



# OFFICIAL COPY

## CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES REGULAR MEETING

MINUTES  
February 21, 2017

### PLACE

Chabot-Las Positas Community College District, 7600 Dublin Blvd., 3<sup>rd</sup> Floor, Dublin, CA

### CALL TO ORDER

The regular meeting was called to order at 5:00 p.m. by Trustee Gin. Recording Secretary Guisselle Nunez called the roll. At the time of roll, Trustee Mitzman was absent and excused.

### PUBLIC COMMENTS

There were no Public Comments offered at this time.

### ADJOURN TO CLOSED SESSION

#### Motion No. 1

By motion made and seconded, the Board immediately adjourned to a Closed Session, which ended at 5:01 p.m.

Motion carried unanimously, 6-0 with Trustee Mitzman absent.

### OPEN SESSION

The Board readjoined in Open Session at 6:32 p.m. Recording Secretary Guisselle Nunez called the roll. At the time of roll, Trustee Mitzman was absent and excused.

### ATTENDANCE

Members Present:

- Trustee Mrs. Isobel F. Dvorsky
- Trustee Mr. Donald L. "Dobie" Gelles
- Trustee Dr. Hal G. Gin
- Trustee Mr. Edralin "Ed" Maduli
- Trustee Mr. Carlo Vecchiarelli

Student Trustee Mr. David Truelove  
Student Trustee Ms. Zainab "Z" Dogar

Members Absent: Trustee Marshall Mitzman (Excused)

Recording Secretary: Ms. Guisselle Nunez

Managers Present: Dr. Jannett N. Jackson, Chancellor  
Dr. Matthew Kritscher, representing Dr. Susan Sperling,  
President (absent), Chabot College  
Dr. Barry Russell, President, Las Positas College  
Ms. Lori Benetti  
Ms. Roanna Bennie  
Mr. David Betts  
Ms. Diane Brady  
Ms. Jennifer Druley  
Mr. Wyman Fong  
Mr. Doug Horner  
Dr. Krista Johns  
Ms. Deonne Kunkel  
Mr. Lorenzo Legaspi  
Ms. Jeannine Methe  
Ms. Guisselle Nunez  
Dr. Stacy Thompson  
Ms. Barbara Yesnosky  
Mr. Walter Blevins  
Mr. Rajinder Samra

Others Present: Ms. Noell Adams, President, Chabot College Classified  
Senate  
Ms. Laurie Dockter, President, Chabot College Faculty  
Senate  
Ms. Melissa Korber, President, Las Positas College Faculty  
Senate  
Dr. Charlotte Lofft, President, Chabot-Las Positas Faculty  
Association  
Mr. Todd Steffan, Las Positas College, Classified Senate Las  
Positas College representative for Co-Presidents  
Mr. Zaheer Ebtikar, Chabot College, Associated Students  
representative

Mr. Sean Prather, Las Positas College  
Dr. William Threlfall, CARE, Faculty Emeritus  
Ms. Rachel Ugale, District Classified Senate  
Ms. LaVaughn Hart, Las Positas College  
Mr. Jim Matthews, Chabot College  
Mr. Richard Duchsherer, M&O  
Mr. Gregory Correa, M&O, SEIU Executive Board

### **GOOD OF THE ORDER**

President Gin, mentioned that Ms. Bev Bailey, our former Board Secretary had officially retired last week, and while we find a replacement for her position, he expressed his thank you to Ms. Guisselle Nunez for volunteering to take meeting minutes, and also thanked the Chancellor's executive assistant team for their part to help manage the upcoming Board meeting tasks.

### **PLEDGE TO FLAG**

Mr. Todd Steffan led the pledge to the flag.

### **REPORT OUT: ACTION TAKEN IN CLOSED SESSION**

**1.3b** In Closed Session, the Board of Trustees voted to adopt Resolution No. 07-1617 to deny the tort claim filed by Karine Bohbot, Attorney at Law, on behalf of Dyan Miller pursuant to Government Code 912.6, and authorized the Vice Chancellor of Business Services to give notice of the rejection of the Board of Trustees to the claimant.

#### Motion No. 2

Trustee Cedillo made a motion, seconded by Trustee Dvorsky, to vote in favor of adopting this resolution.

