

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

**MINUTES
June 25, 2013**

PLACE

Chabot-Las Positas Community College District, 7600 Dublin Blvd., 3rd Floor, Dublin, California.

CALL TO ORDER

The regular meeting was called to order at 5:30 p.m. by Board President Dr. Cedillo. Recording Secretary Beverly Bailey called the roll. Trustees Dr. Mertes and Mr. Vecchiarelli were absent at the time of roll.

PUBLIC COMMENTS

There were no Public Comments offered at this time.

ADJOURN TO CLOSED SESSION

The Board immediately adjourned to a Closed Session, which ended at 6:30 p.m.

OPEN SESSION

The Board readjoined in Open Session at 6:35 p.m. Recording Secretary Beverly Bailey called the roll. Trustee Dr. Mertes was absent at the time of roll. Board President Dr. Cedillo reported that Dr. Mertes is excused from this meeting due to illness.

ATTENDANCE

Members Present:

- Trustee Dr. Arnulfo Cedillo
- Trustee Mrs. Isobel F. Dvorsky
- Trustee Mr. Donald L. "Dobie" Gelles
- Trustee Dr. Hal G. Gin
- Trustee Dr. Marshall Mitzman
- Trustee Mr. Carlo Vecchiarelli (arrived 5:32 p.m.)
- Student Trustee Ms. Cherry-Ronaele Bogue
- Student Trustee Mr. Ricardo Pinto Filho

Members Absent: Trustee Dr. Barbara F. Mertes (Excused)

Recording Secretary: Ms. Beverly Bailey

Managers Present: Dr. Judy E. Walters, Interim Chancellor
Dr. Susan Sperling, President, Chabot College
Dr. Kevin Walthers, President, Las Positas College
Mr. Ken Agustin
Dr. Marcia Corcoran
Ms. Vanessa Cormier
Ms. Julia Dozier
Mr. Wyman Fong
Mr. Doug Horner
Ms. Judy Hutchinson
Dr. Ted Kaye
Mr. Jeffrey Kingston
Mr. Lorenzo Legaspi
Ms. Jeannine Methe
Ms. Dyan Miller
Mr. Tim Nelson
Dr. Janice Noble
Dr. Diana Rodriguez
Mr. Rajinder Samra
Mr. Gerald Shimada
Ms. Tram Vo-Kumamoto
Mr. Dale Wagoner
Ms. Connie Willis
Ms. Barbara Yesnosky

Others Present: Ms. Rosafel Adriano, Chabot College
Mr. David A. Betts
Ms. Deborah Dobbins, District Services
Dr. Neal Ely, Las Positas College Administrator Emeritus
Mr. Skip Esquierdo, Chabot College Faculty Emeritus
Ms. Linda Franco, Chabot College Classified Emeritus
Mr. Manny Franco
Ms. Catherine Gentiluomo, Chabot College
Mr. Joe Gentiluomo, Chabot College Classified Emeritus
Ms. Karla Goodbody, Davis St. Family Resource Center,
San Leandro
Dr. Jannett N. Jackson

Ms. Kathy Kelley, President, Chabot College Academic Senate
Ms. Karen Kit, District Services
Ms. Melissa Korber, Las Positas College
Dr. Charlotte Lofft, President, Chabot-Las Positas Faculty Association
Ms. Diana McGregor, Chabot College
Ms. Jodi Mesa
Mr. Ignacio Corina Petrasic, Vice President, Las Positas College Associated Students
Mr. Gregory Rees
Ms. Sandi Perry-Rees
Ms. Theresa Rowland, Career Ladders Program
Mr. Eric Schultz, Chabot College
Mr. Todd Steffan, Las Positas College Classified Senate
Ms. Catherine Suarez, Las Positas College
Mr. Francisco Tostado
Ms. Rachel Ugale, District Services
Ms. Yvonne Wu-Craig, President, Chabot College Classified Senate

PLEDGE TO FLAG

Trustee Dr. Mitzman led the pledge to the flag.

PUBLIC COMMENTS

Mr. Gregory Rees, former Member of the Classified Staff, Chabot College, welcomed Dr. Jackson as Chancellor. He expressed his confidence that the Board and Interim Chancellor have briefed Dr. Jackson on the most urgent issues plaguing the District, including unresolved issues which have been identified by him in past Board Minutes. He expressed that he gives the benefit of the doubt to Dr. Jackson “one time” to do the “right thing” and resolve these issues.

CONSENT CALENDAR

Trustee Mr. Gelles requested that agenda items 5.4 [Acceptance of a Workforce Investment Act (WIA) Grant Award – Alameda County Workforce Investment Board (ACWIB) to the Tri-Valley One-Stop Career Center for the Adult and Dislocated Workers’ Program, Las Positas College], 5.17 (Approval of Memorandum of Understanding Renewal - Tri-Valley One-Stop Career Center), 5.18 (Approval to Relocate Tri-Valley One-Stop Career Center),

and 5.20 (Approval of Agreement – Professional Personnel Leasing, Incorporated) be pulled from the Consent Calendar.

Trustee Dr. Cedillo requested, at the request of Chancellor Walters, that agenda item 3.1 (Management Personnel) be pulled from the Consent Calendar.

