

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

**MINUTES
February 16, 2016**

PLACE

Chabot-Las Positas Community College District, Las Positas College, 3000 Campus Hill Dr., Room 1620A&B, Livermore, California.

CALL TO ORDER

The regular meeting was called to order at 5:00 p.m. by Trustee Mr. Vecchiarelli. Recording Secretary Beverly Bailey called the roll. Trustee Dr. Cedillo was absent at the time of roll.

PUBLIC COMMENTS

There were no Public Comments offered at this time.

ADJOURN TO CLOSED SESSION

The Board adjourned to a Closed Session at 5:01 p.m., which ended at 6:20 p.m.

OPEN SESSION

The Board readjoined in Open Session at 6:32 p.m. Recording Secretary Beverly Bailey called the roll. Trustee Dr. Cedillo was absent at the time of roll.

ATTENDANCE

Members Present: Trustee Mrs. Isobel F. Dvorsky
 Trustee Mr. Donald L. "Dobie" Gelles
 Trustee Dr. Hal G. Gin
 Trustee Mr. William L. "Will" Macedo
 Trustee Dr. Marshall Mitzman
 Trustee Mr. Carlo Vecchiarelli
 Student Trustee Ms. Nancy Kang
 Student Trustee Ms. Quincy Taylor

Members Absent: Trustee Dr. Arnulfo Cedillo

Recording Secretary: Ms. Beverly Bailey

Managers Present: Dr. Jannett N. Jackson, Chancellor (left at 6:40 p.m.)
Dr. Susan Sperling, President, Chabot College
Dr. Barry Russell, President, Las Positas College
Ms. Roanna Bennie
Mr. David Betts
Mr. Walter Blevins
Ms. Julia Dozier
Mr. Wyman Fong
Mr. Doug Horner
Dr. Matt Kritscher
Ms. Victoria Lamica
Mr. Lorenzo Legaspi
Ms. Jeannine Methe
Ms. Dyan Miller
Ms. Guisselle Nunez
Dr. Stacy Thompson
Ms. Barbara Yesnosky

Others Present: Ms. Noell Adams, President, Chabot College Classified
Senate
Mr. Lawrence Aguiar, Las Positas College Faculty Emeritus
Ms. Helen Bridge, Chabot College Faculty Emeritus
Mr. Lester Bridge
Ms. Deborah Dobbins, District Services
Mr. William Eddy, Co-President, Las Positas College
Classified Senate
Ms. Heike Gecox, Las Positas College
Ms. Mary Hargiss, Las Positas College
Ms. LaVaughn Hart, Chabot-Las Positas Faculty Association
Ms. Melissa Korber, President, Las Positas College Faculty
Senate
Mr. Scott Miner, Las Positas College
Mr. Sean Praether, Las Positas College
Mr. Ramiro Rodriguez, Las Positas College
Dr. Patricia Stokke, Las Positas College
Ms. Rachel Ugale, District Classified Senate

PLEDGE TO FLAG

Ms. Rachel Ugale led the pledge to the flag.

PUBLIC COMMENTS

Mr. Lawrence Aguiar, Las Positas College Faculty Emeritus, reported that there continues to be concerns regarding the Las Positas College Kinesiology Department's operations. He reported that these concerns have been dealt with through the proper channels, including the grievance process. He requested a meeting of any number of Board Members at their convenience with department staff to express further these concerns.

Mr. Ramiro Rodriguez, Part-time Men's Soccer Team Assistant Coach, Kinesiology Department, Las Positas College, spoke to the Board about the Soccer Program at Las Positas College. He expressed that he would like to discuss in a private forum some issues within the department.

Dr. Patricia Stokke, Las Positas College Business Faculty, spoke to the Board regarding her attendance and presentation at the Hawaii International Conference on Education in January, 2016. Her presentations included "Integrating a Global Perspective into the Classroom" and "Teaching and Serving Students of Hidden Diversity: Cross Culture Kids, Third Culture Kids, and Global Nomads." She reported that at the conference she had the opportunity to attend a presentation on the needs of Women Veterans in Higher Education; and a discussion regarding changes in developmental processes of adolescents and young adults. She reported that she has been invited to speak in Japan and is looking for sponsorship opportunities towards that end. She also reported that from the conference, she took away the belief that it may be necessary to reconsider the assumptions that drive our decisions for processes and procedures so that decisions impacting student success are relevant to the needs of changing student populations in this global environment.

REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Vecchiarelli reported that in Closed Session the Board voted unanimously to deny a tort liability claim against the Chabot-Las Positas Community College District filed by Andrew H. Lee on behalf of Karen Knowles. The Board did not approve payment to resolve this claim. The motion was made by Trustee Mr. Gelles and seconded by Trustee Mr. Macedo.