AYES: Cedillo, Dvorsky, Gelles, Gin, Maduli, Vecchiarelli  
NOES: None  
ABSTENTIONS: None  
ABSENT: Mitzman

### **1.6 PUBLIC COMMENTS**

Ms. LaVaughn Hart, Las Positas College, Co-Chair for Las Positas College Enrollment Management Committee (CEMC). Ms. Hart addressed concerns by the Trustees that faculty are not involved in enrollment management and planning. She shared that the Trustees had a binder of information from their college CEMC meetings illustrating their work in the planning and, analysis of enrollment management. Binders included current and historical

enrollment data, past agendas, discipline plans for academic year 2017-2018, and more. Each fall discipline plans are developed and discussed at the discipline level and with division deans. A majority of full-time faculty provide input as well as, identifies courses, if FTES is available that meet student needs. The CEMC conduct town hall meetings, and regular conversations. CEMC reviews data regularly and adjustments are made throughout the year. Ms. Hart invited Board members to join their CEMC meetings to learn more about their enrollment management efforts. If the Board is under the impression that faculty are not involved in enrollment management, she ensures the Board this district is concerned and is very involved with enrollment management planning.

Gregory Correa, SEIU 1021, and M&O employee. Mr. Correa wanted to learn more about what had happened with the Chabot College Vice President of Business Services, and wanted the College to address them, and request an independent investigation regarding the rumor regarding a possible misappropriation of funds at the College and the business services department.

Todd Steffan, Las Positas College Veterans Coordinator, and Mary Nelson, Las Positas College student and Navy Veteran. Ms. Mary Nelson introduced the March 13 event; the US Air Force Band of the Golden West will present a FREE concert at Las Positas College by The Concert Band. Event takes place on March 13th, 6:00 p.m., and Doors open at 5:30 p.m.- and the recommendation is to arrive early. REGISTER online at <https://www.eventbrite.com/e/us-air-force-band-free-concert-at-las-positas-college-tickets-31757299939> or reserve them by calling Veterans First Program, (925) 424-1570, or visit Las Positas College Veterans First Office located at Bldg. 1310 Las Positas College, Livermore, CA 94551. The Concert Band is comprised of nearly 50 musicians and is the largest performing ensemble within the United States Air Force Band of the Golden West. It has performed for thousands of listeners in live concert appearances and for millions worldwide via its numerous recordings and television and radio broadcasts. Throughout its history, the Concert Band has collaborated with some of America's leading band conductors, receiving enthusiastic critical acclaim as one of premier musical organizations of its kind.

Todd Steffan, Las Positas College Veterans Coordinator, and Michelle Pope, Las Positas College student, and Navy Veteran shared information about the fifth Annual Women Veterans Event, on March 1, 10 a.m., Mertes Center. Shirts are for sale, and she showed sample shirts. Lunch will be provided after the event. It's an opportunity to showcase women veterans and their work. Two films will be shown, five women panelists (Vietnam War to Iraqi Freedom), with time for question and answer. Two keynote speakers will be part of the program. Two female veterans will discuss their career path after military life. Everybody is invited to attend.

Dr. Charlotte Lofft, President, Chabot-Las Positas Faculty Association, spoke in support of Ms. LaVaughn Hart's remarks related to enrollment management. She speaks on behalf of,

and has the full support of the faculty association executive board. The faculty association contract with the district has had a separate article on enrollment management for approximately 12 years. She was in her current position when that was negotiated. Since faculty are directly impacted by enrollment management, this was negotiated so that faculty can be more engaged, and buy into the idea that they need to be involved in this aspect of enrollment management planning. She believes, but not certain, that this District may be the only one with this type of negotiated contract with faculty. She encourages the trustees to read the binder (mentioned previously by Ms. Hart, as including more information about the work the College Enrollment Management Committee for Las Positas College is working on) to better understand the role of faculty in enrollment management.

### **1.7 CONSENT CALENDAR**

Trustee Gin reported that Agenda Item 4.7 (Approval of Sabbatical Leave Applications for 2017-18 Academic Year) is being pulled from the agenda for Revision.

Trustee Maduli requested that agenda item 1.9 (Approval of Minutes of January 24, 2017 Study Meeting) be pulled from the consent calendar for comments.

Trustee Gelles requested that agenda item 3.4 (Authorization for Summer 2017 Work Schedule) be pulled from the consent calendar for comments.

#### Motion No. 3

Trustee Cedillo made a motion, seconded by Trustee Gelles, to approve the Consent Calendar with the exception of agenda items 1.9, 3.4 and 4.7.

Motion carried unanimously, 6-0, with Trustee Mitzman absent.