Trustee Dr. Gin requested that agenda item 4.3 (Approval to Travel Abroad – Spanish Independent Study Course – International Travel to Santiago de Cuba, Cuba, Las Positas College) be pulled from the Consent Calendar.

Trustee Dr. Mitzman requested that agenda item 5.15 [Approval to Enter into a Memorandum of Understanding with Healing Touch for Tri-Valley Veterans (Healing Touch), Las Positas College] be pulled from the Consent Calendar. He noted that he too had questions regarding agenda item 5.20 (Approval of Agreement–Professional Personnel Leasing, Incorporated).

Trustee Mr. Vecchiarelli requested that agenda item 5.11 (Approval of Agreement – Tri-Valley Orthopedic Specialists, Inc., Las Positas College) be pulled from the Consent Calendar. He noted that he had questions regarding agenda item 3.2 (Executive Personnel).

Motion No. 1

Trustee Mr. Gelles made a motion, seconded by Trustee Dr. Gin, to approve the Consent Calendar with the exception of agenda items 3.1, 4.3, 5.4, 5.11, 5.15, 5.17, 5.18 and 5.20.

Motion carried unanimously, 6-0.

The following items were approved on the consent calendar:

General Functions

- 1.8 Approval of Minutes of May 7, 2013 Study Meeting
- 1.9 Approval of Minutes of May 21, 2013 Regular Meeting

Educational Services

- 4.1 Approval of Curriculum Changes, Chabot College
- 4.2 Approval of Curriculum Changes, Las Positas College
- 4.4 Acceptance of Grant Award – High Risk Youth-Employment Plus II Program (EPP II) with Alameda County Workforce Investment Board (ACWIB), Chabot College
- 4.5 Approval of Amendment - Hayward Promise Neighborhood Program Grant Subaward Agreement with California State University, East Bay, Chabot College

- 4.6 Approval of Annual Cooperative Agreement No. 12-CCMUL-PUENTE-03 between the Regents of the University of California/Puente Project and Las Positas College

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 Private Sale and Donation or Disposal of Any Items Not Sold
- 5.5 Acceptance of Grant Funding for Equipment for a Composting Program from Alameda County Waste Management Authority, Las Positas College
- 5.6 Approval of Agreement Renewal – East Bay Community Services, an Initiative of Bay Area Community Services (BACS) for Educational and Case Management Services, Las Positas College
- 5.7 Approval of Agreement Renewal – First 5 Alameda County, Every Child Counts Strategic Plan in the Early Childhood Development Program, Las Positas College
- 5.8 Approval of Contract Renewal – First 5 Alameda County, Grant No. CB2013-2015-008, Chabot College
- 5.9 Approval of Grant Contract Renewal – Alameda County Social Services Agency, Children and Family Services Parent Resources for Information, Development and Education Training (PRIDE) Program, Chabot and Las Positas Colleges
- 5.10 Approval of Grant Award Renewal – Alameda County Social Services Agency for Community Action to Reach Out to Infants (CARI) Program, Chabot College
- 5.12 Approval of Agreement Renewal – ValleyCare Health System for the Student Health Center, Chabot College
- 5.13 Approval of Agreement Amendment Renewal – ValleyCare Health System for the Student Health Center, Las Positas College
- 5.14 Approval of Interim Grant Agreement – Community Development Institute (CDI) National Interim Management Program (Head Start), Chabot College
- 5.16 Approval of Memorandum of Understanding Renewal – Alameda County Office of Education for the Alameda County Transition to Teaching for Paraeducators Program, Chabot College
- 5.19 Approval of Grazing Lease Agreement for Excess Land – 7M Cattle Company
- 5.21 Approval of Memorandum of Understanding – City of Livermore for the Livermore Fourth of July Fireworks Celebration – Chabot-Las Positas Community College District, Las Positas College

Facilities Planning and Development

- 6.1 Authorization to File Notice of Completion with the Alameda County Clerk Recorder's Office for the Home Coming Art Installation, Chabot College (Nike and Measure B Bond Funds)

- 6.2 Authorization to File Notice of Completion with the Alameda County Clerk Recorder's Office for the Sparks Murals Planetarium, Chabot College (Nike and Measure B Bond Funds)
- 6.3 Authorization to File Notice of Completion with the Alameda County Clerk Recorder's Office for the Soar Art Installation, Chabot College (Nike and Measure B Bond Funds)
- 6.4 Approval to Reject all Bids of Bid No. 13-03, Parking Lots F/G/H/J Improvements, Chabot College (Measure B Bond Funds)

Economic Development/Contract Education

- 7.1 Approval to Renew the Master Agreement – Telecommunications Apprenticeship Program with the Communications Workers of America (CWA) JATC, District-Economic Development
- 7.2 Approval to Renew the Master Agreement – Roofing Apprenticeship Program with the Independent Roofing Contractors of California, District-Economic Development
- 7.3 Approval to Renew the Master Agreement – Fire/Life Safety Apprenticeship Program with the Western Burglar and Fire Alarm Association, Inc., District-Economic Development
- 7.4 Approval to Renew the Master Agreement – Electrical Apprenticeship Program with the Alameda County Joint Apprenticeship Training Committee for the Electrical Trade, District-Economic Development
- 7.5 Approval to Renew the Master Agreement – Painter Apprenticeship Program and Drywall Finishing Apprenticeship Program with the District Council 16 Northern California Journeyman and Apprenticeship Training Trust Fund, District-Economic Development

PRESENTATION: EMERITUS RETIREMENT RECOGNITIONS

Chabot College

Dr. Susan Sperling recognized the following Chabot College retirees and presented each with a Certificate of Emeritus service:

Joseph Gentiluomo (Classified Emeritus)
Eugene "Skip" Esquierdo (Faculty Emeritus)

Dr. Sperling also recognized Katsushiga Kajiwara, Faculty Emeritus, who was unable to attend tonight's meeting.

