Membership
  - xi. BP 2100 Board Elections

These Board Policies and Administrative Procedures were reviewed for a first reading at the April Council Meeting. The Chancellor's Office has not received any recommended changes and are on the agenda for a second reading. Ms. Lylah Schmedel asked for clarification on the BP and AP regarding the student trustee. It was mentioned that the student trustee represents students and is voted in the same way, but does not represent the student government. AP 2105 mentions special and recall elections. It was questioned how the student trustee could be recalled. The AP mentions, "A recall election will be called upon presentation to the Chancellor of a petition signed by at least 20% of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within ninety (90) days of a regularly scheduled election for student members."

Mr. Dave Fouquet mentioned that it states that Trustee Tim Sbranti was elected in 2019. It should instead state that he was appointed. Mr. Gerhard agreed that it should be changed.

There was a motion to recommend the policies and procedures as presented.  
**(Korber/Khat)**

Mr. Gerhard mentioned that the BPs and APs that are recommended to move forward will be added to the June Board of Trustees meeting. The administrative procedures will go forward as an information item.

- c. Revision of AP 6XXX Participant Support Costs
  - This AP has moved forward again because we will not be including the cost of the participants in the indirect cost recovery. This administrative procedure is needed to be

approved for some NSF grants. The revisions shown came from NSF. The previous version has been tweaked, but it was questioned if the change is substantive enough to take another vote on it or if Council is ok with moving forward. There were no objections to moving forward.

3. Proposed Additional Meeting – June 11, 2019

The meeting date for the fall is scheduled for September 10<sup>th</sup>. The pressing issues include policies and procedures and the revision of the shared governance policy. Ms. Adams mentioned that the board policy regarding the awarding of associate degrees is another one to review. Ms. Korber was supposed to bring forward FFC membership due to barely having a quorum at the last meeting and the previous one.

A poll was taken to see if a quorum could be reached if a meeting were scheduled in June. It is anticipated that there will be a quorum. The agenda will include: first readings and second readings of board policies and administrative procedures. Shared governance will also be added to the agenda. Feedback would be shared at the September meeting. The funding formula committee composition would also be included.

Ms. Adams asked if it is realistic to see something in June regarding the shared governance policy. Mr. Gerhard mentioned that something will be available to review, but it may take some time to refine.

Ms. Bennie asked if the FFC is sending a recommendation on the committee composition. Ms. Korber mentioned that the FFC is looking to have a composition more in line with the ESS Committee. The goal is not to exclude but to act on agenda items. There could be non-voting members. The primary concern is reaching quorum.

4. Future Agenda Items

Mr. Gerhard stated that the proposed shared governance board policy and administrative procedure are a consolidation of four or five. It will take some time to make refinements. It will come back to the June meeting. Ms. Adams asked if it will be ready and have everyone's agreement. The realistic expectation is that it will probably not be final.

Mr. Dave Fouquet asked if there were any updates on the funding formula. VC Doug Roberts mentioned that it is being suggested that non-resident students that take noncredit courses should no longer be included. We currently have about 400 FTES non-resident but not sure how many of those take noncredit courses. Mr. Fouquet mentioned that the cost to cover those students is still the same. It was also mentioned that there is a vote of no confidence for the State Chancellor's Office. This is not just for the funding formula, but for transparency and imposition of such things as vision for success guided pathways that are without shared governance, shared oversight, or any kind of accountability. Mr. Gerhard discussed that there are two committees: the governors oversight committee and the advisory workgroup, which

is more technical. Some of the 11 recommendations that were put forward by the advisory group include: 1. Two-year average on supplemental grants, using a simple average factor in the prior year and the prior, prior year, 2. Two-year average on the student success grants, 3. Highest award in student success, which counts the highest prioritized award for each student in a given year, rather than getting two awards and funding for that in a single year. This will get on the agenda for the Funding Formula Committee. It was also mentioned, as a suggestion, that if someone transfers and does not take a degree, points should be given because it is still a viable outcome.

The meeting adjourned at 4:25 p.m.

Next Meeting: *Tuesday, June 11, 2019*

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# Chabot-Las Positas Community College District

## Chancellor's Council - Meeting Calendar

District Office, Dublin  
Tuesdays  
3:00 p.m. – 4:30 p.m.