The following items were approved on the consent calendar:

- General Functions
- 1.8 Approval of Minutes of January 17, 2017 Regular Meeting
- 3.0 Personnel
  - 3.1 Classified Personnel
  - 3.2 Faculty Personnel
  - 3.3 Management Personnel
  - 3.4 Authorization for Summer 2017 Work Schedule
- 4.0 Educational Services

- 4.1 Approval of Curriculum Changes, Chabot College
- 4.2 Acceptance of Gift, Las Positas College
- 4.3 Approval of Contract Amendment between First 5 Alameda County and Las Positas College Early Childhood Development Program (Contract No. CB2016-17-002)
- 4.4 Approval of Inter-jurisdictional Exchange Agreement between Chabot Las Positas Community College District, Chaffey Community College District and Umoja Community Education Foundation, Chabot College
- 4.5 Approval of Agreement between Community Association for Preschool Education (CAPE, Inc.) and Chabot College
- 4.6 Approval of San Diego Community College District Consultant Agreement in Support of the Alternative Transportation and Renewable Energy (ATRE) Community College Fuel and Vehicle Technology Training Enhancement Program, Chabot College
- 4.7 Approval of Sabbatical Leave Applications for 2017-18 Academic Year

#### 5.0 Business Services

- 5.1 Approval of Commercial Warrant Registers
- 5.2 Approval of Payroll Warrant Registers
- 5.3 Approval of Declaration of Surplus Property to be Sold at Public Auction Sale and Donation or Disposal of Any Items Not Sold

#### 6.0 Facilities Planning and Development

- 6.1 Authorization to File Notice of Completion with the Alameda County Clerk Recorder's Office for the Year 2, District-Wide ESCO Lighting Upgrades (Proposition 39 and Measure B Bond Funds)
- 6.2 Approval of District Matching Funds Increase for the California Energy Commission Electric Program Investment Charge Grant Number PON-14-301 for the Demonstration of High Penetration Renewable Based Micro grids at Las Positas College (Measure B Bond Funds)

#### 7.0 Economic Development/Contract Education

(No Items)

#### **1.10 PRESENTATION: Accreditation Follow-up Reports (Colleges and District Total Cost of Ownership), Vice Chancellors Krista Johns, Doug Horner with Vice President Stacey Thompson, Vice President for Academic Services, Chabot College and President Barry Russell, President, Las Positas College**

Vice Chancellor Krista Johns presented on the upcoming ACCJC accreditation follow-up visits. On April 18, 2017, an ACCJC peer evaluator team will visit the District office, and April 19, 2017 teams will visit the Colleges. One of the areas the accreditation team will

focus on is District Recommendation 5—a request to update and integrate the long range facilities planning process to reflect total of cost of ownership (TCO) projections of facilities and equipment.

Trustee Gelles asked why the accreditation body needed to visit if we already have the work done, and have been presented the work by Vice Chancellor Doug Horner. Vice Chancellor Johns replied that the ACCJC generally preferred an in-person visit to verify college and district written reports.

Vice Chancellor Doug Horner presented a brief summary of total cost of ownership (total cost of facility construction and upkeep, from start to finish through the life of a building). He shared that the TCO plan related to gross square foot/custodian, and explained that up to 2012 we were maintaining the necessary staffing to support our Association of Physical Plant Administrators (APPA) level 3 cleanliness expectations. Since then, through staff reductions and limited hiring, and square footage growth by 62% with Measure B construction, the staffing levels have slipped. Further, due to our budget allocation model based on FTES numbers, the resources did not come available to adjust those staffing levels. Now, in accordance with the TCO plan, M&O funding will tie directly to square footage growth, and not to FTES apportionment levels. TCO applies to both facilities and equipment/technology.

Trustee Maduli asked whether the total cost of ownership hiring is feeding into the District's hiring plan. Vice Chancellor Horner replied yes.

Vice Chancellor Horner reviewed the actions taken to move the district into compliance with the accreditation standards. Those actions included Board policy #3250 revision; administrative procedure #3252 added; total cost of ownership study completed; total cost of ownership plan created for facilities and for IT, and this plan has been presented six times through key internal constituencies.

Trustee Vecchiarelli noted that the challenge with bond issues for facilities and equipment is that staffing to maintain and support the facilities and equipment comes from the general fund. He raised the concern of needing to maintain enrollment growth to fund the total cost of ownership as our facilities grow. He believes we have to go out and find new programs to help increase our student enrollment. An example of an idea he had was to provide a training program for MRI technicians, but now Merritt College provides that program. He also stated we have to get new students and students to take more classes. Trustee Gelles added that he understands we need the general fund support to meet this goal for total cost of ownership.