Dr. Kevin Walthers recognized retiree Dr. Neal Ely and presented him with a Certificate of Administrator Emeritus service. He also recognized Connie Reding, Faculty Emeritus, who was unable to attend tonight's meeting,

Mr. Lorenzo Legaspi recognized District Services (Maintenance and Operations) retiree Linda Franco, and presented her with a Certificate of Classified Emeritus service. Mr. Legaspi introduced Linda's husband, Mr. Manny Franco, whom he worked with at Newark Unified School District.

RECESS

The Board took a ten minute recess (6:52 p.m. to 7:02 p.m.) to enjoy cake and celebrate the retirees.

PRESENTATION: 2013-2014 TENTATIVE BUDGETS – GENERAL FUND, CAFETERIA FUND, CAPITAL OUTLAY PROJECTS FUND, SELF-INSURANCE FUND (RUMBL), CHILD DEVELOPMENT FUND, MEASURE B BOND FUND

Mr. Lorenzo Legaspi gave a PowerPoint Presentation of the Tentative Budget for Fiscal Year 2013-14. Mr. Legaspi reported that the Tentative Budget was crafted using the District's new Revenue Allocation Model, as well as the Governor's Budget Proposal which was released on May 14, 2013.

Mr. Legaspi reviewed the Governor's Budget Proposal as it relates to Community Colleges for 2013-14 as follows:

- Recognizes increase to Proposition 98 minimum guarantee, but programmatic spending stays relatively unchanged;
- Adoption of Cost-of-Living Adjustment (COLA) of 1.57%;
- Adoption of funding for Growth Restoration of 1.63%;
- Categorical funding of \$38 million for the Student Success and Support Act;
- Funding for Deferred Maintenance: \$30 million;
- Funding for Local Planning Grants related to Adult Education: \$25 million;
- Funding Energy Efficiency Projects related to Proposition 39: \$48 million;
- Funding for DSPS \$15 million; EOPS \$15 million; and CalWorks \$8 million;
- Funding for the Online Education Initiative: \$16.9 million;
- Funding for Deferral buy downs: \$30 million;
- Funding for Academic Senates: \$150,000.

Mr. Legaspi reviewed the District's Full-Time Equivalent Student (FTES) Enrollment history dating back to 1998-1999, which had a Total FTES of 14,217. He highlighted the District's

FTES for 2009-2010 with a total high FTES of 18,816. The projected FTES for 2013-14 is 16,202, which is a slight growth.

Mr. Legaspi recognized the work of the District Budget Study Group (DBSG) on the new Allocation Model. He noted that the development of the Allocation Model is documented in the Tentative Budget. He reviewed the budget calculations based on the New Allocation Model as follows:

• Determine Full-Time Equivalent Students (FTES)	16,202
• Calculate State Funding; Apportionment, COLA, Lottery, Mandated Costs, Other State Revenues	\$85,283,690
• Fund District-wide Expenses Contractual, Regulatory; Retiree Health Benefits, Insurance, Utilities and Audit	\$9,789,772
• Fund District office @ 10.45%	\$7,829,027
• Fund Maintenance & Operations @8.51%	\$6,375,601
• Allocate Balance of Funds to Colleges Based on FTES Chabot College @ 58.92%	\$36,047,525
Las Positas College @ 41.08%	\$25,241,765
• Local Site Revenues to be Added (not part of Allocation Model)	

Mr. Legaspi reviewed the General Fund in the Tentative Budget as follows:

• Revenue State General Apportionment, State/Local/Federal Revenue and Transfers	\$104,276,412
• Total Expenditures	105,126,412
• Net Increase/(Decrease) in Fund Balance	(850,000)
• Beginning Balance	7,334,510
• Ending Balance	\$6,484,510

Mr. Legaspi also reviewed briefly the Tentative Budgets for the Cafeteria Fund, Child Development Fund, Self Insurance Fund (RUMBL), Measure B Capital Projects Fund, Capital Projects Fund, and Special Reserve Funds (Nike Project and COP).

In closing, Mr. Legaspi outlined what he envisions in looking ahead:

- Set expectations (noting that the economy is improving);
- Build up enrollments;

- Pay back our own debt – RUMBL (\$2.5 million);
- Plan for expenses charged to Measure B interest going back to General Fund;
- Set up transition funding for LPC;
- Reinstate vacant/unfunded positions;
- Bring back eliminated positions;
- “Growing Pains” in utilizing the New Allocation Model.

Trustee Mr. Gelles commended Mr. Legaspi for the great job he has done in making the Budget “user friendly.” He questioned if there was anything in the Budget that is outside the parameters of what is legally allowed. Mr. Legaspi reported that the District is measured by its Annual Audit report and no areas have come up in question. However, he noted that the Annual Audit tests only a sampling of our operations each year. Mr. Legaspi reported that the District does not illegally transfer from one fund to another.