MONTH	2019
July	—
August	—
September	9/10
October	10/8
November	11/12
December	12/10
MONTH	2020
January	—
February	2/11
March	3/10
April	4/14
May	5/12
June	—

(Note: January, June, July, and August - Faculty and Students Unavailable)

Adopted	Chancellor's Council		CLPCCD Board Policies		CLPCCD Administrative Procedures	
	1st Reading	2nd Reading	BPs on New & Revised List & Active Old BPs		APs on New & Revised List & Active Old Aps	
<b>Chapter 2 - Board of Trustees</b>						
4/16/2013	May-19	<b>Sep-19</b>	BP 2220	COMMITTEES OF THE BOARD		
4/16/2013	May-19	<b>Sep-19</b>	BP 2305	ANNUAL ORGANIZATIONAL MEETING		
4/16/2013	May-19	<b>Sep-19</b>	BP 2310	REGULAR MEETINGS OF THE BOARD		
4/16/2013	May-19	<b>Sep-19</b>	BP 2315	CLOSED SESSIONS		
4/16/2013	<b>Sep-19</b>	Oct-19	BP 2320	SPECIAL AND EMERGENCY MEETINGS	AP 2320	SPECIAL AND EMERGENCY MEETINGS
4/16/2013	<b>Sep-19</b>	Oct-19	BP 2330	QUORUM AND VOTING		
4/16/2013	<b>Sep-19</b>	Oct-19	BP 2340	AGENDAS	AP 2340	AGENDAS
4/16/2013	<b>Sep-19</b>	Oct-19	BP 2345	PUBLIC PARTICIPATION AT BOARD MEETINGS	AP 2345	PUBLIC PARTICIPATION AT BOARD MEETINGS
04/16/2013						
11/20/2017	Oct-19	Nov-19	BP 2350	SPEAKERS		
4/16/2013	Oct-19	Nov-19	BP 2355	DECORUM		
4/16/2013	Oct-19	Nov-19	BP 2360	MINUTES	AP 2360	MINUTES
4/16/2013	Oct-19	Nov-19	BP 2365	RECORDING	AP 2365	RECORDING
4/16/2013	Nov-19	Dec-19	BP 2410	BOARD POLICY AND ADMINISTRATIVE PROCEDURE	AP 2410	BOARD POLICY AND ADMINISTRATIVE PROCEDURE
<b>4/16/2013</b>	<b>Mar-19</b>	<b>Apr-19</b>	<b>BP 2430</b>	<b>DELEGATION OF AUTHORITY TO THE CHANCELLOR</b>	<b>AP 2430</b>	<b>DELEGATION OF AUTHORITY TO THE CHANCELLOR</b>
4/16/2013	Nov-19	Dec-19	BP 2431	CHANCELLOR SELECTION		
4/16/2013	Nov-19	Dec-19	BP 2432	CHANCELLOR SUCCESSION		
4/16/2013	Nov-19	Dec-19	BP 2435	EVALUATION OF THE CHANCELLOR	AP 2435	EVALUATION OF THE CHANCELLOR
8/18/2015	Dec-19	Feb-20	BP 2610	PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS	AP 2610	PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS
4/16/2013	Dec-19	Feb-20	BP 2710	CONFLICT OF INTEREST	AP 2710	CONFLICT OF INTEREST
4/16/2013	Dec-19	Feb-20	BP 2715	CODE OF ETHICS/STANDARDS OF PRACTICE		
4/16/2013	Dec-19	Feb-20	BP 2716	POLITICAL ACTIVITY		
4/16/2013	Feb-20	Mar-20	BP 2717	PERSONAL USE OF PUBLIC RESOURCES		
4/16/2013	Feb-20	Mar-20	BP 2720	COMMUNICATIONS AMONG BOARD MEMBERS		
4/16/2013	Feb-20	Mar-20	BP 2725	BOARD MEMBER COMPENSATION		
6/16/2015	Feb-20	Mar-20	BP 2730	BOARD MEMBER HEALTH BENEFITS		
4/16/2013	Mar-20	Apr-20	BP 2735	BOARD MEMBER TRAVEL		
4/16/2013	Mar-20	Apr-20	BP 2740	BOARD EDUCATION	AP 2740	BOARD EDUCATION
4/16/2013	Mar-20	Apr-20	BP 2745	BOARD SELF-EVALUATION		
4/16/2013	Mar-20	Apr-20	BP 2750	BOARD MEMBER ABSENCE FROM THE STATE		