Next, Vice President Thompson presented on their response to bring Chabot College in full compliance with the accreditation standards, respond to the one ACCJC recommendation directed to the college, and prepare for the accreditation team visit.

The recommendation was to expedite the development, assessment, dialogue and improvement plans related to the course and program learning outcomes. The Student Learning Outcomes (SLOs) and Assessment Committee has been successful in gaining the improved data entry and assessment reports; and has provided increased training for developing student learning outcomes/program learning outcomes and assessments to faculty and staff. The results of these efforts had included an increase in the dialogue about student learning outcomes within disciplines and divisions as well as college-wide. A new tracking software was also implemented, which also helps ensure that current Student Learning Outcomes are included in course syllabi. The college has enhanced its assessments and resulting improvement plans. Institutional learning outcomes (ILOs) are assessed across the curriculum, with recent assessment work on the ILOs of critical thinking, global and cultural involvement, and civic responsibility. The college is in the process of completing its analysis of the assessment data for the communication ILO, and will be focusing ILO assessment on, "Development of the Whole person" in spring 2017.

President Barry Russell presented on Las Positas College's four accreditation recommendations. He focused on work related to the October 2015 peer evaluation team finding that student learning outcomes were not pervasive through the system. He reported that the bulk of the work that has brought the college into compliance with accreditation standards has been done by faculty, including John Rice who served as a lead and pulled faculty together. Mr. Rice went through ACCJC-sponsored training so that he could ensure that the college's professional development and process for reviewing and designing a student learning outcomes procedures, aligned with ACCJC expectations. This included the development of a handbook on how to build student learning outcomes. The College also moved to a new software package that facilitates in the capturing and analysis of SLO and assessment data. Students are now more aware of SLOs from their placement on the course syllabi and from inclusion of program and institutional outcomes in the catalog. Deans review faculty syllabi to ensure student learning outcomes are included. Assessments are done differently depending on the class—from fixing a tire, to taking the temperature of a patient, to traditional testing. Students take the assessments; then faculty get those results, analyze the data, and learn/share best practices among each department and divisions. Ongoing discussions around student learning outcomes are held in division meetings, and department meetings—for example: English and Math get assessed a lot, and they have extensive meetings on Fridays on this topic. The college also hired a staff position to work with faculty on building curriculum, and student learning outcomes.



**2.0 REPORTS-FACULTY, CLASSIFIED AND STUDENT SENATES****2.1 PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES FACULTY SENATES****Chabot College Academic Senate President, Laurie Dockter reported on the following:**

1. The IEPI group at Chabot College has finished the Shared Governance Structure and they are also finishing the narrative. The IEPI group is carefully planning for each step necessary for the implementation of the new Shared Governance process that will go in place for the Fall Semester 2017. There have been many discussions with the IEPI Group and the Academic Senate. It's been a slow process but I think very effective. The Senate has been very engaged with the IEPI that has a timeline of critical steps that must happen to ensure we are ready for the Fall Semester 2017.
2. The Faculty Senate at Chabot College is working on a resolution addressing our concern for our students in today's political climate. Our Student Body President, Ben Nash and the Classified Senate President Noell Adams are working in conjunction with the Faculty Senate to formulate a combined resolution from the three bodies.
3. Today was Flex Day at Chabot College. I was able to attend two workshops on Canvas that I thought were very helpful and reviewed several new ways of using Canvas in the classroom.
4. The national meeting of the American Chemistry Society (ACS) is meeting in San Francisco the first week in April. The Chabot Chemistry Club will be honored at the conference for 2015-2016 Honorable Mention Award. The Chabot College Chemistry Club has received an award in each of the last three preceding years. This will be an exciting event for our students as they receive their award in unification with many other clubs across the country. The Chabot College Chemistry Club is also planning a joint meeting with the California Section of the ACS which was the first local California Section in the state, and located at Chabot College.
5. On March 24 the Local Area B meeting of the ASCCC Academic Senate of the California Community College will meet at Chabot College.
6. I would like to offer my support to our Districts unique organization, the DEMC. I have very high respect for LaVaughn Hart and Dave Fouquet who have worked tirelessly to analyze our enrollment and help provided the expertise to match our course offerings with the needs of our students.

**Las Positas College Academic Senate President Melissa Korber reported on the following items:**

Las Positas College Academic Senate has discussed the following this past calendar year.