Trustee Mr. Vecchiarelli questioned the number used to divide the Governor’s Budget for Community Colleges. He suggested it might be a good idea to show the actual amounts for the District. Mr. Legaspi reported that there are 72 Districts and 112 Community Colleges. He reported that the Chabot-Las Positas Community College District share is 1.5% of the total.

Trustee Dr. Mitzman questioned the status of the Pleasanton District Office site and the income for the Dublin site. Mr. Legaspi reported that 7600 Dublin Blvd., Dublin generated \$500,000 net. He also reported that 5020 Franklin Drive when rented will generate approximately \$250,000 net. He noted that the amount generated is unrestricted funds that will help the District.

Mr. Legaspi reported that he recommends the funds generated from lease revenue be used for the following:

- 1) Pay back the debt of the RUMBL fund;
- 2) Use part to grow the entrepreneurial program (build more solar panels);
- 3) Use for Colleges to enhance programs.

In response to a question raised by Trustee Dr. Mitzman, Mr. Legaspi reported that the estimated lease revenue is not included in the Tentative Budget but would be under “Local Revenue.”

Trustee Mr. Vecchiarelli questioned if the Franklin Drive property is a negative cash flow. Mr. Legaspi reported that the District owns “free and clear” the Franklin property; and the only expenses are for utilities and security, which are a minimal amount.

Trustee Mr. Vecchiarelli also expressed concern that there is no “For Lease” sign located on the Franklin Drive property. Mr. Legaspi reported that there are a couple of very interested people.

GOOD OF THE ORDER

Dr. Sperling noted that she has some questions and concerns on how the New Allocation Model will phase in. She reported that DEMC Targets do not allow for flexibility at the College level after what is spent on salaries and benefits. She reported that Chabot College has declined from 24 administrators to 13 over the last few years and are stretched thin. She also noted that the campuses appear to be chronically underfunded in Maintenance and Operations.

In response to Dr. Sperling’s concerns, President Cedillo reported that going through the proper channels these issues will have to be addressed.

Dr. Walthers stressed the importance of paying back the RUMBL Fund. He noted that the \$138 million deficit grew by \$7 million last year. He noted that putting \$2.5 million back doesn’t eliminate the deficit. He also expressed the opinion that the District should consider doing an internal audit. He also reported a concern that Las Positas College had a \$2.1 million deficit two years ago and this year has a \$1.1 million deficit. He noted that this deficit will not go away for approximately four more years.

PRESENTATION: STUDENT SUCCESS INITIATIVE UPDATE

Chabot College

Dr. Sperling and Mr. Shimada presented a PowerPoint Presentation on the Chabot College 2013 Student Success Scorecard. Mr. Shimada reviewed the data breakdown of Progress and Attainment; Persistence Rates, and Completion Rates for Students by Gender, Age, and Ethnicity/Race. It was reported that Chabot College’s Completion Rate (50%) is about average in relation to its peer group of 28 similar colleges. It was noted that Completion Rate is the only group measure provided.

Dr. Sperling reviewed the socio-economic data and outlook for students in the Hayward Promise Neighborhood Project, with 18.1% falling below the federal poverty line and 41.6% below 200% of poverty in one of the most expensive areas of the United States.

Las Positas College

Dr. Walthers presented a PowerPoint Presentation on the Las Positas College 2013 Student Success Scorecard. He presented a data breakdown of Students by Gender, Age and

Ethnicity/Race. He also presented a data breakdown of Completion Rates and Persistence Rates of Students by Ethnicity/Race compared Statewide with California Community Colleges. In conclusion, Dr. Walthers identified “Six Student Success Factors” that begin in the classroom as follows:

- Directed – Students have a goal and know how to achieve it;
- Focused – Students stay on track and keep eye on goal;
- Nurtured – Students feel somebody wants to help them succeed;
- Engaged – Students actively participate in class and extracurricular activities;
- Connected – Students feel like they are part of the college community;
- Valued – Students’ skills, talents, abilities, and experiences are recognized; they have opportunities to contribute on campus and feel their contributions are appreciated.

Trustee Mr. Gelles expressed appreciation to both College Presidents for the outstanding presentations.

Trustee Dr. Cedillo expressed that these presentations are a reminder of the importance of presenting this information to the Board. He reported that the Completion Rates are critical for the community colleges.

PRESENTATION: LAS POSITAS COLLEGE CHILD DEVELOPMENT CENTER UPDATE

Dr. Janice Noble presented the Board with a Business Plan for the Child Development Center for 2013-2016. She acknowledged in attendance a team of dedicated faculty, staff and parents who made up the Business Plan Steering Committee. She expressed appreciation to the Steering Committee for their many hours of hard work. She reviewed the following within the Business Plan:

1. Composition of Families enrolled in the Center and Staffing Ratios;
2. Marketing Plan Components;
3. Grant Opportunities;
4. Financial Analysis.

Dr. Noble highlighted the Customer Analysis and the Center’s family makeup, noting that of the 23 families enrolled this past year, 41% are faculty and staff and 21% are student families, which represents nearly 2/3 of the enrollments. The remaining 1/3 of the families are from the local community. She reported that it was determined that there are many more potential customers within the campus and the community.