**Business and Fiscal Affairs**

**AP 6750 PARKING**

**Reference:**

Education Code Section 76360; Vehicle Code Section 21113

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

Board Policy authorizes student parking on the Chabot and Las Positas College campuses, and requires that the College Presidents establish parking rules and regulations to ensure the safe and efficient use of available parking spaces. Enforcement of these rules and regulations shall be in accordance with California Vehicle Code section 21113.

**Student Parking Permits**

A parking permit shall be required for parking any motor vehicle, including motorcycles and motor scooters, on the campuses during all periods when classes are in session or, unless otherwise posted. Parking permits shall be issued to students upon payment of a prescribed fee approved by the Board of Trustees.



Student parking permits must be attached to the vehicle's rear view mirror, displayed on the dashboard of the vehicle, or on the frame of a motorcycle/motor scooter with the entire face of the permit in plain view. No portion of the permit may be covered or obscured in any manner. Permits improperly displayed are not considered to be valid.

The proper display of a parking permit on a motor vehicle entitles the student to park in any student parking lot at either college where parking spaces are available. Parking in a staff parking lot or in restricted areas designated by signs or colored curbing is not authorized and will result in a parking citation being issued.

A student parking permit is invalid if it is not for the current semester, summer session, or day if a daily parking permit, or any portion of the parking permit is not legible, or the parking permit has been reported to the college Department of Safety and Security as being lost or stolen by the student who originally purchased the parking permit. The use of an invalid student parking permit will result in a parking citation being issued and confiscation of the permit.

The colleges are not responsible for the replacement of lost or stolen student parking permits. The full student parking permit fee will be charged for permit replacement.

Refunds of parking permit fees will be made during the first two weeks of any semester or summer session. Refunds will be made only upon submission of a Parking Permit Refund Application Form, available from the college Departments of Safety and Security, along with the receipt for the purchase of the permit, and the parking permit.

### **Faculty/Staff Parking Permits**

Chabot College, Las Positas College, and District Services full time and regular part-time faculty, staff, and managers will be issued parking permits at the beginning of each academic year. Part-time faculty and staff will be issued parking permits at the beginning of each semester or summer session. The proper display of the parking permit entitles the employee only to park a motor vehicle in any faculty/staff or student parking lot where parking spaces are available. Parking in restricted areas designated by signs or colored curbing is not authorized and will result in a parking citation being issued. Faculty and staff parking permits may not be used by a college faculty or staff member's family, relatives or acquaintances. The use of a faculty or staff permit by these individuals will result in a parking citation being issued.

### **Restricted Parking Areas**

Certain parking spaces/areas are restricted in use and may not be used for general parking purposes. Restricted areas will be identified by signs or by colored curbing and/or pavement striping or markings. The following parking areas are restricted as noted below:

a. Red Zone – No parking or stopping is permitted at any time, whether the vehicle is attended or not.

b. Blue Zone – Identifies parking spaces to facilitate access by persons with disabilities. These spaces are hereafter referred to as “Accessible Parking Spaces”. A valid state placard authorizing parking in Accessible Parking Spaces, a vehicle license plate identifying the driver as having a disability, or a temporary disabled permit issued by the college must be displayed.

Note: Disabled persons with vehicles displaying a valid placard may also park in any available space in student or staff parking lot.

c. White Zone – Parking restricted to the loading or unloading of passengers. The vehicle shall not be left unattended.

d. Yellow Zone – Indicates an area for the loading and unloading of vehicles, and the parking of service vehicles.

e. Green Zone – Indicates an area for temporary parking.

~~f. Electric Vehicle Charging Zone – Restricted to the use of electric vehicle parking/charging at each college. Contact the College Departments of Safety and Security for information and locations of these charging stations. Electricity is provided at no cost however valid parking permits are required.~~

### Electric Vehicle Charging Zone

The Electric Vehicle Charging Zone identifies restricted use of electric vehicle parking/charging at each college. Parking in the Electric Vehicle Charging Zone is restricted to electric vehicles actively charging, and the college will set time limits for charging. Valid parking permits are required for vehicles in the Electric Vehicle Charging Zone.