1. Program Proposal Process: In order to address some long-standing concerns about proposing new programs, a task force has created a Program Proposal Process for LPC. We anticipate approving this process at the Academic Senate meeting on February 22, unless additional changes are proposed.
2. Resolution: Respect and Inclusivity: Following the 2016 Presidential Election, many college faculties have issued statements in support of student rights. The LPC Faculty (led by Dr. Karin Spirn) has prepared a statement in support of respect and inclusivity at the college. We anticipate approving this process at the Academic Senate meeting on February 22, unless additional changes are proposed.
3. Faculty Hiring Prioritization and 2017 Hiring: At the February 8, 2017 meeting, Faculty Hiring Prioritization Chair Heike Gecox reported on the committee's recommendation that the College move forward with an emergency hire in Biology to replace Nan Ho, who is now a dean. The Senate raised no concerns with this recommendation, and it will be on the agenda as a consent item for the February 22 meeting. All recommendations on faculty hiring are forwarded to Dr. Russell. And, of course, any hiring depends on the budget.
4. Budget Presentation: Vice President Diane Brady has agreed to present information about the College Budget at the next Academic Senate meeting.
5. Program Review: The PRC has decided to move from a triennial process to an annual process. The template will be similar to the Updates done for the last two years. It will be released sometime this semester for completion by mid-October.
6. Professional Development Appreciation Event: The LPC Academic Senate is in the process of planning this annual event. A potential date for the event is April 26. More details will follow.
7. Senate Approvals: In addition to several standard consent items (task forces, curriculum approvals, and hiring committees), the Senate has approved the following items in 2017:
  - Academic Senate Scholarships for 2017; \$400 Each 1. Math, Science, Engineering, and Public Safety Division Scholarship, 2. Candace Brown Memorial Scholarship, and 3. Academic Senate Scholarship
  - Student Learning Outcomes Handbook
  - LPC Institutional SLOs (she provided the public and the Board with that attachment)

## **2.2 PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES AND DISTRICT CLASSIFIED SENATES**

### **Chabot College Classified Senate, Noell Adams, Classified Senate President, reported on the following items:**

#### **1. Classified Professional/Student Mentorship Program**

Classified Senate is developing a classified professional/student mentorship program at Chabot College to help ease students' transition into college life and enhance student retention. Classified Professionals serving as mentors to our students isn't a new concept for Chabot College. In fact, Classified Professionals have served as mentors to our students through programs like Striving Black Brothers Coalition (SBBC), and many have served as guides and role models to Student Assistants in their departments. While many of these mentor/mentee relationships already exist and have developed organically, we think we can increase the benefits of these relationships and the number of these relationships by creating a structured mentoring program.

#### **2. Flex Day**

Classified Senate facilitated a Flex Day session today for Classified for Professionals. The session included a follow-up on September's Flex Day Q&A Session, as well as information about upcoming opportunities and events like Classified Appreciation week, Senate elections, CLIP (Classified Leadership Institute Program), committees, and more.

Classified Professionals also facilitated/co-facilitated the following Flex Day sessions today:

- Classified Professionals Making a Difference: Mentoring Students
- Student Learning Outcomes Assessment Cycle: SLOAC/CurricUNET Training
- Upcycling/ Earth Day

### **Ms. Rachel Ugale, District Classified Senate reported on the following items:**

Ms. Ugale wanted to thank District managers for allowing classified professional to attend their respective College Flex Days. She also passed out a flyer highlighting some of the work of the classified senate.

**Heidi Ulrech, Amanda Ingold; Classified Senate Co-Presidents represented by Mr. Todd Steffan, Las Positas College, reported on the following items:**

- Tuesday (today) the college wide flex day was held with two key-note speakers and many break-out sessions. Break-out session planned by classified professionals ranged from diversity awareness; to retirement preparation; to learning “Canvas”, the new distance education course delivery platform.
- At the last Senate meeting, plans were announced to begin preparation for the Spring Senate Fundraiser and the coordination of a task force to develop a Senate Mission Statement and review the Senate Bylaws for any updates
- Lastly, The Las Positas Classified Senate wants to recognize Ms. Bev Bailey, former Board Secretary for her many years of service to the Chabot – Las Positas District and Board of Trustees; her professionalism and attention to detail; and the kind support that she has shown to classified staff. Bev is a legend within the District and will be missed. LPC Classified Senate wishes her all the best in full retirement.