Dr. Noble reported that as part of a comprehensive Marketing Plan, the Center will seek partnership agreements with major employers in the area – beginning with Livermore Joint Unified School District, the City of Livermore and Pleasanton Unified School District. She reported that dialogue has begun for these partnership agreements that will provide special rates for employees of these institutions. Large corporations in the Tri-Valley area offer potential customers as well, which will be the next phase of the marketing efforts. In addition, she reported that the Center plans to expand its partnerships with various local agencies to increase opportunities for Las Positas College students to take advantage of the Center. Drop-in Child Care Services will also be explored.

Dr. Noble reported that as the Center attracts new families, it will be important to maintain the mandated ratios of teachers to children. She reported that strategic personnel increases are built into the financial plan to keep pace with the increase of enrolled families and supervision for lab students.

Dr. Noble reported that as part of the Marketing Plan, a Parent Advisory Committee is planning a major fundraising activity for Fall 2013. She has secured support from Dr. Kaye and the Las Positas College Foundation to assist in this endeavor.

Dr. Noble also reported that one of the strategies will include securing grants. She reported that a list of ten grants have been identified are included in the Business Plan. She reported that an application has been submitted for the CCAMPIS Grant.

Dr. Noble highlighted the Financial Analysis. She reported that the Early Childhood Development Department currently generates approximately 100 FTES annually. This translates into approximately \$465,000 income to the District. She reported that approximately \$70,000-\$80,000 annually is generated by the lab school students. However, these figures are not included in the Income Statements as these funds do not flow directly to the Early Childhood Development Department or the Center to cover any expenses beyond faculty who teach courses in the discipline.

Dr. Noble presented Income Statements for five years. She reported that in Year 1 (2011-12), the difference in the revenue-expense gap was \$218,000; at the end of Year 2 (2012-13), the difference in the revenue-expense gap was \$163,000. She highlighted that the Center will move very close to closing the revenue-expense gap at the end of the fifth year of operation when the deficit drops to approximately \$29,000. She noted that if the revenue generated by the Lab School courses were included in the analysis, the Center could be considered profitable by the end of Year 4. She reported that the Income Statements target a 2.5% increase in enrollments each of the next three years. She noted that additional potential grant funds could improve the Center's financial status.

Dr. Noble reported that the Center has developed a workable Business Plan that includes an assessment of its target market; it has developed a realistic Marketing Plan, and a thoughtful and conservative three-year projected revenue-expense budget beginning in 2013-14. She reported that for the Center to become sustainable, it will need the support and collaboration of the Faculty, Staff, the Parent Advisory Committee, participating families, and College Administration. She expressed that she believes the Plan provides a solid road map that will guide the Center into the future successfully, while maintaining the quality expected by its stakeholders.

President Dr. Cedillo expressed appreciation to Dr. Noble for the presentation and for taking the lead on this Plan. He expressed that this is what the Board had wanted – a plan for answering the question of where the Center is going. Dr. Cedillo expressed that this Board has always been in support of Child Centers but they must be made sustainable.

Trustee Mrs. Dvorsky expressed that this is exactly what the Board had asked for. She expressed that Child Care is “near and dear” to her heart. She expressed that what children learn in the early years stays with them all their lives.

Trustee Mr. Gelles expressed appreciation for the Business Plan. He expressed that the Colleges must cover their own expenses for the Child Development Centers.

TRUSTEE REPORTS AND/OR OFFICIAL COMMUNICATIONS

Trustee Mrs. Dvorsky reported that she attended a number of enjoyable “End-of-Year” events at the Colleges. She expressed that perhaps at next year’s Graduations, an umbrella or shade could be provided, noting the heat at this year’s Chabot College Graduation.

Trustee Dr. Mitzman reported that he has missed several Board Meetings as he had major surgery. He expressed appreciation to his colleagues on the Board, Dr. Walters and many others for their cards, flowers, and prayers. He read a humorous poem that he wrote expressing his appreciation.

Trustee Mr. Gelles expressed appreciation to the College Presidents. He expressed a warm welcome to Dr. Jannett Jackson; and also wished Dr. Walthers well in his new position. In addition, he welcomed back Dr. Mitzman. He reported that he has recently received a few calls regarding the maintenance of the grounds at Chabot College.

Trustee Dr. Gin welcomed back Dr. Mitzman. He expressed appreciation to Staff for the excellent Commencement Programs; and expressed appreciation to the Faculty for attending Commencement. He recognized Dr. Walthers and wished him well, noting the “special” personal touch he adds, i.e. invitations to the Board. Further, he welcomed Incoming Chancellor Dr. Jannett Jackson.

Student Trustee Mr. Filho reported that he met earlier this date with Dr. Walters for a Student Trustee Orientation. He also reported that ASCC worked extremely hard on Commencement.

Student Trustee Ms. Bogue reported that approximately 200 students participated in Commencement at Las Positas College. She reported that ASLPC is working on a Student Orientation scheduled for August 14, which approximately 200 students will attend. She wished Dr. Walthers well.