The colleges may establish fees for electric vehicle charging services to recover the costs of vendor services, capital renewal costs, periodic maintenance, electricity, and other costs associated with the total cost of ownership in accordance with Administrative Procedure 3253.

Individuals may contact the College Departments of Safety and Security for information and locations of these charging stations.

## **General Parking/Traffic/Safety Regulations: Enforcement**

The Chabot and Las Positas College Departments of Safety and Security are authorized to enforce all College Parking/Traffic/Safety Regulations. Department staff is authorized to issue citations to individuals or vehicles on the college campuses not complying with these regulations or the California Vehicle Code.

All Parking regulations are in effect seven days per week unless otherwise posted.

Parking citations require the payment of bail amounts approved by the Board of Trustees.

Individuals receiving parking citations may avail themselves of an Appeals Process as defined by Section 40215, California Vehicle Code. Information concerning the appeals process is described in detail on the citation and is also available from the College Departments of Safety and Security.

No vehicle may be driven in a willful, wanton or reckless manner that jeopardizes the safety of other persons or property.

No person shall disobey any sign, colored curb or pavement marking intended to direct or restrict the operation and parking of motor vehicles on the college campuses.

No person shall ride a skateboard, in-line skates or roller skates on college sidewalks, roadways or parking lots unless the activity is a part of a scheduled class or other approved college activity.

No person shall ride or walk a horse on the college campuses.

No person shall drive or park a motor vehicle, motor scooter, or bicycle on any paved sidewalks, lawn or planted area, unplanted dirt area, or unpaved pathway area. This regulation does not apply to emergency or District service vehicles.

No person shall park any motor vehicle on campus containing food or merchandise intended for sale, without the written authorization of the college president or designee.

No person shall sleep in or remain overnight in any vehicle parked on a college campus.

Drivers of motor vehicles shall yield the right of way to a pedestrian crossing any roadway or parking area.

No driver approaching from the rear a vehicle that is yielding the right of way to a pedestrian shall overtake or pass that vehicle.

All motor vehicles shall only park within a designate parking space. Vehicles shall park head-in between the two white lines defining the parking space and shall not encroach into another adjacent parking space.

No vehicle shall be parked on a college campus after 11:00 p.m. or before 5:00 a.m. except by special permit and only in areas designated by the College Departments of Safety and Security.

Motorcycles, motor scooters and bicycles must be parked in designated motorcycle/motor scooter or bicycle parking areas.

No person shall park in an area posted or marked "Parking By Permit Only" unless a valid parking permit for that area is displayed on the vehicle.

No person shall display, possess, or furnish to another person(s) a forged or altered student, staff, or temporary parking permit.

No person shall abandon any vehicle on a college campus for 72 or more consecutive hours. All such vehicles will be towed from the college campus and will be stored at owner's expense in accordance with Section 22651 of the California Vehicle Code.

No person shall operate a motor vehicle on college campus roadways or parking lots at a speed greater than 10 miles per hour. No person shall operate a motor vehicle at a speed greater then is reasonable or prudent.

No person shall drive a motor vehicle into campus parking areas except by Using roadways and drive lanes. All vehicles must travel only in the direction indicated by traffic signs or markings.

### **Temporary/Overnight Parking Permits**

Temporary Parking Permits may be issued by the College Departments of Safety and Security or by other authorized college departments. Temporary Parking Permits are valid only for the period indicated on the permit, and only in the parking area specified. Authorized college and district departments may obtain blank Temporary Parking Permits from the college Departments of Safety and Security. Duplicated Temporary

Parking Permits are not valid and will result in a parking citation being issued to the vehicle.

A Temporary Parking Permit must be obtained from the college Departments of safety and security to park any oversized vehicle on the campuses. An oversized vehicle is defined as a vehicle that, because of its size or shape, cannot park within a single parking space.

Temporarily disabled persons may apply for a Temporary Disabled Parking Permit. Applications are available at the Disabled Student Resource Center and require a supporting physician's statement. A Temporary Disabled Parking Permit will allow parking in restricted disabled areas or in any other legal parking space on campus.