**2.3 PRESIDENT OF STUDENT SENATE OF CHABOT AND PRESIDENT OF ASSOCIATED STUDENTS OF LAS POSITAS COLLEGES**

**Chabot College, Ben Nash, Student Senate President, represented by Mr. Zaheer Ebtikar reported on the following items:**

1. Maintenance and Operations and IT: On behalf of the Student Senate of Chabot College, I would like to express concern about the responsiveness of our M&O and IT teams. Students at Chabot (Senators or otherwise) have had increasingly more issues getting in touch with and receiving assistance from these areas. We understand both areas either fully or partially report to their respective board divisions, though seeing as they operate at our college, we would like to see more responsibility taken to address our student’s concerns and requests as they arise.
2. Washington, D.C. Conference: The SSCC is bringing students to Washington, D.C. March 8-March 15 to attend a Student Advocacy Conference centered specifically around issues important to community college students, such as financial aid, the Pell Grant and student loans, to name a few. We will also take this opportunity to meet with our representatives in Congress and take tours of museums and historic buildings. The students attending this trip not only have much to contribute to the conversations taking place, but will bring back with them newfound knowledge to share with Chabot College and our community at-large.
3. AC Transit Easy Pass Referendum: The SSCC is organizing a campaign which will result in a referendum for the AC Transit Easy Pass program; which will provide our students that use public transportation with significantly discounted bus fare

rates. The SSCC will have AC Transit representatives speak at our March town hall and answer questions students may have about the pass, and we will campaign extensively to ensure students—both bus riders and non-bus-riders—know the details of the referendum.

4. Chabot Campus Wi-Fi: Representative Zaheer Ebtikar and his committee have been in conversation with administration from both colleges as well as district members to improve the speed, reliability and range of our campus's Wi-Fi. The plan is to secure our Wi-Fi with a passcode—students will use their “W” numbers to log in. This should be a relatively easy step to complete and we hope to have this new feature functional very soon.
5. High School Outreach: Representative Janet Campos and her High School Outreach Committee have been organizing to attend local high school “college days” during which Chabot Student Senators will set up a table and answer questions about Chabot College, how to transfer to a university, and provide other crucial information.

**The Associated Students of Las Positas College had no representation at this meeting.**

#### **GOOD OF THE ORDER**

Faculty Association: no report

#### **CONSENT ITEM DISCUSSION:**

##### **4.7 APPROVAL OF SABBATICAL LEAVE APPLICATIONS FOR 2017-18 ACADEMIC YEAR**

Trustee Gin reported that Agenda Item 4.7 (Approval of Sabbatical Leave Applications for 2017-18 Academic Year) was being pulled from the agenda for Revision. The revision includes a Sabbatical Application Withdrawal from Instructor Robert Yest, Chabot College, Fall 2017, Spring 2018. Mr. Yest notified the Sabbatical Committee on Wednesday, February 15, that due to personal reasons, he would like to withdraw his sabbatical request for this year. His intention is to resubmit the application next year, for the 2018-2019 academic year. The District Office received notice of withdrawal on Thursday, February 16 after the Board agenda and packets were posted, hence the request for revision.

#### Motion No. 4

Trustee Cedillo made a motion with correction, seconded by Trustee Gelles, to approve the following agenda item 4.7 Approval of Sabbatical Leave Applications for 2017-18 Academic Year.

Motion carried unanimously, 6-0, with Trustee Mitzman absent.

**1.9 APPROVAL OF MINUTES OF JANUARY 24, 2017 STUDY MEETING**

Trustee Maduli requested that agenda item 1.9 (Approval of Minutes of January 24, 2017 Study Meeting) be pulled from the consent calendar for comments. He noted that because he was absent during this meeting, he needed to abstain from the approval of the January 24, 2017 minutes.

Motion No. 5

Trustee Dvorsky made a motion to approve the following agenda item 1.9 Approval of Minutes of January 24, 2017 Study Meeting.

Motion carried 5-0, with Trustee Mitzman absent. Trustee Maduli abstained.

**3.4 AUTHORIZATION FOR SUMMER 2017 WORK SCHEDULE**

Trustee Gelles requested that agenda item 3.4 (Authorization for Summer 2017 Work Schedule) be pulled from the consent calendar for comments. Trustee Gelles wanted to know how valuable this schedule was for staff, but also questioned how useful it was to the District, as he has a preference that someone is always available to answer to public inquiries via phone, or the like. He asked for the dates of the summer work schedule, which Vice Chancellor Fong shared, that the work schedule dates were from June 5-August 4, 2017, approximately eight weeks. Trustee Gelles stated he does support the summer work schedule, but just had those questions and comments to share.