Trustee Dr. Cedillo thanked Dr. Walthers for his service and wished him well at Alan Hancock College. He welcomed Dr. Jannett Jackson, noting that he looks forward to working with her. Further, he expressed concern for the health and safety of the audience at the Chabot College Commencement, where temperatures were excessive. He recognized that these issues will be examined; and suggested that perhaps the names of the graduates could be called at a faster pace.

LAS POSITAS COLLEGE FOUNDATION

Dr. Kaye submitted a written report to the Board. He highlighted a \$15,000 donation from Lockheed Martin/Sandia National Laboratories. He also reported that the Foundation is close to reaching its goal of \$20,000 for Personal and Family Counseling in the Student Health Center which is not covered by the ValleyCare Agreement. He also highlighted a Memorial for Don Tishman, a driving force behind the RAVE Program (Rotary Assisting Veterans' Education). In addition, he reported that four community leaders have joined the Foundation Board: Ms. Lori Souza, Ms. Stephanie Beasly, Mr. Bob Shapiro, and Ms. Marti Sutton. Further, he reported that the Board held a half-day Annual Retreat on Saturday, June 22. At the Retreat strategies for 2013-14 were developed in three areas: Board and Volunteer Development; Events (Best of the Best and Beyond); and General Fundraising including Signature Programs (Foundation 55, Textbook Challenge and Veterans First).

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES FACULTY SENATES

Ms. Kathy Kelley, President, Chabot College Academic Senate, had no official report. However, on a personal level, she reported that she will be attending a rowing rally in France this summer.

Las Positas College Academic Senate had no representation at the meeting.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES AND DISTRICT CLASSIFIED SENATES

Mr. Todd Steffan, Co-President, Las Positas College Classified Senate, submitted a written report to the Board. He reported that Officers for 2013-14 have been announced. He also recognized the passing of Mr. Don Tishman and his contributions and passion to the RAVE Program.

Ms. Yvonne Wu-Craig, President, Chabot College Classified Senate, expressed pleasure in seeing in the Tentative Budget the reinstatement of vacant/unfunded positions in the "Outlook for the Future." She reported that Classified Appreciation Week events were successful. In addition, she reported that planning has begun for an upcoming Retreat. Further, she reported that Dr. Sperling will attend an upcoming Classified Senate Meeting.

District Classified Senate had no representation at the meeting.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES ASSOCIATED STUDENTS

Associated Students of Chabot College had no representation at the meeting.

Mr. Ignacio Corina Petrasic, Vice President, Associated Students of Las Positas College, reported that ASLPC funded 77 student scholarships for Spring Semester. He reported that ASLPC is working on expanding the Textbook Loaner Program. Further, he reported that the ASLPC website is up and running and will be updated on a regular basis.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES

Dr. Kevin Walthers, President of Las Positas College, submitted a written report, Las Positas Connection, to the Board. He recognized Ms. Mary Lauffer, who has taken on the role of Editor of this publication. He drew the Board's attention to the student recognitions as well as past and upcoming events highlighted in the publication. He specifically drew the Board's attention to the article on the "TEDx" Event (Technology, Entertainment, and Design) held on June 8.

Dr. Susan Sperling, President of Chabot College, submitted a written report, Hotsheet, to the Board. She reported that this year Chabot College experienced the hottest commencement ever for as far back as she can remember. She reported that this issue will be resolved to provide more shade in the future. She reported that an Administrative Retreat was recently held this month to study ourselves and specifically to do a functional mapping of Chabot College's Administrative and Classified Staffs. She reported that the recommendations coming from the Retreat will be shared with the College's Governance

Structure as soon as possible. She reported that Dr. Matt Kritscher, Dean of Counseling, was recently a featured guest speaker at the San Leandro Chamber of Commerce Coffee Connection in June. He spoke about the Trade Adjustment Assistance and Workforce Investment Act (TAA), which she hopes to present to the Board in the near future. In addition, she reported that the College will participate in the Downtown Hayward Street Fairs this summer. She also reported that Chabot College will be the site for the Hayward Annual Business Luncheon and Leadership Hayward Graduation on June 27. Further, she reported that Chabot College students and alumni will have a float in the Pride Parade on Sunday, June 30.

INTERIM CHANCELLOR

Dr. Judy Walters, Interim Chancellor, reported that she held a Student Trustee Orientation this date and will hold a second session in July. She also reported that a District Office Classified Appreciation Luncheon was held June 12, with lunch prepared by the Administrators. Further, she welcomed back Trustee Dr. Mitzman; congratulated Dr. Walthers on his new position at Alan Hancock College; and welcomed Dr. Jannett Jackson to the District.

MANAGEMENT PERSONNEL (Agenda Item 3.1)

Dr. Walters reported that a correction needs to be made to Item 3.1, under I.A. as follows:

Morrissey, Barbara J. Interim Dean, Student Services (3AIN04), Range/Step 19/-4 1, ~~\$10,429.66~~ \$9,405.83/month, effective 7/1/13 to 12/31/13, or until the position is filled, whichever is less.

Motion No. 2

Trustee Dvorsky made a motion, seconded by Trustee Dr. Mitzman, to approve the Management Personnel as corrected.

Trustee Mr. Vecchiarelli expressed his hope that the hiring of the Director of Employee and Labor Relations will help reduce the invoices for legal services.