Overnight parking at either college is restricted to persons required to leave their vehicles on campus while on college business. Examples of such circumstances include but are not limited to:

1. Coaches and students required to travel out of town as part of the college sports program when carpooling or using a college vehicle(s).
2. Faculty and students attending academic events requiring out of town travel when using a college vehicle(s) or carpooling.
3. Other events as necessary with prior approval by the Director of College Safety and Security or Vice President of Business Services.

Persons wishing to park on campus overnight shall contact the College Department of Safety and Security and obtain a temporary parking permit. The vehicle owner will be required to sign a waiver of liability releasing the college from any liability from theft or damage to the vehicle while parked on campus. Only those parking areas designated by the College Departments of Safety and Security shall be used for overnight parking.

See Administrative Procedure 3253 Total Cost of Ownership

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**Approved:** March 18, 2014, Revised September 19, 2018

**Board of Trustees**

**BP 2320 SPECIAL AND EMERGENCY MEETINGS**

**References:**

Education Code Section 72129;  
Government Code Sections 54956, 54956.5, and 54957

**Special Meetings**

A special meeting may be called by the President of the Board or upon an issuance in writing signed by a majority of Board members provided notice and other conditions as set forth in the Education Code and the Government Code are met. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

**Emergency Meetings**

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement or both of the notice and posting requirements as provided in Government Code Section 54956.5.

For the purposes of this section, "emergency situation" means any of the following:

1. Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.
2. Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.
3. Other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

**Notification**

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

All special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as otherwise

required or permitted by law. Minutes of the open meetings shall be taken and after approval by the Board shall be open to public inspection during normal business hours.

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**Date Adopted:** April 16, 2013

*(This new policy replaces CLPCCD Policy 7010)*

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**Board of Trustees**

**AP 2320 SPECIAL AND EMERGENCY MEETINGS**

**References:**

Education Code Sections 72023.5 and 72129;  
Government Code Sections 54956 and 54956.5

**Special Meetings**

Whenever a special meeting of the Board of Trustees is called, the Chancellor shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Board, including the student members.
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Board in writing either prior to or at the time of the meeting.

**Emergency Meetings**

Whenever an emergency meeting of the Board is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

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**Date Approved:** March 19, 2013

*(This is a new procedure recommended by the Policy and Procedure Service)*



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**Board of Trustees**

**BP 2330 QUORUM AND VOTING**

**References:**

Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81432, and 81511;  
Government Code Section 53094;  
Code of Civil Procedure Section 1245.240

A quorum of the Board of Trustees shall consist of four members (a simple majority).

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required).
- Resolution of intention to dedicate or convey an easement.
- Resolution authorizing and directing the execution and delivery of a deed.
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body.
- Appropriation of funds from an undistributed reserve.
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district.
- Resolution authorizing lease of District property under a lease for the production of gas.

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**Date Adopted:** April 16, 2013

*(This new policy replaces CLPCCD Policy 7017)*

**Board of Trustees**

**BP 2340 AGENDAS**

**References:**

Education Code Sections 72121 and 72121.5;  
Government Code Sections 6250 et seq. and 54954 et seq.

An agenda shall be posted adjacent to the place of meeting as well as on the District's website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- A majority decides there is an "emergency situation" as defined for emergency meetings.
- Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted.
- An item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Pursuant to Education Code Section 72121.5, members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor 30 calendar days in advance of the meeting. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

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**Date Adopted:** April 16, 2013; Edited November 20, 2017

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**Board of Trustees**

**AP 2340 AGENDAS**

**Reference:**

Education Code Section 72121

**Agenda Development**

Agendas shall be developed by the Chancellor in consultation with the Board President. Agendas will include the meeting date, time, location, and a brief description of each item of business to be transacted or discussed. The agenda for Governing Board meetings will be posted adjacent to the place of meeting at least 72 hours prior to the time for regular meetings, and 24 hours prior to the time for special and emergency meetings. The agendas will also be distributed to the Governing Board, District and college administrators, and posted on the District website. If requested, the agenda will be provided in appropriate alternative formats to be accessible to persons with a disability. Written notice shall be provided to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

Pursuant to Education Code Section 72121.5, members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor 30 calendar days in advance of the meeting. The written summary must be signed by the initiator.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

**Public Access and Fees**

Copies of the agenda are made available to the public at Board meetings. Agendas are also available on the District's website.

