

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

**MINUTES
April 15, 2014**

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 Trustee Dr. Gin. Recording Secretary Beverly Bailey called the roll. Trustee Mrs. Dvorsky was absent and excused at the time of roll.

PUBLIC COMMENTS

There were no Public Comments offered at this time.

ADJOURN TO CLOSED SESSION

Motion No. 1

Trustee Dr. Mitzman made a motion, seconded by Trustee Dr. Cedillo to adjourn to a Closed Session at 5:31 p.m.

Motion carried unanimously, 6-0.

Closed Session was adjourned at 6:40 p.m.

OPEN SESSION

The Board readjourned to Open Session at 6:45 p.m. by Trustee Dr. Gin. Recording Secretary Beverly Bailey called the roll. Trustee Mrs. Dvorsky was absent and excused at the time of roll.

At this time, Trustee Dr. Mitzman asked to be excused.

ATTENDANCE

Members Present: Trustee Dr. Arnulfo Cedillo
Trustee Mr. Donald L. "Dobie" Gelles
Trustee Dr. Hal G. Gin
Trustee Dr. Barbara F. Mertes
Trustee Dr. Marshall Mitzman (Excused at 6:45 p.m.)
Trustee Mr. Carlo Vecchiarelli
Student Trustee Ms. Cherry-Ronaele Bogue

Members Absent: Trustee Mrs. Isobel F. Dvorsky (Excused)
Student Trustee Mr. Ricardo Pinto Filho

Recording Secretary: Ms. Beverly Bailey

Managers Present: Dr. Jannett N. Jackson, Chancellor
Dr. Barry Russell, President, Las Positas College
Ms. Connie Willis, For President Sperling, Chabot College
Ms. Lori Benetti
Mr. David Betts
Ms. Julia Dozier
Mr. Wyman Fong
Mr. Doug Horner
Mr. Jeffrey Kingston
Mr. Lorenzo Legaspi
Ms. Jeannine Methe
Mr. Tim Nelson
Ms. Lydia Penafior
Ms. Diana Rodriguez
Ms. Barbara Yesnosky

Others Present: Ms. Rita Carson, District Services
Ms. Deborah Dobbins, District Services
Mr. Richard Duchscherer, District Services
Ms. Uma Nadkarni, District Services
Ms. Zahra Noorivaziri, District Services
Mr. Cord Ozment, District Services
Ms. Theresa Rowland
Mr. Jim Soles, District Services
Mr. Todd Steffan, Co-President, Classified Senate, Las
Positas College
Ms. Rachel Ugale, District Services

PLEDGE TO FLAG

Mr. Todd Steffan led the pledge to the flag.

PUBLIC COMMENTS

There were no Public Comments offered at this meeting.

ESTABLISHMENT OF RIGHTS AND DUTIES OF STUDENT TRUSTEES FOR 2014-2015

Motion No. 2

Trustee Mr. Vecchiarelli made a motion, seconded by Trustee Dr. Cedillo, to establish the rights and duties of the Student Trustees for 2014-2015 per Education Code 72023.5 as follows and that these rights and duties become effective upon adoption:

- a. Student Trustees may make and second motions;
- b. Student Trustees will receive a maximum of \$100 each per month in compensation.

Motion carried unanimously, 5-0.

APPROVAL OF BOARD OF TRUSTEES REVISED CALENDAR OF MEETINGS – 2014

Trustee Mr. Gelles requested that this agenda item be opened for discussion.

Trustee Mr. Vecchiarelli requested clarification of the time of the proposed Board Special Workshop on June 24, 2014. Chancellor Jackson reported that it has been requested that this meeting be scheduled from 4:00 p.m. to 7:00 p.m. She reported that this special Workshop is at the request of the Board. She reported that she will work with Board Chair Gin to prepare an agenda for this Workshop, which will also include Student Success.