Trustee Mr. Gelles recognized the outstanding work done by the Vice Chancellor of Human Resources, Mr. Wyman Fong. He expressed that the work load in that department warrants the filling of this position.

Motion carried unanimously, 6-0.

EXECUTIVE PERSONNEL (Agenda Item 3.2)Motion No. 3

Trustee Mrs. Dvorsky made a motion, seconded by Trustee Dr. Mitzman, to approve the Executive Personnel.

Trustee Mr. Vecchiarelli reported that he pulled this agenda item from the consent calendar to express that in the future he would like to see more financial focus put into the classroom(s). He questioned if some duties in the vacant Las Positas College Management positions could be taken over by existing staff.

Trustee Mr. Gelles expressed that there is a need for Administrative leadership at Las Positas College, and Dr. Lease has been with us previously. He expressed that you cannot ask staff to do two full-time jobs.

Motion carried unanimously, 6-0.

APPROVAL TO TRAVEL ABROAD – SPANISH INDEPENDENT STUDY COURSE – INTERNATIONAL TRAVEL TO SANTIAGO DE CUBA, CUBA, LAS POSITAS COLLEGE (Agenda Item 4.3)Motion No. 4

Trustee Mrs. Dvorsky made a motion, seconded by Trustee Dr. Gin, to approve the Spanish Independent Study Course-International Travel to Santiago de Cuba, Cuba, during Carnival 2013 from July 22, 2013 through July 27, 2013. It is further recommended that the Board authorizes the Vice Chancellor, Business Services, to execute the appropriate documents pertaining to this event on behalf of the District.

Trustee Dr. Gin reported that he pulled this agenda item for clarification that there is only one student doing the Independent Study.

Mr. Jeff Kingston reported that the costs for the trip are borne by the Faculty and Student themselves. In addition, the Faculty Member is not being paid while on the trip.

In response to a question raised by Trustee Mr. Gelles, Mr. Legaspi reported that the District is protected in terms of liability.

Motion carried unanimously, 6-0.

ACCEPTANCE OF A WORKFORCE INVESTMENT ACT (WIA) GRANT AWARD – ALAMEDA COUNTY WORKFORCE INVESTMENT BOARD (ACWIB) TO THE TRI-VALLEY ONE-STOP CAREER CENTER FOR THE ADULT AND DISLOCATED WORKERS’ PROGRAM, LAS POSITAS COLLEGE (Agenda Item 5.4)

Trustee Mr. Gelles reported that he pulled this agenda item from the consent calendar to request that this item be Tabled for clarification.

APPROVAL OF AGREEMENT – TRI-VALLEY ORTHOPEDIC SPECIALISTS, INC., LAS POSITAS COLLEGE (Agenda Item 5.11)

Motion No. 5

Trustee Mrs. Dvorsky made a motion, seconded by Trustee Dr. Gin, to approve the proposed agreement with Tri-Valley Orthopedic Specialists, Inc. for Sports Medicine, Las Positas College, in the amount not to exceed \$44,750 for the academic year of August 1, 2013, and end April 30, 2014 (during the 2013-14 athletic season). It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute the agreement on behalf of the District.

Trustee Mr. Vecchiarelli reported that he pulled this agenda item from the consent calendar to question if the College employs a full-time athletic trainer. Dr. Walthers reported that Las Positas College does not. He reported that when there is an intercollegiate event, the College has someone on staff.

Motion carried unanimously, 6-0.

APPROVAL TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH HEALING TOUCH FOR TRI-VALLEY VETERANS, LAS POSITAS COLLEGE (Agenda Item 5.15)

Motion No. 6

Trustee Dr. Mitzman made a motion, seconded by Trustee Dr. Gin, to approve to enter into a Memorandum of Understanding with Healing Touch for Tri-Valley Veterans, Las Positas College. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute this Memorandum of Understanding on behalf of the District.

Trustee Dr. Mitzman reported that he pulled this agenda item from the consent calendar for further clarification. He questioned where the patient records are to be kept, due to the

sensitivity and privacy of these records. In response, Mr. Todd Steffan reported that the records would be kept with Healing Touch.

Trustee Dr. Mitzman questioned what efforts the District/College has made to ensure that the records are kept confidential. In response, Mr. Legaspi reported that Healing Touch is governed by health care laws and they will have to abide by those.

Motion carried unanimously, 6-0.

APPROVAL OF MEMORANDUM OF UNDERSTANDING RENEWAL – TRI-VALLEY ONE-STOP CAREER CENTER (Agenda Item 5.17)

Trustee Mr. Gelles reported that he pulled this agenda item from the consent calendar to request that this item be Tabled for clarification.

APPROVAL TO RELOCATE TRI-VALLEY ONE-STOP CAREER CENTER (Agenda Item 5.18)

Trustee Mr. Gelles reported that he pulled this agenda item from the consent calendar to request that this item be Tabled for clarification.

Trustee Dr. Cedillo reported that this agenda item, as well as agenda items 5.4 and 5.17, have been Tabled to the July or August Board Meeting for further clarification regarding the One-Stop Center Contract, Location, etc.

Trustee Mr. Vecchiarelli questioned the impact the lease with the One-Stop Center at Franklin Drive has on obtaining another lease.

Trustee Dr. Cedillo requested that a written explanation be provided to the Board to respond to the questions raised.