Prior to the meeting, a hard copy of an agenda may be obtained from the Chancellor's Office upon payment of the standard copying charge of 25¢ per page, cash or check made payable to "CLPCCD." Members of the public may request to receive agendas on a monthly basis by submitting a written request to the Chancellor's Office. Such requests must be renewed annually. Annual fees will be charged for public requests

based on the current charge of 25¢ per page and the number of pages for an average agenda, plus the cost to mail.

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**Date Approved:** March 19, 2013

*(This is a new procedure recommended by the Policy and Procedure Service)*

**Board of Trustees**

**BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

**References:**

Education Code Section 72121.5;  
Government Code Sections 54954.3 and 54957.5

The Board of Trustees shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda known as the public comment period. (see BP 2350 titled Speakers)
2. Oral presentations related to an item on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District through the Office of Business Services.

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**Date Adopted:** April 16, 2013

*(This new policy replaces CLPCCD Policy 7014)*

**Board of Trustees**

**AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

**References:**

Education Code Section 72121.5;  
Government Code Section 54954.2

Members wishing to present items not on the Board agenda shall submit a written request at the beginning of the meeting to the Recording Secretary. The written request shall list the agenda item or topic and include his/her name, address, and organizational affiliation, if any. The Board cannot act on or discuss items not listed on the agenda.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should reach the office of the Chancellor not later than 72 hours prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

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**Date Approved:** March 19, 2013

*(This is a new procedure recommended by the Policy and Procedure Service)*

**Board of Trustees**

**BP 2220 COMMITTEES OF THE BOARD**

**Reference:**

Government Code Section 54952

The Board of Trustees may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

At its Annual Organizational Meeting, the Board establishes its committee appointments to the following:

- Chabot-Las Positas Colleges Foundation
- Audit Subcommittee
- Alameda County School Boards Association

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**Date Adopted:** April 16, 2013

*(This is a new policy recommended by the Policy and Procedure Service)*

**Board of Trustees**

**BP 2305 ANNUAL ORGANIZATIONAL MEETING**

**Reference:**

Education Code Section 72000(c)(2)(A)

An annual organizational meeting of the Board shall be held within fifteen (15) days of the last Friday in November.

The purpose of the meeting is to elect a President and a Secretary, and conduct any other business as required by law or determined by the Board.

The Board elects the officers each year from among all its members.

Also see BP 2210 titled Officers

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**Date Adopted:** April 16, 2013

*(This is a new policy recommended by the Policy and Procedure Service)*



**Board of Trustees**

**BP 2310 REGULAR MEETINGS OF THE BOARD**

**References:**

Education Code Section 72000(d);  
Government Code Sections 54952.2, 54953 et seq., and 54961

The Board shall meet regularly the third Tuesday of each month at 6:30 p.m. unless otherwise required by law on the next succeeding day. Regular meetings of the Board shall normally be held at the District Office, 7600 Dublin Boulevard, 3<sup>rd</sup> Floor, Dublin, CA 94568. On occasion, meetings of the Board are also held in the Board Room of the Administration Building at Chabot College and/or at Las Positas College. However, meetings of the Board may be held at other locations within the Chabot-Las Positas Community College District, high school districts, or unified districts served by the District as determined by the Board. An annual calendar of meetings is posted on the District's website.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

In addition to regular meetings, the Board may hold adjourned meetings from time to time as it stipulates. The Board may also hold announced study meetings. These meetings will usually be held on the first Tuesday of the month. It is not expected that any decisions will be forthcoming from the study meetings.

All meetings of the Board shall be open to the public, be accessible to persons with disabilities, and comply with Brown Act provisions, except as otherwise required or permitted by law. Minutes of the open meetings shall be taken and after approval by the Board shall be open to public inspection during normal business hours.

Notice of every regular meeting, and of any special meeting, which is called at least one week previous to the date set for the meeting, shall be mailed to any owner of property located within the District subject to the following conditions:

1. A written request must be filed with the secretary of the governing Board and shall be valid for one year from the date it is filed, unless a renewal request is filed.
2. Renewal requests for notice must be filed within ninety (90) days after January 1 of each year.
3. Any request for notice or renewal request must contain a description of the property owned by the person filing said request. Such description may be in general terms but shall be sufficient enough to readily identify such property.
4. There shall be an annual charge of \$25.00 for supplying this service, payable in advance.

