



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

Tuesday, October 11, 2022

3:00 – 4:30 p.m.

ConferZoom

Meeting Minutes

Present: Ron Gerhard, Tracey Coleman, Miguel Colon, Dyrell Foster, Dave Fouquet, Joel Gagnon, Heather Hernandez, Jean O'Neil-Opipari, Theresa Pedrosa, Susan Sperling, Rachel Ugale, Chasity Whiteside, Lara Wiedemeier

Guests: Mickey Baines, Julia Brickfield, Theresa Fleischer Rowland, Wyman Fong, Brian Goo, Bruce Griffin, Kendra Grinnage, Maisha Jameson, Matt Kritscher, Owen Letcher, Amy Maltagliati, Jonah Nicholas, Dionicia Ramos, Kirti Reddy, Elsa Saenz, Rajinder Samra, Rachael Tupper-Eoff, Sarah Thompson

Chancellor Ron Gerhard called the meeting to order at 3:02 p.m.

I. Review and Approval of Agenda

The agenda was approved as presented. **(Pedrosa/Sperling) All in favor.**

II. Review and Approval of the September 13, 2022 Meeting Minutes

There was a motion to approve the September 13, 2022 meeting minutes as presented. **(Pedrosa/Sperling) All in favor.**

III. Council Goals

There was a brief discussion on Chancellor's Council goals at the last meeting. RGerhard had not received feedback on suggested annual goals for Council. Some items that were discussed include:

- Serving as the main shared governance body and engage in the work with Kennedy & Company on our enrollment, management, and matriculation process assessment.
- Continuing to be the main body discussing and providing feedback on COVID-19.
- Last year's goals included:
 - Policy and procedure on course auditing, which is on the agenda today.
 - Furthering the district's efforts in DEIA. Examples include resolutions supporting our LGBTQ+ students and some actions that came from that, such as pronouns and preferred name changes in process and procedures.

IV. COVID-19 Update

VC Letcher gave an update that there have been no updates from Alameda County, the State of California or the CDC. Some of the numbers have been continuing to track in a downward trend, both locally and statewide. Almost all of the counties in California are in the lowest tier. The next update we anticipate is CalOSHA prior to their December safety committee meeting because with no action, the CalOSHA emergency temporary standards will sunset on December 31, 2022. If and when they sunset, some of the requirements we have been following from CalOSHA, such as requiring reporting within 24 hours of a known case within the workplace, notification of outbreaks, voluntary use of face coverings, and training requirements would go away.

RGerhard shared Alameda County's dashboard on COVID-19 cases. Currently, the fully vaccinated percentage for the county is 86% and 93% have at least received one dose. The County's case rates were highlighted. The top chart is the case rate over the previous 14 days. A week ago, the 14-day case rate descended to 2,204. The chart below takes the case rate data and applies it to per 100K Alameda County residents, which is currently at 134 cases per 100K. The last time this case rate was at the same level was back in April 2022. The case rates are the lowest they have been in 6+ months.

At the September meeting, Joel Gagnon had previously asked when the board is going to reevaluate and discuss the future of the district's current vaccine mandate. This discussion is most aligned with the charge and purview of Chancellor's Council. Combined with seeing that our county case rates are the lowest they have been in six months and more recently engaging with more community partners, such as the feeder k-12 districts, we are finding that the vaccine mandate is causing issues. Three K-12 districts have said they are choosing not to have on campus activities because their district does not have a vaccine mandate and they feel it would be detrimental to their students to enforce the mandate for their students to tour campuses. We are finding more of these instances where it may be impacting enrollment for these future graduates.

RGerhard stated that we had an opportunity to attend a Bay 10 meeting. Other districts, most if not all, have a similar vaccine mandate. They are encountering similar issues with their K-12 partners and are recommending to their respective boards that their district vaccine mandate sunsets or become relaxed at the end of the existing academic year, meaning spring 2023.

Jean O'Neil-Opipari shared that there was a meeting with all of the tri-valley college and career counselors. If one student is unable to participate, no students can participate. It does impact our ability to outreach and get students on campus. The sooner we can either relax or do something so that students are more easily able to come to campus, the better.

Dave Fouquet mentioned that since we are talking about the end of the academic year, there are some people clamoring for it to be lifted at the end of the semester, but that

would be during the winter. For people who have an exemption for the mandate, would they be required to go to the weekly testing regimen as part of that exemption? RGerhard stated that if the mandate, hypothetically, is no longer mandates, there would no longer be a need for testing. Oletcher mentioned should the emergency temporary standard sunset, then the requirement for weekly testing goes away. If Cal/OSHA adopts the emergency temporary standard, as it proposed would be that based on the county level of infection spread would be the requirement to continue or remove the weekly testing requirement.