Motion No. 6

Trustee Cedillo made a motion, seconded by Trustee Dvorsky, to approve the following agenda item 3.4 Authorization for Summer 2017 Work Schedule.

Motion carried unanimously, 6-0, with Trustee Mitzman absent.

**8.0 INFORMATION AND DISCUSSION ITEMS**

- 8.1 ACCEPTANCE OF INFORMATIONAL PERSONNEL REPORT
- 8.2 ACCEPTANCE OF QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q, FOR THE QUARTER ENDED DECEMBER 31, 2016

The Board accepted the Informational Personnel Report without discussion.

**9.0 OTHER ACTION****RECOMMENDATION TO APPROVE 9.3, 9.4 AND 9.5 AS A SINGLE MOTION**Motion No. 7

Trustee Cedillo made a motion, seconded by Trustee Vecchiarelli, to approve the following agenda items: 9.3 Approval of the Chabot College Follow-up Report to the Accrediting Commission for Community and Junior Colleges; 9.4 Approval of the Las Positas College Follow-up Report to the Accrediting Commission for Community and Junior Colleges and 9.5 Approval of the Total Cost of Ownership (TCO) Plans.

Motion carried unanimously, 6-0, with Trustee Mitzman absent.

Discussion: Student Trustee Truelove stated that he was unsure whether the TCO Plans were indeed the best plans for the District, as he tried to research the topic and how we compared to national standards. Chancellor Jackson clarified that the TCO is based on national standards, and it's addressing an issue that always existed. Trustee Maduli added that all Colleges use the APPA Five Levels of Clean standards. They may not use the same levels for every building, but that they use them as an overall standard for the colleges. Trustee Gelles recommended that Student Trustee Truelove contact the Chancellor or Vice Chancellor Horner for more information. Trustee Vecchiarelli asked why the accreditation team was coming back so quickly. Vice Chancellor Johns responded that they gave the District 18 months for this follow up visit, which is much longer than usual. That length of time is a reflection that the committee feels our issues could be handled by the District and Colleges.

**10.0 REPORTS-SENIOR LEADERSHIP AND TRUSTEES****10.1 PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES**

**Dr. Matthew Kritscher, representing Dr. Susan Sperling, President (who was unable to attend due to illness), Chabot College reported on the following:**

- 1) Budget update: In the budget management process throughout the year, we review our budget and make adjustments. This is a routine process, but this year, while going through this review, we found a larger deficit than anticipated, and we are now working to resolve it. This occurred because we allowed area administrators to input discretionary budgets which, of course, still needed to be reconciled. Acting CFO Matt Kritscher and College Business Services staff have met with each administrator to reconcile their discretionary budget development figures in line with available college resources. Chabot College is also carefully reviewing all proposed new positions, as well as current vacancies, before filling them with regard to budget alignment and sustainability. Some positions may be filled starting with the new fiscal year (July 1), rather than right away. As we work to resolve this issue, we will monitor our growth and restoration of positions. Our goal is rectify the budget issues by fiscal year end. We expect no impact whatsoever on current or probationary employees. The public is invited to attend a budget committee meeting on this issue on March 14, Chabot College Board room, or they are welcome to ask Dr. Kritscher any questions.
- 2) Today, during Flex-day, the Chabot College employees celebrated Dr. Susan Sperling's fifth year anniversary Chabot College President. Dr. Kritscher had a gift to present her at the Board meeting, but will wait until the following meeting when Dr. Sperling is able to be in attendance.
- 3) Dr. Kritscher also presented a video clip to show summarizing the College's accomplishments in the past year.

**Dr. Barry Russell, Las Positas College President reported on the following:**

- 1) Accreditation report—Vice President for Academic Affairs, Roanna Bennie, was thanked for her leadership for being the lead in getting the accreditation follow-up report completed. She will also lead the accreditation team visit and he expects a good visit. He's excited about the many activities on campus, including the free, US Airforce band concert on March 13, which he encourages getting tickets in advance and online. Another concert he wanted mention, was the Philip Manwell organ concert, occurring on February 28 at Asbury United Methodist Church in Livermore. This concert is part of the President's Speaker Series and organized by Las Positas College Foundation, Mr. Manwell is a former Las Positas College faculty. Dr. Russell also highlighted that the basketball team is ranked 7<sup>th</sup> in the Northern State, and LPC is hosting the first game this Friday night against Diablo Valley College. The team is heavy with sophomore players, and they will be graduating this commencement, so their coach will be re-building the team this



coming year. Dr. Russell is looking forward to possibly playing the state championships at LPC this coming year.

