

Ms. Diana Rodriguez
Mr. Gerald Shimada
Ms. Tram Vo-Kumamoto
Ms. Barbara Yesnosky

Others Present:

Mr. Bob Buell, Chabot College
Ms. Erika Cortez, President, Student Senate of Chabot College
Ms. Kathy Kelley, President, Chabot College Academic Senate
Dr. Charlotte Lofft, President, Chabot-Las Positas Faculty
Association
Mr. Sean Prather, Las Positas College
Mr. Mike Sherburne, Chabot College
Mr. Christopher Southorn, President, Associated Students, Las
Positas College
Mr. Todd Steffan, Las Positas College Classified Senate
Mr. Thomas Orf, President, Las Positas College
Academic Senate
Ms. Rachel Ugale, District Services
Mr. Gordon Watt, President, Chabot College Classified Senate

PUBLIC COMMENTS

There were no Public Comments offered at this time.

CONSENT CALENDAR

Trustee Dr. Gin asked that agenda item 4.1 (Acceptance of Gift – Las Positas College) be pulled from the consent calendar in order to note a correction.

Motion No. 1

Trustee Mr. Gelles made a motion, seconded by Trustee Dr. Mitzman, to approve the consent calendar with the exception of agenda item 4.1.

Motion carried unanimously, 7-0.

The following items were approved on the consent calendar:

General Functions

- 1.3 Approval of Minutes of November 19, 2013 Meeting
- 1.4 Approval of Minutes of July 31, 2013 Board Retreat

Personnel

- 3.1 Classified Personnel
- 3.2 Faculty Personnel
- 3.3 Management Personnel

Business Services

- 5.1 Approval of Commercial Warrant Registers
- 5.2 Approval of Payroll Warrant Registers
- 5.3 Approval of Agreement Renewal – City of Hayward, Chabot Security Services, Chabot College
- 5.4 Approval of Standard Services Agreement Renewal Measure A Funds – County of Alameda, Las Positas College
- 5.5 Approval of Amendment to Memorandum of Understanding – BMW of North America, LLC, to Establish a BMW Associate Degree Program, Chabot College

PRESENTATION: FINANCIAL AUDIT REPORT 2012-13

Chancellor Jackson expressed appreciation to the Audit Subcommittee, as well as to Staff at the Colleges who attended the Audit Subcommittee Meeting prior to the Board Meeting. She acknowledged the hard work of staff in the preparation of the Audit. She reported that the Audit is a validation for compliance; and the appropriateness of how the District spends its money, as outlined by the County and Federal Government guidelines. She reported that the District basically received an unqualified audit. She also expressed appreciation to Mr. Legaspi and Ms. Yesnosky for their hard work.

Mr. Legaspi introduced Mr. Arthur Ngo and Ms. Tina Trice, Auditors representing Crowe Horwath, LLP. He reported that the Subcommittee of the Board met prior to the Board Meeting and reviewed the Audit Report in detail. He reported that the Auditors will now present a brief summary of the Report.

Ms. Trice reported that it is their responsibility to form and express an opinion about whether the financial statements that have been prepared by management are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Ms. Trice reported that the Financial Audit Report consists of three basic components: Financial Audit in accordance with Government Auditing Standards, State Compliance, and Federal Compliance. She reported that the Report has three opinions: an unmodified opinion in relation to the Financial Audit; an unmodified opinion in relation to the Federal Audit; and there were some findings in relation to the State Audit. She reported that last year there were eleven (11) findings; and eight (8) have been completely implemented. She reported that there are three recurring findings in the report in relation to the State Compliance. Ms. Trice reported that action items and suggestions for implementing corrections for the three repeated findings were discussed with the Audit Subcommittee.

Ms. Trice recognized the District Staff for their hard work in assisting the Auditors in their work. She reported that there are no audit adjustments and no uncorrected adjustments as well.

In response to a question raised by Trustee Mr. Gelles, Ms. Trice reported that there were two new findings in internal control dealing with co-curricular funds. She reported that it has been suggested putting policies and procedures in place to more clearly show how those funds are controlled within the different organizations. She noted that there were fewer findings this year than last year.

Trustee Mr. Vecchiarelli expressed that the Report is very thorough and he is pleased with the findings. He noted that he is proud of the Staff and District; to which Trustee Dr. Gin concurred on behalf of the Board.

TRUSTEE REPORTS AND/OR OFFICIAL COMMUNICATIONS

Trustee Dr. Gin reported that as his first official act as Board Chair, he would like to move agenda item 2.1 (Trustee Reports and/or Official Communications) to the end of the agenda; and hopes to continue this practice in the future.

Motion No. 2

Trustee Mrs. Dvorsky made a motion, seconded by Trustee Dr. Mitzman to move agenda item 2.1 (Trustee Reports and/or Official Communications) to the end of the agenda.