GOOD OF THE ORDER

Board President Vecchiarelli announced that the March 1, 2016 Meeting will be changed from a Retreat to a Study Meeting so that the Board can take action on some time-sensitive matters. The meeting will begin at 6:30 p.m.

CONSENT CALENDAR

Board President Vecchiarelli reported that agenda item 1.8 (Approval of Minutes of January 19, 2016 Regular Meeting) is pulled from the consent calendar for a correction by Dr. Susan Sperling.

Motion No. 1

Trustee Dr. Mitzman made a motion, seconded by Trustee Mrs. Dvorsky, to approve the Consent Calendar with the exception of agenda item 1.8.

Motion carried unanimously, 6-0, with Trustee Dr. Cedillo absent.

The following items were approved on the consent calendar:

Personnel

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

Educational Services

- 4.1 Approval of Curriculum Changes, Chabot College
- 4.2 Approval of Substantive Change Proposal, Las Positas College
- 4.3 Approval of Amendment to the Contract – First 5 Alameda County Every Child Counts Program, Contract No. CB2015-2016-07, Chabot College
- 4.4 Approval of Amendment to Child Development State Preschool Contract No. CSPP-5007 Project No. 01-6131-00-5, Chabot College
- 4.5 Approval of Memorandum of Understanding (MOU) – Data Sharing Between San Leandro Unified School District and Chabot-Las Positas Community College District
- 4.6 Approval of Memorandum of Understanding (MOU) – Data Sharing Between Castro Valley Unified School District and Chabot-Las Positas Community College District

- 4.7 Approval to Renew Agreement – Sutter Medical Center, Castro Valley dba Eden Medical Center with Chabot and Las Positas Colleges Health Sciences Programs
- 4.8 Approval of Agreement – Eden Medical Center for the Emergency Medical Technician-Paramedic (EMT-P) Program, Las Positas College
- 4.9 Approval of Sabbatical Leave Applications for 2016-17 School Year

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
- 5.4 Approval of Award from the Peralta Community College District, Laney College to the Chabot-Las Positas Community College District, Las Positas College

Facilities Planning and Development

- 6.1 Approval of Award of Bid No. 16-04, ADA Upgrade, Las Positas College (Measure B Bond Funds)
- 6.2 Approval to Add Projects to Energy Performance Contracting (ESCO) Services Agreement for Energy Efficiency and Renewable Energy Projects (Proposition 39, State Schedule Maintenance, and Measure B Bond Funds)

Economic Development/Contract Education

- 7.1 Approval of Apprenticeship Program Master Agreement – Associated Builders and Contractors of San Diego, Inc. Apprenticeship and Training Trust Fund, District-Economic Development, Chabot College
- 7.2 Approval of Memorandum of Understanding – Sonoma County Junior College District, District-Economic Development: OSHA Training Center

APPROVAL OF MINUTES OF JANUARY 19, 2016 REGULAR MEETING

Dr. Susan Sperling requested a change in the minutes on page 7 under the Chabot College President's Report. She reported that Ms. Danesha Simon had not been dismissed from the Nursing Program and this should be reflected in the minutes. The "Official Minutes" should read:

"Dr. Matt Kritscher, in President Sperling's absence, reported that Dean Ms. ValJean Dale and Vice President Dr. Stacy Thompson met with Ms. Danesha Simon, the student who spoke at the last Board Meeting regarding her admission to the Nursing Program, and provided her with her options. They recommended that Ms. Simon request Academic Renewal at Laney College and reapply for admission into the LVN/RN Program after she

meets with the Program's requirements. They also spoke with Ms. Simon regarding making the program more accessible to African-American students."

Motion No. 2

Trustee Mr. Macedo made a motion, seconded by Trustee Mrs. Dvorsky, to approve the Minutes of January 19, 2016 Regular Meeting as corrected.

Motion carried unanimously, 6-0, with Trustee Dr. Cedillo absent.

PRESENTATION: MEASURE B CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT TO THE COMMUNITY 2015

Ms. Helen Bridge, Vice-Chair of the Measure B Citizens' Oversight Committee, presented the Citizens' Oversight Committee's Eleventh Annual Report to the Community 2016. She reported that the Annual Report has been printed and the Board has been provided copies. She reported that the 2015 Measure B Project Highlights include:

- Renovation of the Library Building 2000 at Las Positas College, which was completed in March 2015;
- New Academic Classroom Building 100 at Las Positas College, which is in progress with the construction scheduled to begin June 2016;
- Hesperian Boulevard Landscape project at Chabot College, which is now completed. The project included new signage, drought tolerant planting, low-level irrigation, and lighting along the east side of the campus;
- Construction on the New Biology Building at Chabot College will begin in December 2016. Occupancy is planned for Spring Semester 2019;
- District-wide Energy Improvement Project. Examples of energy improvement projects include the design and installation of a micro-grid on the Las Positas College Campus.