Also see BP/AP 2340 titled Agendas

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**Date Adopted:** April 16, 2013

*(This new policy replaces CLPCCD Policies 7010 and 7013)*

**Board of Trustees**

**BP 2310 REGULAR MEETINGS OF THE BOARD**

**References:**

Education Code Section 72000(d);  
Government Code Sections 54952.2, 54953 et seq., and 54961

The Board shall meet regularly the third Tuesday of each month at 6:30 p.m. unless otherwise required by law on the next succeeding day. Regular meetings of the Board shall normally be held at the District Office, 7600 Dublin Boulevard, 3<sup>rd</sup> Floor, Dublin, CA 94568. ~~On occasion~~ **Twice per each Fall and Spring semester**, meetings of the Board are also held ~~in the Board Room of the Administration Building~~ at Chabot College. **On occasion, meetings of the Board are also held and/or** at Las Positas College. However, meetings of the Board may be held at other locations within the Chabot-Las Positas Community College District, high school districts, or unified districts served by the District as determined by the Board. An annual calendar of meetings is posted on the District's website.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

In addition to regular meetings, the Board may hold adjourned meetings from time to time as it stipulates. The Board may also hold announced study meetings. These meetings will usually be held on the first Tuesday of the month. It is not expected that any decisions will be forthcoming from the study meetings.

All meetings of the Board shall be open to the public, be accessible to persons with disabilities, and comply with Brown Act provisions, except as otherwise required or permitted by law. **All regular meetings of the Board shall be live-streamed to the public and an ADA compliant video recording of the meeting shall be published on the District website within three (3) business days of the meeting.** Minutes of the open meetings shall be taken and after approval by the Board shall be open to public inspection during normal business hours.

Notice of every regular meeting, and of any special meeting, which is called at least one

week previous to the date set for the meeting, shall be mailed to any owner of property located within the District subject to the following conditions:

1. A written request must be filed with the secretary of the governing Board and shall be valid for one year from the date it is filed, unless a renewal request is filed.
2. Renewal requests for notice must be filed within ninety (90) days after January 1 of each year.
3. Any request for notice or renewal request must contain a description of the property owned by the person filing said request. Such description may be in general terms but shall be sufficient enough to readily identify such property.
4. There shall be an annual charge of \$25.00 for supplying this service, payable in advance.

Also see BP/AP 2340 titled Agendas

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**Date Adopted:** April 16, 2013

*(This new policy replaces CLPCCD Policies 7010 and 7013)*

**Board of Trustees**

**BP 2315 CLOSED SESSIONS**

**References:**

Education Code Section 72122;  
Government Code Sections 11125.4, 54956.8, 54956.9, 54957, and 54957.6

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee.
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session.
- Advice of counsel on pending litigation, as defined by law.
- Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling.
- Real property transactions.
- Threats to public security.
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator.
- Discussion of student disciplinary action, with final action taken in public.
- Conferring of honorary degrees.
- Consideration of gifts from a donor who wishes to remain anonymous.
- To consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and any notes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

Pursuant to Government Code Section 54957, the Board may also exclude from any such public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the Board.

Members of a legislative body may not disclose information discussed at a closed session unless specifically authorized by law. The Brown Act imposes formalized penalties on any person who willfully discloses confidential information acquired in a closed session.

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**Date Adopted:** April 16, 2013

*(This new policy replaces CLPCCD Policy 7011)*

CLPCCD PLANNING EDUCATIONAL MASTER PLANS AND DISTRICT STRATEGIC PLAN  
 CHANCELLOR'S COUNCIL 9/10/19

Status: Current plans are expiring in 18 months.

The Colleges' Educational Master Plans work in conjunction with the District Strategic Plan, Facility Master Plan, and Technology Plan to meet student needs through mid- and long-range planning.