Motion carried unanimously, 7-0.

LAS POSITAS COLLEGE FOUNDATION

Dr. Kaye submitted a written report to the Board. He reported that planning for the Best of the Best Gala has begun with a commitment for sponsorship from a new company. He reported that the goal is to raise \$75,000 (from \$60,000 average), with a net gain of \$100,000 for the event. To date, the Foundation has received three sponsorships totaling \$15,000.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES FACULTY SENATES

Dr. Tom Orf, President, Las Positas College Faculty Senate, reported that the Faculty Senate has not met since the last Board Meeting. He reported that the next meeting is scheduled for December 11; and they will be voting on several issues, including Board Policies and the new budgetary process.

Ms. Kathy Kelley, President, Chabot College Faculty Senate, reported that the Faculty Prioritization Process is under way at Chabot College. She reported that the field is down to 22 from 50 positions; and understands that they may be able to get the Chancellor to approve 10.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES AND DISTRICT CLASSIFIED SENATES

Mr. Todd Steffan, Co-President, Las Positas College Classified Senate, had no official report.

Mr. Gordon Watt, President, Chabot College Classified Senate, reported that he will be replacing Ms. Yvonne Wu-Craig. He reported that he is hopeful there will be an election soon to fill the position of Vice President. He reported that the Prioritization Process Committee has been formed and has met. He reported that the Classified Senate will report back to the Planning, Review and Budget Council (PRBC).

District Classified Senate had no representation at the meeting.

PRESIDENTS OF STUDENT SENATE OF CHABOT COLLEGE AND ASSOCIATED STUDENTS OF LAS POSITAS COLLEGE

Mr. Christopher Southorn, President, Associated Students of Las Positas College, reported that the campus hosted a single campus outreach event offering hot drinks to students; and Prep to Pass is scheduled for December 12 and 13. He reported that over the break, students will be working on Welcome Week events, as well as the Textbook Loaner Program. He reported that the Inter-Club Council (ICC) has been active, increasing the number of Clubs and events on campus. He recognized the hard work of the Director of Events, Nico Portugal, as well as ICC Chair, Paulina Reynoso. He also reported that currently, ASLPC is reviewing their By-Laws.

Ms. Erika Cortez, President, Student Senate of Chabot College, reported that the Chabot College Student Senate has 18 members, the largest it has been in recent years. She reported that all 18 members are actively serving on Shared Governance Committees. She reported that one Senate Member, Chad McCane, is researching “bottlenecks.” In addition, Communications Director, Dillon Pieters is working on increasing signage on campus. She reported that students are getting prepared for Spring Semester. She reported that “things to come” include scholarships, elections, and co-curricular funding. Further, she reported that ICC is looking to be more active on campus, including sponsoring an ICC Festival.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES

Mr. Marco Menendez, representing Dr. Sperling in her absence, submitted a written report Hotsheet, to the Board. He reported that Dr. Katie Hern recently co-authored a new publication from LearningWorks with Myra Snell, Los Medanos College. In addition, he noted that Dr. Hern has been doing reassigned work as Director of the California Acceleration Project (CAP). He also reported that the Great Debate, a collaboration between multiple disciplines on campus – the Forensics Team, Change It Now Social Justice Learning Community, and Law and Democracy Group; City of Hayward; Hayward Public Library; and community members was held December 6. He reported that the Sociology Department,

Sociology 2 (Social Problems), will be hosting their annual Sociology Student Poster Session on December 12; and Biology 10 class will host a similar poster session. He also reported that the Gladiator Football team was victorious in the Central Division Bowl against College of the Siskiyous on December 7; and received accolades for exemplary sportsmanship from the Athletic Director of College of the Siskiyous. In addition, he reported that the Student Veterans Organization and Law and Justice Club, with support from the Student Senate and Chabot Veterans Committee, hosted their first Toys for Tots event on December 3, collecting over 500 toys for donation. He acknowledged overwhelming support from Trustee Vecchiarelli, Congressman Eric Swalwell, Oakland Vet Center, Alameda County Sheriff's Office, Las Positas College Veterans First Program, ParaTransit Paramedics, EOPS, Puente, Daraja, Financial Aid Office, Language Arts Division, Admissions and Records, and Chabot staff. Further, he reported that Chabot Alum Leslie Frates, will participate in Jeopardy – Battle of the Decades Tournament; noting that Ms. Frates is a former champion.

Dr. Barry Russell, President of Las Positas College, submitted a written report, Las Positas Connection, to the Board. He expressed appreciation for the warm welcomes to the Campus and District. He invited Board Members to join the Campus for the Annual Appreciation Breakfast scheduled for December 12.