Rachel Ugale stated that in thinking about communicating this to students, priority registration dates are being assigned in the next week for spring. The current communications to students already include that they must complete the vaccination requirement and if any of that is changing for spring, it needs to be communicated in the next week or two.

Joel Gagnon stated that because the application to the college starts October 1st, application fairs and events are taking place. This is a question that is asked daily at the high school is about the vaccination mandate. The sooner we can get a more optimistic message out about unvaccinated students' ability to attend class is important. RGerhard agreed because he has received messages from a couple of students and their parents related to this.

Miguel Colon stated that this mandate is costing us enrollment. We have students that would love to come back. We need to be a little bit more agile. Once you lose students to other colleges, we cannot assume they will come back. How can we get this to move faster? RGerhard stated it would need to be agendized as a recommendation for the Board to rescind or modify the existing board policy. Ordinarily, there would be a first and second reading, but this circumstance may possibly qualify for a first reading only.

Sarah Thompson stated that we can see that people are having breakthroughs and cases on campus. We are surrounded by districts revoking their mandates that puts us in a serious competitive disadvantage. When we compare the retention rate of our face to face versus online students, we are retaining the face to face at much higher rates than the online classes. If revoking the vaccine mandate helps us shift to an on-campus college, we will be more successful in recruiting students and retaining the students we have.

Wyman Fong mentioned that there was a meeting with the Bay 10. Everyone that participated is having the same discussion, but the districts involved have not made decisions yet. What if there is a surge in winter and then we rescinded the vaccine mandate? RGerhard stated that some preliminary conversations reflect back on just a year ago where we thought we were bringing more students and employees back and then we had a surge that derailed the plans for spring 2021. Some folks have some anxiety about whether we will have a winter surge.

Susan Sperling empathizes with getting our k-12 partner students back on campus. There is very clear epidemiological evidence that vaccination significantly mitigates hospitalization and death. That is something we need to take into consideration when we talk about pluses and minuses to form the basis of this decision.

Heather Hernandez stated that she is not aware of how classified professionals will feel about reversing the vaccine mandate. They may be taken by surprise and would like to have some time to talk to their constituencies before a decision is made. RGerhard stated that this is just a discussion to bring information back to your constituencies and provide feedback.

MColon stated that there have been a lot of groups sheltered from the chaos of the cuts. We need to grow our enrollment and be aggressive. We should still continue our students to get vaccinated and should be on our agenda.

V. Board Policies/Administrative Procedures (standing item)

a. First Reading

1. BP 2310 Regular Meetings of the Board

RGerhard is tabling this policy because there is some new legislation that the Governor signed that will impact this board policy directly.

2. BP 2340 Agendas

3. BP 2410 Board Policy and Administrative Procedure

4. BP 2430 Delegation of Authority to the Chancellor

5. AP 2430 Delegation of Authority to the Chancellor

6. BP 2725 Board Member Compensation

7. BP 3300 Public Records

8. AP 3300 Public Records

9. BP 3580 Sustainability

10. AP 3580 Sustainability

11. BP 6540 Insurance

12. AP 6625 Art, Exhibits and Displays in Public Places

b. Second Reading

1. BP 1300 Collegial Consultation

2. AP 1300 Collegial Consultation

3. BP 3250 Institutional Planning

TFleischerRowland became aware that there were college conversations about changing the planning cycles. This will be pulled to have that meeting on the side with the Institutional Research office. Rajinder Samra mentioned this policy is very prescriptive. We go into detail compared to other districts. We would have more flexibility if it was not as prescriptive. There were conversations had about

having the strategic plans to renew every seven years to align with the accreditation cycles.

4. BP 4027 Travel Study Programs

5. AP 4027 Travel Study Programs

Tracy Coleman sent some feedback on both of the travel study programs and auditing and auditing fees. The Senate still has to vote on it. There are some changes needed. BP and AP 4027 will be tabled.

6. BP 4070 Auditing and Auditing Fees

7. AP 4070 Auditing and Auditing Fees

Sarah Thompson stated that considering that this is going to be advertised and registration is starting, this cannot wait. We will be registering students for something we cannot do if this does not move forward. The initial goal was to have all of this done by October for this program. RGerhard stated that in the State Student Fee Handbook and Education Code 76370 authorizes districts to charge students who audit courses a fee not to exceed \$15 dollars per unit, per semester. SThompson stated that this is a declarative statement and should change that it can be up to \$15 per unit. RGerhard stated that we should move the administrative procedure forward to operate under the procedure. It would read, "The fee for auditing courses shall not exceed \$15 per unit per semester," to remain in compliance with Education Code Section 76370.