### **10.2 CHANCELLOR REPORT**

Chancellor Jackson thanks District and Board members who attended the “Chats with the Chancellor.” Eight sessions of the “chats” were conducted in total, with approximately 254 participants (noting that this was a duplicated headcount, but because each session was different in topic, she felt she could consider them as independent headcounts). Chancellor Jackson mentioned she was pleased with the outcome of the sessions.

She also reminded everyone to register for the Chancellor’s Award Luncheon, March 31, 2017. She encouraged everybody to support their colleagues who are recognized this year. The luncheon will also include the CLIP graduation. She mentioned that she promised to stay on time, and the cost is low, so she encourages everybody to participate.

The Chancellor also mentioned Ms. Bev Bailey’s retirement. She wanted to thank her for her years of service, and encouraged everyone to sign the thank you cards that she would make available after the meeting.

The Chancellor also wished President Russell good wishes as he will take March 2017 off for a medical leave. This board meeting was his last meeting until his return in April. Beginning March 1, 2017 Dr. Susan Cota, former Chancellor for CLPCCD will be the interim president for Las Positas College. The Chancellor wished Dr. Russell well and for a speedy recovery, as she’s already looking forward to his return in April.

### **10.3 RECOGNITIONS: none**

### **10.4 TRUSTEE REPORTS AND/OR OFFICIAL COMMUNICATIONS**

Trustee Maduli reported that on February 1, 2017 he completed his new trustee orientation; he also signed up for the executive leadership program which is hosted by Association of Community College Trustees (ACCT) and Community College League of California (CCLC). He also mentioned that his new trustee orientation, including first a meeting with the Chancellor, then was followed by meetings with respective Vice Chancellors to better understand their departments, and he thanked them for their time. He has one request; he would like more information on OPEB how we plan to address the unfunded liability of \$136 million. He’s concerned about this issue and wants to see more information on how to manage it.

Trustee Gelles reported on the following: He mentioned to Dr. Russell that he will be missed. He continued to say that nobody represents LPC better than he does and wishes him a speedy recovery. To Todd Steffan, Veterans First Coordinator for LPC, he thanked for the Veterans t-shirt. He complimented the “Chats with the Chancellor” handout as

good work. Trustee Gelles said to the audience not to misinterpret what he says—he's proud of the District and both Colleges. Based on student comments, he also requested a report on bathrooms maintenance for both campuses. He asked the question whether it was true that students are sleeping in the buildings and Dr. Matthew Kritscher said that is not true. Custodians make sure buildings are empty when they close at 10 p.m. Trustee Gelles also mentioned that our campus safety needs all the tools necessary to address issues on campus. Chancellor advises we have a process and all issue and/or requests will be going through that evaluation process.

Trustee Vecchiarelli reported on the following: The prestigious Stanford Community College Invitational Golf Tournament was played last week at Stanford Golf Course where 13 teams played from Northern California. The 353 team score recorded by Chabot College is the lowest score in the history of this tournament.

Trustee Dvorsky thanked everybody for their work, presentations, and for sharing their accomplishments.

Student Trustee Dogar reported on the upcoming murals on campus. She also mentioned that associated students is working to build "makers space" for students.

Student Trustee Truelove reported on the following: interclub council invitation on February 28, 11:00 a.m.-1:30 p.m., where they will have food trucks and give out prizes to students. He thanked the College for working with, and including students in their IEPI review. He also thanked IT for coming to the student council meetings to update them on the status of certain projects.

## **GOOD OF THE ORDER**

### **11.0 ADJOURNMENT**

#### Motion No. 8


Trustee Gelles made a motion, seconded by Trustee Dvorsky, to adjourn the meeting at 8:23 p.m.

Motion carried unanimously, 6-0, with Trustee Mitzman absent.

### **NEXT MEETING**

The next Meeting of the Board is a Study Meeting scheduled for March 7, 2017 at the District Office. The next Regular Board Meeting is scheduled for March 21, 2017, at the District Office.

Minutes prepared by:

  
\_\_\_\_\_  
Guisselle Nunez  
Recording Secretary

  
\_\_\_\_\_  
Secretary, Board of Trustees  
Chabot-Las Positas Community College District