PLAN	MOST CURRENT	PREVIOUS	
1. District Strategic Plan	2015-2020	2008	
2. Chabot College Ed Master Plan	2015-2020	2012-2016	
3. Las Positas College Ed Master Plan	2015-2020	2012-2016 (may not have been adopted)	

Guiding Principles

- Transparent process and timelines;
- Inclusive process with overly-communicated opportunities for input and feedback;
- Timeline allows for all documents to be informed by faculty, students, and staff;
- Process is designed so College EMPs inform the DSP;
- All documents move through the consultative process;
- Final step: Board approved.

**Educational Master Plan (EMP)** identifies educational needs of the communities we serve, articulates an overall vision for advancing student achievement, defines overarching goals and strategies for guiding college program development.

**District Strategic Plan (DSP)** defines the district vision and mission, develops strategy to support the colleges' EMPs, tracks agreed upon measurable outcomes to monitor and report on student achievement.



CLPCCD PLANNING EDUCATIONAL MASTER PLANS AND DISTRICT STRATEGIC PLAN  
CHANCELLOR'S COUNCIL 9/10/19

**Detail Milestones**

WHAT	WHO (LEAD)	(WHO) CONSULTS	WHEN
Timelines and process determined	Theresa, Marie	SLT	Aug 2019 – in process
Draft and refine RFP	Theresa and Marie Hampton	SLT	Aug 2019 – in process
Board informed	Ron		ongoing
Process Discussion	Theresa	Chancellor Council	Sept 10, 2019
Over communicate process and timelines to stakeholders	Theresa, Ron	Guisselle	Sept - Oct 2019
Announce/Release RFP to attract a qualified consultant pool	Theresa, Doug/ Bill Pagano	Marie	Sept 20, 2019
Proposer's Conference	Theresa, Doug/ Bill	SLT, Presidents/designees	Oct 11, 2019, 9:30 – 11:30am
Selection Committee forms and meets, creates scoring rubric, confirms process including interviews	Theresa	representation from LPC, CC, and DO	Selection Committee meets in Oct
Proposals due	Doug/ Bill	Theresa	Nov 1
Proposal scoring	Theresa, Selection Committee	Bill	Nov 2-12
High score finalists determined, invite to interview	Theresa	Selection Committee	Selection Committee Nov 12
Interviews and Final Scoring	Theresa	Ron, Susan, Roanna, Selection Committee	Selection Committee Nov 19
Anticipated selection date; Request Board authorization to award contract	Ron, Doug/Purchasing	Theresa	Nov 26
Board Approval	Ron	Theresa	December
<b>----- 2020 -----</b>			
Launch EMP work			Jan 2020
EMP Input, drafts, feedback, forums			Feb, Mar, Apr 2020
Strong EMP drafts			May 2020
Draft DSP			June-July
2 <sup>nd</sup> round EMP drafts, feedback, forums			Sep-Oct 2020
DSP Input, evolved drafts, feedback, forums			Sep- Oct 2020
Board approval			Nov 2020

CLPCCD EMPLOYABILITY PATHWAYS (WORKING TITLE) REPORT  
CHANCELLOR'S COUNCIL 9/10/19

Info Item

Launching effort in collaboration with both Colleges and EDCE.

District Ed Services and Student Success (ESSS) is leading the effort, First Floor (consultant) is gathering information needed for the report through interviews with faculty coordinators, classified professionals, and deans/VPs. The intended audience for the Report includes the Board, employers, and other workforce stakeholders. Report will be brief and serve as a foundation document addressing academic areas and pathways to employment offered via certificates and Associate degrees.

1. In developing the Report, the VC-ESSS will work with the Colleges to format employability pathways to describe programs, access, length of study, and opportunities for employment.
  - a. Programs will include:
    - i. credit programs - certificate, stackable awards, and associate degrees;
    - ii. noncredit programs - emphasize the Career Development and College Preparation (CDCP) noncredit certificates;
    - iii. apprenticeship, pre-apprenticeship programs;
    - iv. for-credit work experience and employment services;
    - v. transfer pathways highlighted as the path to baccalaureate and further opportunity.
2. Findings from the Report will inform the 2020 Educational Master Plans and District Strategic Plan;
3. Ensure all of the above actions are consistent in design and information formatted in a way that best communicates what we want our stakeholders to know.

Launch Meeting to discuss and gather input: Monday, September 12 at district office.

Target date: Share with the Board of Trustees – December 2019