



**Chabot-Las Positas Community College District
Chancellor's Council**

Tuesday, September 29, 2015
(Rescheduled from September 8, 2015)

3:00-4:30 pm

District Office, Conference Room 1
cccConfer available

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1. Review and Approval of Minutes – (JJackson)
 - March 10, 2015
 - April 14, 2015

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2. Meeting Calendar

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3. Chancellor Updates - (JJackson)
 - a. Review Board Policies/Administrative Procedures (98% completed);
 - b. Board Training
(<http://www.clpccd.org/board/BrownActTraining.php>)

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- i. Student Trustee Workshop/Training
August 14-16, 2015
Westin South Coast Plaza, Costa Mesa
- ii. GISS (updated 9/24/15 handout)
- iii. Educational Master Plans and Strategic Plan
 - 2015-2020 District Strategic Plan Draft, update 8/12/15
 - Colleges EMP & District-wide Strategic Plan, presented 11/18/14
 - Colleges EMP & District-wide Strategic Plan Update, presented 6/16/15
 - 2015-2020 EMP Draft-CC, presented 5/5/15
 - 2015-2020 EMP Draft-LPC, presented 5/5/15

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- iv. Accreditation Training
Board mtg presentations: 10/7/14, 4/21/15, 7/21/15 & 9/15/15

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- v. ACCJC External Visiting Team Roster
 - Visit: Mon 10/5/15-Thu 10/8/15
 - Roster

4. ITS Update (JMethe)
 - a) Outlook Mail Transition
 - b) Technology Board Policies Update
 - c) Technology Plan and Accreditation

5. Other

Next Meeting: October 13, 2015
3:00-4:30pm
District Office Conference Room 1

Future Agenda Items:

1. Academic Calendar Tuesday Only Classes (DFouquet/CLofft)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S COUNCIL

MINUTES

Meeting of September 29, 2015
(Rescheduled from September 8, 2015)

Attendance: Jannett N. Jackson
Noell Adams
Wyman Fong
Melissa Korber (CC Confer)
Charlotte Lofft
Jeannine Methe
Celia Esposito-Noy
Guisselle Nunez
Barry Russell
Susan Sperling (CC Confer)

Handouts:

- 1) Agenda - September 29, 2015
- 2) Minutes – March 10, 2015 and April 14, 2015
- 3) Board Policies 3100, 3200, 3250
- 4) Meeting Calendar 2015 and 2016
- 5) Proposed GISS Action Agenda 2015-16 Additions
- 6) ACCJC External Visiting Team Rosters

I. Review and Approval of Minutes – March 10, 2015 and April 14, 2015

The minutes of March 10, 2015 and April 14, 2015 were approved by consensus.

II. Chancellor Updates

Board Policies/Administrative Procedures

Chancellor Jackson reported that Ms. Audrey Ching has been working hard to get all the new Board Policies/Administrative Procedures posted to the web. She expressed appreciation to Dr. Charlotte Lofft and Ms. Linda Wilson for reviewing the policies/procedures over the summer; a total of 191 policies were completed. The remaining policies are:

- BP/AP 2105 (Election of the Student Members);
- BP/AP 2510 (Participation in Local Decision Making). Chancellor Jackson reported that this policy is a merger of several previous policies. She reported that the leadership of FA, Faculty Senates and Classified Senates will need to discuss these with College Presidents;

- BP 3100 (Organizational Structure);
- BP 3200 (Accreditation);
- BP 3250 (Institutional Planning).

Chancellor Jackson reported that BP 3100, 3200 and 3250 are non-controversial and would go to the Board for approval on October 20. She briefly reviewed these policies and provided copies to the Council Members. Dr. Esposito-Noy provided an additional review of these policies.

In response to an inquiry by Dr. Lofft, Chancellor Jackson reported that the policy numbers were changed to reflect the standardized "best practices" as set forth by the Community College League of California. Dr. Lofft also noted that due to the numbering changes, a review of the College Catalogs should be done to be sure all references to Board Policies are numbered correctly.

Board Training

Chancellor Jackson reviewed the following web link:
<http://www.clpccd.org/board/BrownActTraining.php>. She reported that this web link was developed to assist with the Accreditation Teams' research and visits. She reported that this is a useful tool as it indicates the status with regards to the Board presentations. Included are:

- Student Trustee Workshop/Training;
- Governance Institute on Student Success (GISS);
- Educational Master Plans and Strategic Plan;
- Accreditation Training;
- ACCJC External Visiting Team Roster.

Vice Chancellor Fong questioned if the Accreditation Teams will meet with the Faculty Association Presidents. Chancellor Jackson reported that approximately one week prior to the Accreditation Visits, the Teams will notify the District/Colleges as to who they would like to meet with.