Motion No. 3

Trustee Mr. Gelles made a motion, seconded by Trustee Mr. Vecchiarelli, to approve the Revised Calendar of Board Meetings – 2014 as corrected.

Motion carried unanimously, 5-0.

PRESENTATION: CAPITAL PROJECTS/SUSTAINABILITY (MEASURE B UPDATE)

Mr. Jeffrey Kingston, Vice Chancellor, Educational Services, Planning and Facilities, introduced Mr. Doug Horner, Director, Facilities and Bond Program; and Mr. Tim Nelson, Director, Maintenance and Operations. He reported that Mr. Horner will present an Update on the Measure B Bond Issue Program; and Mr. Tim Nelson will present an Update on Sustainability in the District.

Measure B Bond Issue Update

Mr. Horner provided a PowerPoint Presentation on the Measure B Bond Issue Program Update as follows:

Las Positas College

- 16 original projects
- 15 added projects
- \$248M in project value

Chabot College

- 37 original projects
- 19 added projects
- \$264M in project value

District

- 5 original projects
- 20 added projects
- \$91M in project value

Program wide

- 58 original projects – 46 complete
- 54 added projects – 39 complete
- \$603M in Measure B proceeds (\$105M interest earnings)
- \$41M in State Funding
- \$5.6M in PG&E Rebates/Incentives
- \$501M spent/committed to date
- \$650M total project value
- \$100M left to complete

Mr. Horner reviewed the status of the Capital Projects as follows:

Chabot College:

Completed in 2013: 2100 Cadaver Room Renovation; 3400 Automotive Technology, BMW Renovation; 1200/1300 Performing Arts Renovation; 1800 Math/Science Renovation; and 2500-2900 Physical Education Complex Renovation.

Projects to Complete: 2100 Biology Renovation; 1700 Math/Science; 100 Library/Learning Connection Renovation; Hesperian Boulevard Landscape; Parking Lot Security; and Small Projects – Renovate College Spaces.

Las Positas College:

Completed in 2013: 1600 Student Services and Administration; 1800 Science Renovation; 1850 New Science Building, Campus Boulevard and ADA Improvements.

Projects to Complete: 100 New Academic Building – Classrooms; 2000 Library Renovation; Small Projects – Repurpose College Space; Amphitheater; and Veterans Center.

Mr. Horner reviewed the 2012 Facility Master Plan, which includes \$351M in future projects needed at Chabot College; and \$247M in future projects needed at Las Positas College.

Mr. Horner also reviewed the Facility Construction Sustainability Efforts, which includes Board required minimum LEED Silver on new construction; EMS – Energy Management System; Cool Roofs; Energy Efficient Lighting/Windows; Central Utility Plants; and Photovoltaic Solar Panels. He reported that two new facilities are Gold LEED certified; and one facility, the Chabot College Student Center, is Platinum LEED certified.

Sustainability Efforts

Mr. Tim Nelson presented the Daily Sustainability Efforts employed by the District Maintenance and Operations as follows: Green Cleaning; Food Waste Composting; Trash Compacting; Waste Reduction/Recycling; Energy Management System (EMS); and Co-Generation Plant. He also reviewed the District's efforts in water conservation, including Low Flow Automatic Flush Valves; Waterless Urinals; Irrigation Controls; Irrigation by Well Water at Chabot College; Irrigation by Recycled Water at Las Positas College; and Storm Water Retention Systems.

Board Comments/Concerns:

Trustee Mr. Vecchiarelli raised the question of adequate water at Las Positas College and Chabot College. Mr. Nelson responded that he does not know where we could (or would) cut water usage at Las Positas College, noting that 85% of the College's water usage is reclaimed water. He reported that at Chabot College, well water is used for irrigation.

Trustee Mr. Gelles acknowledged the exemplary work and efforts done by Mr. Tim Nelson and Maintenance and Operations; as well as Mr. Doug Horner, Mr. Jeff Kingston, and Mr. Lorenzo Legaspi. He also noted that he would be "hard pressed" to ask the public for

another \$600M in bond. He also stressed that if the District builds something, it must be maintained.