CHANCELLOR

Dr. Jannett Jackson, Chancellor, expressed appreciation to the Colleges and District Office Staffs for the “stellar” Audit Report, noting that there are only a few things to clean up. She reported that she has been busy recently as the keynote speaker at the 20th Annual Veterans Peace Memorial in Fresno, having been active in the project's early years; as well as at the Veterans Summit in Southern California. She noted that Trustee Dr. Cedillo; Mr. Aaron Allen, Chabot College's Student Veterans Organization; and Mr. Todd Steffan, were also in attendance at the Summit. She stressed the importance of moving forward with the initiative of welcoming Veterans back, one of her “pet projects.” She also reported that following the Board's theme of “running a tight ship”, she looks forward to working with Dr. Gin on exploring ways of streamlining the Board Agenda.

Dr. Jackson acknowledged the service on the Board of Trustee Mr. Gelles (15 years) and Trustee Dr. Mitzman (5 years), and presented (“pinned”) each with a lapel pin. She explained that each pin has a different stone representing the years of service.

ACCEPTANCE OF GIFT – LAS POSITAS COLLEGE (Agenda Item 4.1)

Trustee Dr. Gin reported that this agenda item was pulled from the consent calendar to note a correction to a typographical error, “valued at” in lieu of “valued and valued at.”

Motion No. 3

Trustee Mr. Gelles made a motion, seconded by Trustee Dr. Mitzman, to accept the following proposed gift donated by Ms. Mary Macor. One (1) Wurlitzer Console Piano in good condition valued at \$2,000 by Mr. Jim Woffinden of Sweet Sound Piano in Livermore, CA. This instrument is to be used by students in the Music Department studying piano, and will be available for use to students participating in the various musical concerts held at Las Positas College.

Motion carried unanimously, 7-0.

INFORMATIONAL PERSONNEL REPORT (Agenda Item 8.1)

The Board accepted the Informational Personnel Report without discussion.

TRUSTEE REPORTS

Student Trustee Pinto reported that the Student Senate is sponsoring De-Stress Week as well as Study Nights. He reported that the Senate recently held a By-Laws Retreat and made several changes to their By-Laws. He reported that a committee has been formed to choose the Director of Student Life.

Student Trustee Bogue reported that ASLPC is reviewing Board Policies and Administrative Procedures. She also reported that Student Senate sponsored an on-line Tutoring weekend, noting that so far 21 students have been served. She reported that it is a four-week program; and at its end, a decision will be made as to continuing the program. She reported that Mr. Kingston and Dr. Noble have attended recent Senate Meetings. In addition, discussions are beginning regarding an Advocacy Trip for Spring Semester.

Trustee Mr. Gelles acknowledged Student Trustee Pinto on the Pledge this evening. He also acknowledged Mr. Menendez sitting in for Dr. Sperling. In addition, he expressed appreciation to Staff at both Colleges for following through on student concerns which he brought to their attention. He also acknowledged Mr. Buell's comments this evening on the Chabot College Fire Technology Program. He also expressed that he was impressed with the Toys for Tots Program on the Chabot College campus. He also acknowledged the kindness of Ms. Kathy Kelley. He expressed appreciation to Trustee Dr. Cedillo for serving as Board President this past year. Further, he expressed that he likes moving Trustee Reports to the end of the meeting, as was suggested by Trustee Dr. Gin.

Trustee Dr. Mitzman expressed appreciation to Trustee Dr. Cedillo for his stewardship and mentorship. He expressed appreciation to Trustee Mr. Gelles for his kindness and support. He expressed that because of his health this past year, he wants to continue as Secretary for another year and continue to learn.

Trustee Mrs. Dvorsky reported that her great grandson was born last night; and expressed appreciation to the Chancellor and Staff for the gift of a teddy bear. She reported that this coming year will be a banner year under the tremendous leadership at the District and Colleges.

Trustee Mr. Vecchiarelli expressed appreciation to Mr. Todd Steffan on the Veterans Day event. He acknowledged Student Trustees Pinto and Bogue who had the opportunity of riding in the helicopter with Senator Ellen Corbett at the Veterans Day event. He also acknowledged the Chabot College Student Veterans Organization and Law and Justice Club on the recent Toys for Tots Day.

Trustee Dr. Mertes acknowledged fellow Board Members, Students, Faculty and Staff on the marvelous contributions and recognitions they bring to the Colleges. She also acknowledged the hard work of the Colleges and District Office Staffs.

GOOD OF THE ORDER

Mr. Legaspi expressed that the Audit Report is about student learning, as well as about compliance. He expressed appreciation to the Colleges and District Office Staffs for their hard work in the Audit preparation, and especially recognized the work of Ms. Barbara Yesnosky. He expressed that the Audit is a “team effort.”

NEXT MEETING

The next meeting of the Board of Trustees is scheduled for January 21, 2014 at the District Office.

ADJOURNMENT

Trustee Dr. Gin adjourned the Regular Meeting at 7:33 p.m. in honor of all in attendance.

Minutes prepared by:

Beverly Bailey

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