



**Chabot-Las Positas Community College District**

**Chancellor's Council**

Tuesday, February 11, 2014

3:00-4:00 pm

District Office, Conference Room 1

**A**

1. Review and Approval of Minutes: December 3, 2013 - (JJackson)

2. Faculty Hiring Update, Processes and Procedures - (WFong)

**G**

3. Board Policies:

a. ~~Equivalency - (WFong)~~

b. Administrative - (LLegaspi)

**E**

4. Board Calendar

5. Other

**N**

Next Meeting: March 11, 2014

3:00-4:30pm

District Office Conference Room 1

**D**

**A**

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**CHANCELLOR'S COUNCIL**

**MINUTES**

Meeting of February 11, 2014

**Attendance:**      Jannett Jackson                      Janice Noble  
                          Joanne Bishop-Wilbur              Thomas Orf  
                          MariAnn Fisher                         Chris Southorn  
                          Jeff Kingston                            Todd Steffan  
                          Matt Kritscher                         Gordon Watt  
                          Charlotte Lofft

**Handouts:**

- 1) Agenda
- 2) Minutes – December 3, 2013

**I. Approval of Minutes –December 3, 2013**

Dr. Jackson and Mr. Kingston noted minor changes in the Draft Minutes.  
Page 1, item III, Paragraph 1, line 2,...this report (in lieu of a report).  
Page 3, item IV, Paragraph 1, line 7,...twelve (in lieu of nine) other Community College Districts.  
Page 4, item VI, Paragraph 1, line 1, ...Board Policies/Administrative Procedures for Chapter 5, Student Services.

Dr. Lofft made a motion, seconded by Ms. Fisher, to approve the Minutes of December 3, 2013 as corrected.

Motion carried.

**II. Good of the Order**

As a follow up to a notation in the minutes, Dr. Lofft reported that she and Mr. Kingston met and reviewed the Board Policies/Administrative Procedures. She reported that her changes were incorporated into the Policies/Procedures.

**III. Faculty Hiring Update, Processes and Procedures**

Dr. Jackson reported that this agenda item is in response to a request by Kathy Kelley. She reported that when her office sends out the email announcement for the meeting, Council members are invited to submit agenda items.

Mr. Fong reported that a group of Faculty and Administrators (Jane McCoy, Kathy Kelley, MaryAnne Gularte, and Laura Weaver) had been working on revisions to the Faculty

Hiring Process. He reported that he believes Ms. Kelley was to bring the document back to the Faculty Senate. He reported that he also believes that the Senate was okay with the changes. He reported that Ms. Laura Weaver brought the document to the Administrative Association and he believes there were some issues to some of the changes, including the number of candidates forwarded to the President. He believes that the process was stalled at this point, especially with the departure of Dr. Gularte and Ms. Weaver. He suggested that we pull back Jane McCoy and Kathy Kelley, and he, in order to finalize the document and submit it for Board Approval. He asked that an additional Administrator be appointed to the group. He noted that he believes that resolution is close.

Chancellor Jackson noted that this was not a priority at the time because the District wasn't hiring. However, it now needs to move forward as the District is getting ready to hire. She suggested that the additional Administrator for the group should come from one of the Colleges, and recommended Dr. Barry Russell.

Dr. Orf questioned if this document had been presented to the Las Positas College Faculty Senate, to which Dr. Lofft reported that Ms. Sarah Thompson was Senate President at the time and she was confident that it had.

In response to a question raised by Vice President Noble, Vice Chancellor Fong reported that the document will not be finalized for upcoming hiring committees. He reviewed the status of the upcoming Faculty positions to be filled, noting that HR is waiting for the list from Chabot.

A discussion followed regarding PE hires/requirements and FSAs (Faculty Service Areas). Dr. Lofft noted that she will follow up with Mr. Bezemek. Vice President Noble suggested asking the question of "grandfathering" in PE Faculty.