Ms. Bridge also reported that the independent auditor conducted a performance audit for the Chabot-Las Positas Community College District Measure B General Obligation Bond funds for the year ended June 30, 2015. The result of their audit indicated that, in all significant respects, Chabot-Las Positas Community College District expended Measure B General Obligation Bond funds for the year ended June 30, 2015 only for the specific projects developed by the District's Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39.

In closing, Ms. Bridge reported that the Citizens' Oversight Committee's Eleventh Annual Report to the Community 2016 will be distributed via an insert in Bay Area News Group's Newspapers for Alameda County on February 21, 2016 to subscribers and on February 22, 2016 to non-subscribers.

PRESENTATION: EMERGENCY PREPAREDNESS ASSESSMENT REPORT

Ms. Guisselle Nunez, Director of Public Relations, Marketing and Governmental Relations, presented an Emergency Preparedness Assessment Report. As an overview, she reported that in Summer 2015, the Senior Leadership Team (SLT) discussed and determined that a comprehensive approach to addressing safety and security District-wide was needed. The Chancellor assigned former Vice Chancellor Esposito-Noy the responsibility of coordinating this effort to assess current conditions and provide recommendations in order to determine needs District-wide. Ms. Nunez recognized Dr. Esposito-Noy who led the initial effort and provided an outline of recommendations that have formed the District's action items. She reported that information was collected from the Colleges, including Campus Safety. She reported that the long-term goal, in one year, is to be as prepared as conceivably possible.

What are We Doing Now?

- Colleges have made significant efforts to provide faculty and staff with emergency procedures and preparedness documents;
- Emergency Preparedness Handbook and Emergency Procedures posted in all College buildings. Documents updated in Summer/Fall 2015, shared with the Management Teams, and training has occurred on campuses;
- Established next steps for Emergency Response Efforts;
 - Assess, prioritize, and implement action items in the following year.

Ms. Nunez reported that there are five action items; with two in progress currently:

- Assess physical security and safety at all sites (in progress; to be completed by March 31);
 - Hired School Safety Consultant to assess and provide recommendations on:
 - Entrance and visitor management;
 - Interior and Exterior building security;
 - Security measures;
 - Landscape and lighting;
- Review current alert/warning system District-wide, for possible upgrade;
- Review and Create a UNIFIED Emergency Action Plan District-wide;
 - develop an incident communication plan that will outline protocols for notification to District Office (in progress; to be completed by March 31);
- Provide facility and staff training for Emergency Action Plan procedures;

- Additional training/projects include:
 - Implementation of annual ICS and SEMS/NIMS Training;
 - Provide recommendations on emergency logistics/equipment/supplies.

In closing, Ms. Nunez reported that a progress report that will be presented to the Board in Fall 2016.

Trustee Dr. Mitzman questioned where emergency procedures are posted? Ms. Nunez responded that the procedures are posted in all classrooms.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES FACULTY SENATES

Ms. Melissa Korber, President, Las Positas College Faculty Senate, reported on today's Flex Day. She reported that the Senate is talking about the reorganization of the College and has prepared and approved a resolution in support of the libraries remaining under Academic Services in lieu of moving under Student Services. The Senate also approved the Las Positas College Substantive Change Proposal for Distance Education. She reported that it has been agreed that the Senate will review for approval all curriculum as consent items, noting that in the past it was as informational items.

Ms. Laurie Dockter, President, Chabot College Faculty Senate, was unable to attend this meeting.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES AND DISTRICT CLASSIFIED SENATES

Mr. William Eddy, Co-President, Las Positas College Classified Senate, reported on today's Flex Day; and on behalf of the Classified Professionals, expressed appreciation to Dr. Russell for today's all-inclusive (Faculty, Management, and Classified Professionals) activities. He expressed appreciation to Chancellor Jackson on the Classified Leadership Development Program, noting that the program planning is progressing. He also expressed that there is much excitement about this program. He reported that Las Positas College Classified Staff would like to be referred to as "Classified Professionals" as opposed to "Classified Staff."