Trustee Dr. Mertes commended and expressed appreciation to Mr. Nelson and his crew on their tremendous contributions to sustainability. She asked Mr. Nelson to pass on her appreciation to the staff. She expressed that “after a building is built, maintenance is what keeps it going.”

Trustee Mr. Vecchiarelli expressed concern regarding Building 2100 at Chabot College, noting issues such as extensive chemical usage. He also expressed concern that the renovation project is underfunded approximately \$25 million. In response, Mr. Horner reported that the Master Plan recommended \$33 million for a new Biology Building; however, currently there is \$20 million budgeted for the project (60% of the Master Plan’s estimate). He reported that currently the District is working with a consultant to look at all options (renovation vs. new building); and all options will be examined.

Trustee Mr. Vecchiarelli also expressed that he would like to see a much needed Veterans Center at Chabot College. In response, Mr. Horner reported that the College is currently looking at space in the Student Center for a Veterans Center Program.

In response to a question raised by Trustee Mr. Vecchiarelli, Mr. Legaspi reported that the original amount of the Bond Measure was \$498 million. Trustee Mr. Vecchiarelli noted that the District made over \$100 million in interest.

Mr. Legaspi reported that the District issued the first \$100 million in 2004; and in 2005, the District refunded that and gained approximately \$12 million (cash out refunding). The District issued the rest of the authorization (\$398 million) in 2006; and that money was invested into a “guaranteed investment contract”, which earned the District an interest rate of 5.007%. He reported that at that time the economy “tanked” and you would have been lucky to get .25% interest for your monies. The District has had 5.007% interest locked in for all those years, generating approximately \$100 million. He expressed that it was the right timing for issuance of the bond.

Trustee Dr. Gin raised a question regarding the landscaping project on Hesperian Boulevard. In response, Mr. Horner reported that the project would include a consistent look of landscaping materials extending from the corner of Depot Road and Hesperian Boulevard, all the way across the front of the Student Center and the new Faculty Office Building. He reported that the project, which includes a new “reader board” is currently at the Department of State Architect (DSA).

Trustee Dr. Cedillo expressed appreciation to all the District staff, noting the amount of pride shown by staff for the campuses. He expressed that the Board needs direction from staff in prioritizing the facility maintenance needs.

Trustee Mr. Gelles also expressed the importance of staff maintaining the appropriate landscaping and maintenance at Chabot College and Las Positas College. He expressed that if there is a need in order to accomplish this goal, the Board needs to be kept apprised.

PRESENTATION: ORGANIZATIONAL REVIEW OF DISTRICT OFFICE AND MAINTENANCE AND OPERATIONS, SCHOOL SERVICES OF CALIFORNIA

Chancellor Jackson reported that the Organization Review was in response to a recommendation from the District Budget Study Group (DBSG) at the time the Budget Allocation Model (BAM) was adopted in Spring 2013. The DBSG recommendation was for an external review of the District Office and Maintenance and Operations. She reported that School Services was selected to conduct the review and that the review was comprised of surveys and interviews of all District Office Divisions, including Chancellor's Office, Business Services, Educational Services/Facilities Planning, Human Resources, Information Technology Services (ITS) and Maintenance and Operations. Dr. Jackson introduced Ms. Kathleen O'Sullivan and Mr. Lewis Wiley, Jr., Directors of Management Consulting Services.

The presenters reviewed the Scope of Review, Purpose of Review, and Methodology. It was reported that the purpose was to measure or evaluate the current organizational structure of the District in terms of whether or not the structure is operating efficiently and effectively. It was reported that a comparative staffing analysis was conducted with other community college districts with similar characteristics, including student enrollment and the number of colleges that comprise the district; based upon this criteria Grossmont-Cuyamaca Community College District; San Bernardino Valley Community College District; San Jose-Evergreen Community College District; and West Valley-Mission Community College District were selected.