APPROVAL OF AGREEMENT – PROFESSIONAL PERSONNEL LEASING, INCORPORATED (Agenda Item 5.20)

Motion No. 7

Trustee Mrs. Dvorsky made a motion, seconded by Trustee Dr. Gin, to approve the Agreement with Professional Leasing, Inc. for the services of Dr. Guy Lease as the Interim President of Las Positas College for the term of July 8, 2013 to September 30, 2013 or earlier. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute the agreement on behalf of the District.

Trustee Mr. Gelles reported that he pulled this agenda item for more information and would like to request that this item be Tabled.

Trustee Mrs. Dvorsky rescinded her motion and Trustee Dr. Gin rescinded his second on the motion.

DISCUSSION AND ADOPTION OF TENTATIVE BUDGETS – 2013-2014 GENERAL FUND, CAFETERIA FUND, CAPITAL OUTLAY PROJECTS FUND, SELF-INSURANCE FUND (RUMBL), CHILD DEVELOPMENT FUND, MEASURE B BOND FUND AND ESTABLISHMENT OF SEPTEMBER 3, 2013 AS THE DATE FOR PUBLIC HEARING AND ADOPTION OF DISTRICT BUDGETS (Agenda Item 5.22)

Mr. Legaspi requested that the Date for the Public Hearing and Adoption of District Budgets be changed in the recommendation to September 17, 2013 in lieu of September 3, 2013, as was adopted in the Board Calendar in December 2012.

Motion No. 8

Trustee Mr. Gelles made a motion, seconded by Trustee Dr. Mitzman, to adopt the Tentative Budgets—2013-2014 for the General Fund, Cafeteria Fund, Capital Outlay Projects Fund, Self-Insurance Fund (RUMBL), Child Development Fund and Measure B Bond Fund. It is further recommended that the Board establish September 17, 2013 at 6:30 p.m. in Room 315, at the District Office, 7600 Dublin Blvd, Dublin, California as the date, time, and place for the Public Hearing and adoption of the 2013-2014 District Budgets, pursuant to California Code of Regulations, Title 5, Section 58305.

Motion carried unanimously, 6-0.

ADOPTION OF RESOLUTION NO. 18-1213 – AUTHORIZATION OF END-OF-YEAR BUDGET REVISIONS AND TRANSFERS (Agenda Item 5.23)

Motion No. 9

Trustee Mrs. Dvorsky made a motion, seconded by Trustee Dr. Mitzman, to adopt Resolution No. 18-1213 authorizing end-of-year budget revisions and transfers. It is further recommended that the Board authorize the Director of Business Services, or designee, to process end-of-year budget revisions and budget transfers between major account classifications in order to comply with the Title 5 Section 58307.

Motion carried unanimously by the following roll call vote:

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

ADOPTION OF RESOLUTION NO. 19-1213—AUTHORIZATION TO SUBMIT THE FIVE-YEAR CONSTRUCTION PLAN (2015-2019) TO THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR’S OFFICE AND REQUEST FOR STATE FUNDS FOR CAPITAL OUTLAY PROJECTS (Agenda Item 6.5)

Motion No. 10

Trustee Mrs. Dvorsky made a motion, seconded by Trustee Dr. Gin, to adopt Resolution No. 19-1213 authorizing the District’s submittal of the Five-Year Construction Plan (2015–2019) to the California Community Colleges Chancellor’s Office before July 1, 2013 and Request for State Funds for Capital Outlay Projects.

Motion carried unanimously by the following roll call vote:

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

INFORMATIONAL PERSONNEL REPORTS (Agenda Item 8.1)

The Board accepted the Informational Personnel Reports without discussion.

APPROVAL OF AMENDMENT OF AGREEMENT – COMMUNITY COLLEGE LEAGUE OF CALIFORNIA FOR BOARD POLICY AND ADMINISTRATIVE PROCEDURES SERVICES (Agenda Item 9.1)

Motion No. 11

Trustee Mrs. Dvorsky made a motion, seconded by Trustee Dr. Gin, to approve the proposed amendment of agreement with the Community College League of California for Board Policy and Administrative Procedures Services in the not-to-exceed amount of an additional \$15,000 and extending the agreement period an additional eight months through June 30, 2014. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute the amendment of agreement on behalf of the District.

Motion carried unanimously, 6-0.

APPROVAL OF DELETION OF BOARD POLICIES (Agenda Item 9.2)

Motion No. 12

Trustee Dr. Gin made a motion, seconded by Trustee Mrs. Dvorsky, to approve the proposed deletion of Board Policies as follows:

- 0005 – District Mission Statement;
- 0010 – Philosophy and Objectives for Chabot College; and
- 0011 – Philosophy and Objectives for Las Positas College.

Motion carried unanimously, 6-0.

ADJOURNMENT

Motion No. 13

Trustee Dr. Cedillo made a motion, seconded by Trustee Mr. Gelles, to adjourn the Regular Meeting at 8:54 p.m. in honor of Dr. Kevin Walthers.

Motion carried unanimously, 6-0.

NEXT MEETING

The next meeting of the Board of Trustees is scheduled for July 16, 2013, District Office.

Minutes prepared by:

Beverly Bailey
Recording Secretary

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