Ms. Noell Adams, President, Chabot College Classified Senate, provided a follow-up to Ms. Laurie Dockter's report at the last Board Meeting regarding the Institutional Effectiveness Partnership Initiative (IEPI) Team training. She reported that an Ad Hoc Work Group has been established and will include all campus constituent groups. She reported that she and another Classified Senator will be part of the Ad Hoc Group. She reported that an Election Committee will be convening for electing six senators; the results

of the election will be reported in May. She also reported that the Chabot College Classified Senate will meet with Dr. Sperling soon to present their Classified Hiring Prioritization list that have come through the latest Program Review Cycle. She reported that this list will support Chabot College's Strategic Plan Goal as well as improve safety on the campus for students and staff. She reported that the Classified Senate also discussed an initiative expressing a desire for being referred to as "Classified Professionals."

Ms. Rachel Ugale, District Classified Senate, had no report.

GOOD OF THE ORDER

Ms. LaVaughn Hart, representing Chabot-Las Positas Faculty Association in Dr. Lofft's absence, reported that the Faculty Association elections are scheduled for next month.

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

Student Senate of Chabot College had no representation at this meeting.

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

INFORMATIONAL PERSONNEL REPORT (Agenda Item 8.1)

The Board accepted the Informational Personnel Report without discussion.

ACCEPTANCE OF ADMINISTRATIVE PROCEDURE 7211: HUMAN RESOURCES: FACULTY SERVICE AREAS, MINIMUM QUALIFICATION, AND EQUIVALENCIES

The Board accepted Administrative Procedure 7211: Human Resources: Faculty Service Areas, Minimum Qualification, and Equivalencies without discussion.

ACCEPTANCE OF QUARTERLY FINANCIAL STATUS REPORT CCFS-311Q, FOR THE PERIOD ENDING DECEMBER 31, 2015

The Board accepted the Quarterly Financial Status Report CCFS-311Q, for the Period Ending December 31, 2015 without discussion.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES

Dr. Susan Sperling, President of Chabot College, provided a written report to the Board. She recognized and congratulated the Classified Professionals for their continued

professionalism. She reported that Chabot College's Accreditation has been reaffirmed from the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC). She expressed gratitude to all those who worked on the excellent Accreditation Self-Study; those that met with the team during their visit in October 2015; those who assembled the data; and every single "one of us who through our passion and purpose create and recreate Chabot College every day." She reported that the College will move forward on what was identified in the Self-Study as needing additional work, including the Student Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs). She reported that the College will be revisited by the Accrediting Team in 18 months to assure that the work identified as needing further efforts is completed. She also expressed congratulations to Las Positas College for its accreditation reaffirmation. Dr. Sperling also reported that Chabot College has received wonderful media attention regarding the Chabot College Middle College, a program the Hayward Unified School District introduced in the summer of 2014. She reported that the Middle College follows Chabot College's goal of creating a college-going culture in Hayward. She provided the Board copies of a news article regarding the program from EdSource. She reported that articles have also appeared in USA Today, San Francisco Chronicle, and The Huffington Post, and recognized the efforts of Ms. Guisselle Nunez on this. Dr. Sperling reported that the Veterans' Resource Center is open for services; however, the College is holding off on the formal Grand Opening toward the middle of the semester. Further, she reported that Chabot College is hosting a series of Executive Leadership Round Tables with Superintendents and Principals in Chabot's service area to discuss very pressing areas of mutual interest, i.e. curriculum alignment, pathways projects, middle school project, and other similar projects.

Trustee Vecchiarelli expressed that he would like to have a future Board Presentation or written report on the Middle School Project that would explain enrollment, grading, and transcripts; and questioned if students are part of concurrent enrollment.

Dr. Barry Russell, President of Las Positas College, provided a written report to the Board "Las Positas Connection." He reported that the College held a Flex Day today; and noted that he would mail copies of the full schedule to Board Members. He reported that the College also received its reaffirmation from the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC); with a revisit scheduled in 18 months. He reported that Vice President Roanna Bennie will chair further work in preparation for the Accreditation Team's revisit; and he expressed that he is hopeful for a full Reaffirmation at that time. Dr. Russell reported that the recent performance and on-stage interview of opera singer Frederica von Stade was a great event. She brought three students from the school she sponsors for low income who also performed. He reported that the Best of the Best is scheduled for Saturday, April 23. He also reported that the College will host the State Basketball Championship scheduled for

March 11-13, 2016. He reported that the College will host the State Championships in 2017 as well.