The Presenters reported that School Services of California made a total of 68 Organizational Review Recommendations covering all aspects of the District's operations. Recommendations were made in each division and department and include the following areas: Organizational structure/staffing; and operations including processes and policies. Presenters reviewed an overview of their analysis and recommendations.

Ms. O'Sullivan stressed that this was not an audit and their recommendations are not required or binding. It was noted that it may not be feasible to implement all the recommendations immediately. It was reported that a schedule should be developed that prioritizes the recommendations; identifies the responsible person; provides human and budgetary

resources; and establishes a timeline for completion of each item. It was also stressed that these recommendations are about the positions and whether these positions are helping the District to operate efficiently and effectively in carrying out the Colleges' objectives. "The organizational review focused on the places and not the faces."

Board Comments/Concerns:

Trustee Dr. Cedillo thanked the Presenters for the report. He expressed that in light of the budget, it will be a challenge filling the many positions recommended. He expressed that the Board and Chancellor will review the recommendations and determine the appropriate direction to take. He reported that "this Board can take any of the recommendations, none of the recommendations, or all of the recommendations."

Trustee Dr. Mertes expressed appreciation to School Services of California for the report and presentation. She expressed that she appreciates the structure for planning that School Services provides in the report.

Trustee Mr. Vecchiarelli questioned how the recommendations for additional staffing would affect the 50% Law. In response, Mr. Legaspi reported that the District is at approximately 53%.

Trustee Mr. Vecchiarelli also questioned the recommendation for implementing a training plan for the Banner System. In response, Ms. O'Sullivan reported that the recommendation is for additional training and it may stem from limited staffing in ITS or limited funds. Ms. Methe spoke to this issue.

Trustee Mr. Vecchiarelli also questioned the recommendation for instituting a rigorous evaluation process for all District Office staff. In response, Ms. O'Sullivan reported that again this may be due to limited staffing in Human Resources. She reported that it is recommended that the process be more thoughtful and done in a timely manner. She also reported that Human Resources needs more support from the management level.

Trustee Dr. Gin reported that there has been no opportunity for the Board to discuss this report with the Chancellor. He expressed that it is not appropriate to use this forum to begin the process of discussion.

Trustee Mr. Gelles reported that the Board accepts the report. He reported that the Board may not accept all the recommendations. He also reported that this is not a personal attack on anyone. He further reported that the Board will discuss the report with the Chancellor.

Chancellor Jackson expressed appreciation to School Services of California and Ms. Kathleen O'Sullivan and Mr. Lewis Wiley, Jr. She also stressed that the process was done

above reproach as was her goal. She reported that the report touches on procedural changes but also changes to our culture. She reported that the report does not “finger point” at any individual or any department; it is looking at best practices and what this District can do better. She reported that she knows that the District cannot implement all 68 recommendations; however, she reported that she has talked with the Vice Chancellors and the Chief Technology Officer (CTO) and has identified some of the recommendations that have no cost. She reported that any changes will be done deliberately and inclusively.

Chancellor Jackson reported that the District is in the process of developing its Strategic Master Plan and the Colleges’ Educational Master Plans. She reported that some of the recommendations made by School Services will be folded into those reports.

In conclusion, Trustee Dr. Gin reported that the Board has accepted the report prepared by School Services of California. He expressed appreciation to School Services for the report.

ADJOURNMENT

Motion No. 4

Trustee Mr. Gelles made a motion, seconded by Trustee Dr. Cedillo, to adjourn the Study Meeting at 8:08 p.m.

Motion carried unanimously, 5-0.

NEXT MEETING

The next meeting of the Board of Trustees is scheduled for May 6, 2014 at 5:30 p.m. at the District Office.

Minutes prepared by:

Beverly Bailey
Recording Secretary

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