Chancellor Jackson reported that she believes that if Faculty do not meet the new Minimum Qualifications, they have to apply for the additional FSA.

Vice Chancellor Fong suggested that this could be an issue and would work on a resolution.

#### IV. Board Policies

Dr. Jackson reported that it is her goal to complete the Board Policies process by Fall of next year. She reported that we are required to do so and the District has not revised its Board Policies in a long time.

Mr. Legaspi reviewed the Board Policies in Chapter 6: Business Affairs. Mr. Legaspi reported that he previously reviewed these policies with Council in May 2013. He reported that he received a couple comments after that review, which have been incorporated. He reported that these policies are on the District website. If there are any questions and concerns, please forward them to his office.

These policies will be submitted for a First Reading at the March 18 Board Meeting and for approval at the following Regular Board Meeting.

V. **Equivalency**

Dr. Jackson reported that the Equivalency topic is on the agenda at the request of Dr. Tom Orf. Mr. Fong reported that our current policy is out-dated. He noted that what happens when you have an Equivalency Committee of two Faculty Members and two Administrators and there is a tie. He reported that research was required to answer how to break a tie. He noted that the procedures were quite old. He reported that some people were not comfortable with the tiebreaker. (If there is a tie, the College that brought the equivalency forward gets to break the tie—the appropriate VP.)

Dr. Jackson suggested the tiebreaker be an impartial District Administrator (i.e. Vice Chancellor of Educational Services and Facilities). The other option is to reconstitute the committee and include that position on the committee. Mr. Fong suggested that the first option would be sufficient as no one can remember there ever being a tie previously.

Dr. Jackson confirmed that this process be incorporated where necessary. Mr. Fong indicated that he believes it is part of the Faculty Hiring Procedures.

Dr. Lofft reported that years ago the Equivalency Committee developed a process, which is incorporated in the Appendix of the Faculty Contract. She reported that the process needs to be revised. She reported that she spoke to the Senate President and the discussion will be taken back to the Faculty Senate. She reported that if there is a better document that came out of the Board Policy, it could be incorporated.

A lengthy discussion regarding Equivalency and FSAs ensued.

Dr. Orf questioned if changing the Board Procedure could be done internally or if it required action by the Senate. It was also questioned if it required Board action. Mr. Fong reported that he would look into this matter. Dr. Orf reported that he would discuss this with the LPC Faculty Senate and with Ms. Kelley.

VI. **Board Calendar**

Dr. Jackson reviewed the draft Board Calendar revision. She noted that the April Board Meeting falls during Spring Break. She has spoken with the Board Chair and it was suggested that the April Board Meetings be flipped (the April 1 Meeting would be a Regular Meeting and the April 15 Meeting would be a Study Meeting).

**VII. Update on Board Policies: Chapter 4 – Academic Affairs and 5 – Student Services**

Mr. Kingston reported that Chapter 4 Board Policies and Procedures have been ratified by the Senates and reviewed (First Reading) by the Board. The Board Policies will be submitted for Board Approval at the February 18 Board Meeting. He noted that Administrative Procedures do not require Board Approval.

Mr. Kingston reported that the next step for Chapter 5 (Student Services) Board Policies/Procedures is for review and ratification by the Senates (10+1). He reported that each Senate has established a Subcommittee to review the Policies/Procedures. He reported that the current copies are on the website. If the Senates ratify these, it is his hope to take them to the March 18 Board Meeting and in April or May for approval of the Policies. He noted that the Board has designated the Chancellor to make changes/revisions to Administrative Procedures. He also reported that the League Policy Service updates the District on legally necessary changes. He expressed appreciation to Dr. Lofft for her review of all the Policies/Procedures.

**VIII. Adjournment**

Dr. Jackson adjourned the meeting at 4:12 p.m.

**IX. Next Meeting**

March 11, 2014, 3:00-4:30 pm, District Office.

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Approved: March 11, 2014