CHANCELLOR REPORT

On behalf of Chancellor Jackson, Ms. Guisselle Nunez read the Chancellor's report. She reported that Dr. Jackson attended the first meeting of the ACCT Advisory Committee of Presidents representing the Western-Pacific Region in Washington, DC on February 9. The committee's charge is to provide input and advice to the ACCT Executive Director on issues of concern, training, and advocacy from the field. One of the items discussed was Title IX and Violence on Campus. It was noted that the District is not alone on the issue of Emergency Preparedness; it is a national issue for community colleges throughout the United States. The goal of the Advisory Committee is to share information, ideas and options that can influence policy at the local, state and national level regarding violence, sexual assault and harassment and the Cleary Act. In addition, it was reported that both colleges received affirmation of their accreditations. This was extended for 18 months to allow the colleges to correct some of the recommendations annotated in the site visit report. The final response to the recommendations is due to the Commission by March 2017; and work has already begun. Further, it was reported that the Campaign for College Opportunity sent a letter of appreciation to the District: *"This year, California made a historic \$60M investment in remedial education. It is our ardent belief that this investment would not have happened, were it not for the exemplary efforts of The California Acceleration Project or CAP, and we are writing to thank you for your unwavering support of their efforts."* So on behalf of the Board, Dr. Jackson publicly thanked and congratulated Chabot College and English instructor Katie Hern who was reassigned from her teaching duties to serve as the director of CAP.

TRUSTEE REPORTS AND/OR OFFICIAL COMMUNICATIONS

Student Trustee Ms. Quincy Taylor reported that Chabot College and Las Positas College students have joined forces to hold a Retreat in Lake Tahoe on March 18-20. She also reported that Chabot College is very involved in the Statewide Student Trustee Region 4 activities and hosted the District Meeting on January 22. Ms. Taylor reported that the Statewide General Assembly is being organized for spring in Ontario, CA. She reported that at the first Chabot College Student Senate Meeting, they discussed allocating \$30,000 each year for scholarships. This year \$100,000 will be awarded (\$30,000 from Student Senate); and an Ad Hoc Committee is being created to establish requirements. She also reported that Gladiator Day was a big success. In addition, discussions are underway to hold a Ted Talk in partnership with California State University, East Bay. She also reported that she has reached out to students who have used the Veterans' Resource Center and they are very appreciative. She also recognized the counselor for the Veterans' Program and expressed that the Veterans are being well taken care of.

Student Trustee Ms. Nancy Kang reported that “Club Day” is scheduled for February 24, with food and prizes. In addition, elections for next year will be held on February 24. She reported that several student leaders will attend the National Advocacy Conference in March in Washington, DC; as well as the upcoming General Assembly. She also reported that students are very appreciative for Measure B funded projects at Las Positas College.

Trustee Dr. Gin expressed, in regards to the Chabot Middle College, that it is good to be a leader rather than a follower. He expressed that he hopes to see the California Acceleration Project (CAP) continue to grow throughout the educational field, and recognized the fine work of Ms. Katie Hern. He also extended congratulations to the Colleges for their Accreditation Reaffirmations.

Trustee Mr. Macedo expressed appreciation for the positive things happening in the District and at the Colleges and the importance of keeping the community apprised. He also expressed appreciation to Ms. Helen Bridge for the Measure B Citizens’ Oversight Report. He noted the number of jobs created in the community by these projects. He also expressed the importance of the Annual Report getting to the community.

Trustee Mr. Gelles extended compliments to Ms. Julia Dozier on the Apprenticeship Program; specifically noting the Agreement with the Associated Builders and Contractors of San Diego, Inc. He expressed appreciation to Ms. Helen Bridge, Dr. Patricia Stokke, and to all who give of their time and effort. He also expressed that he would be pleased to refer to Classified as Classified Professionals. He also reported that he is pleased to see the District and Colleges in the news.

Trustee Dr. Mitzman expressed that he is pleased with the positive feedback regarding the Chabot College and Hayward Unified School District Middle College Program. He reported that Superintendent Dobbs reported to him that he is receiving positive inquiry calls from across the region.

Trustee Mr. Gelles expressed appreciation to President Russell and the Security Staff who go out of their way to assist him.

Trustee Mr. Vecchiarelli expressed that he is pleased to hear and see all the positive things going on in the District and Colleges, noting that the District is moving in the right direction. He expressed that he is proud of being a part of this District.

ADJOURNMENT

Motion No. 3

Trustee Mr. Macedo made a motion, seconded by Trustee Dr. Gin, to adjourn the meeting at 7:29 p.m.

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

NEXT MEETING

The next Meeting of the Board is a Study Meeting scheduled for March 1, 2016 at the District Office.

Minutes prepared by:

Beverly Bailey
Recording Secretary

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