Chancellor Jackson reported on the GISS Action Plan. She reported that she and many of the Board Members attended a 3-day workshop on GISS in March 2014, which was a focus for the Board on their oversight role with Student Success. Out of that workshop training, the Board adopted an Action Plan, which has been updated several times since. Board Members have attended additional training conferences on the GISS. Basically, the Board did the following: established a new Mission Statement; updated the Board's Goals and Priorities; conducted a self-evaluation; and updated the matrix for the Action Agenda.

Enrollment Summit

Chancellor Jackson reported that the Enrollment Summit was held on Friday, September 25, 2015. Dr. Esposito-Noy reported that additional work will be conducted at the upcoming DEMC Meeting and then will be submitted to the Chancellor.

Annual Report

Chancellor Jackson reported that the 2014 Annual Report is completed; the first since 2007. She provided copies to Council Members. She reported that the Annual Report received a first place award from the Community College Public Relations Organization (CCPRO). She recognized the work of Ms. Mary Lauffer on the Annual Report.

Institutional Effectiveness Partnership Initiative (IEPI)

Chancellor Jackson reported that both colleges submitted proposals for training. She reported that Las Positas' training is scheduled for October 23, 2015 and Chabot College has postponed theirs until Spring 2016. She reported that a team of colleagues will come and provide input into the specific areas where the colleges indicated they wanted training.

Dr. Russell reported that LPC proposed about six things to look at; which have boiled down to approximately two: Enrollment Management; Community Education and Non-Credit. He reported that the other areas have taken care of themselves, i.e. Student Learning Outcomes. He reported that the Chair will be Dr. Frank Chong, Santa Rosa Junior College. He reported that Dr. Chong and his team will meet with several committees and will provide feedback. Dr. Russell reported that this is basically a sounding board from staff at other college districts.

Dr. Sperling reported that the Chabot College Senior Leadership and Researcher recommended that the visit not coincide with the Accreditation work, which was communicated to the IEPI Scheduler. Therefore, early Spring Semester was decided on. She reported that Chabot College has a very singular focus, which is to improve the linkage between "big picture" strategic planning and budget allocation at the college level.

Chancellor Jackson reported that on October 30 she will be visiting Skyline College as Chair of their IEPI Team. She reported that she will be discussing Integrated Planning and Budget, Distance Learning and Integrated Technologies.

Public Information Officer (PIO)

Chancellor Jackson reported that it was the consensus of the SLT and the Board, that the District was in need of a PIO and a Director of Governmental Relations. She reported that a search was conducted; and the District hired Ms. Guisselle Nunez. Chancellor

Jackson introduced and welcomed Ms. Nunez, Director of Public Relations, Marketing and Governmental Affairs (PRMG).

Celebration of Life "Gathering of Friends" for Dr. Barbara Mertes

Chancellor Jackson reported that an additional celebration of Dr. Barbara Mertes' Life will be held prior to the Board Meeting on October 20, 2015 at Las Positas College. She reported that she and Ms. Nunez will work on sending out an announcement and contacting the family.

III. **Academic Calendar Tuesday Only Classes**

Dr. Celia Esposito-Noy reported that it is her hope that this issue will be resolved at the upcoming Academic Calendar Committee Meeting. Dr. Lofft reported that Mr. Fouquet should come to the next Council Meeting to discuss this item as it was placed on the agenda at his request.

IV. **ITS Updates**

Technology Plan and Accreditation

Ms. Jeannine Methe reported that the Technology Plan for 2015 has been updated. It includes Banner Enterprise System as well as Bond Projects. She reported that a new Five-Year Technology Plan will be developed in 2016; and she will be attending all the College and District Technology Committees to create the new plan. She reported that the information will be posted on the District's Technology Services web page.

Technology Board Policies Update

Ms. Methe reiterated Chancellor Jackson's report regarding the completion of posting the Board Policies to the web.

Outlook E-Mail Transition

Ms. Methe reported that she believes things have settled down somewhat as folks are becoming acquainted with and adapting to the Outlook E-Mail System. She reported that her department is working with the colleges for additional hands-on training. She reported that her staff is also learning.

V. **Other**

Chancellor Jackson reported that Dr. Russell advised her in a recent meeting, that Las Positas College received a Hispanic Serving Institution (HSI) Grant for \$2.5 million for 5 years. She reported that this will help "jump start" their HSI Program.

VI. **Adjournment**

Chancellor Jackson adjourned the meeting at 4:05 p.m.

VII. **Next Meeting**

October 13, 2015, 3:00 – 4:30 p.m., District Office Conference Room 1.

VIII. **Future Agenda Items:**

1. Academic Calendar Tuesday Only Classes (DFouquet/CLofft).

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Reviewed: 4/12/16