SThompson also mentioned taking out the student fees. RGerhard asked if those students would then not have access to those services. TFleischerRowland stated that these are students with W numbers who have access to campus services. There was a deep exploration of this and there was concern for those students with their health and welfare. There are very few exceptions that are listed on the LPC student health fee. It needs to be consistent across the district. Jonah Nicholas mentioned that students audit a course, they may be taking a credit unit. TFleischerRowland stated that it is in Ed Code, students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer units per semester.

Dyrell Foster mentioned that he wants to stay consistent with what our regular processes for assessing fees are and use that language, whether it be a mandatory student health fee, we should be consistent with that for all students. If the student activity fee is optional, then we should mirror that language as well.

TFleischerRowland stated that Las Positas College's website states: "In accordance with State Assembly Bill 982 and Section 76355 of the State Education Code, exemptions are only granted for the following: Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization; and students who are attending Las Positas College under an approved apprenticeship training program." Chabot's fees read slightly different.

SThompson stated that if this is the law and how we have to abide by it, the forms will be changed. JNicholas stated that this was just supposed to be a decision point to charge that we are allowed to audit. The way this currently reads is permissive.

RGerhard stated that BP 4070 will be tabled. The AP is more time sensitive.

There was a motion to move forward BP and AP 1300 and AP 4070, with the changes discussed, to the Board of Trustees. **(Hernandez/Pedrosa)**

VI. Technology Plans

Bruce Griffin presented the three technology plans so that it signifies the district and colleges are separate entities, but they are also related, so there is a lot of overlap among the three plans. The best examples are the initiatives that they contain: maintain technical currency, enhance the student experience and promote teaching and learning, improve operational efficiency, and support data security. Each of those initiatives contain projects at the colleges and those projects are often the same. The initiatives tie directly into diversity, equity, inclusion, and accessibility. The last page of each of the plans has a map between the initiatives and the district strategic master plan goals and priorities.

This space is reserved for any resolutions that have been passed by any of the Senates. We want to keep this on here as a standing agenda item. For future meetings, please send any resolutions forward to be discussed so they may be added to the agenda.

VII. College Resolutions

HHernandez stated that they are starting to work on a recommendation for free printing for students across the campus. The Go Print system is problematic for the students.

VIII. Enrollment Assessment Project

Amy Maltagliati, from Kennedy and Company, gave some updates regarding the enrollment assessment project. We are now in month three and there is quite a bit of moving pieces. There have been a lot of different groups that have been met with including the Senior Leadership Team, Chancellor's Council, both Classified Senates, and both Academic Senates. TFleischerRowland and DRamos will be speaking with the Student Senates.

The way the project was set up, enrollment operations was a main phase as well as the technology pieces as a phase. For the enrollment operations pieces, they are continuing to evaluate the original data set that was received looking for application and enrollment analysis. Secret shopping is being continued. Fourteen applications have been submitted within the district as well as to other competitors using diverse personas. There are three different personas that have been applied to see what that experience looks like for multiple types of students.

Fifteen total responses have been received from the website feedback, with some of those responses being anonymous. There has been a lot of dialogue through email with students and faculty.

Enrollment interviews and student focus groups have been completed. There were three hundred students that showed interest in attending the focus groups. They filled out a form that they were interested and students were randomly selected from three different categories. A follow up email was sent to the students that were not selected. Some responded back saying they wish they could have attended to receive an Amazon gift certificate, which was the incentive. There were really great conversations had with the students, with the average size of the focus group being four to five students. It gave a chance to ask a lot of specific questions and hear from different types of students.

Since the last Council meeting, there have been meetings with the Information Technology Services team. There were a couple different topics that were heard from the listening tour from the students regarding enrollment, so the main topics that were followed up on included pin resetting process/single sign on, CRM recruit, CRM advise, 25th Hour Communication, fraudulent application process/applications getting stuck, and ClassWeb. There were 7 different interviews with IT and 25th Hour. They were able to get walkthroughs of the current state of CRM Recruit and CRM Advise. In the next couple of weeks, the technology audit pieces will be compiled to form some of the recommendations. Next month, Kennedy & Company will come back to Council with more information about the specific feedback received from those themes.

A market research competitor analysis is still being worked on, which is an ongoing piece of this project. A student survey will be released this week to about seven thousand students, that includes current students, formerly enrolled students, and students that applied but did not enroll. The last piece being done in the immediate future is looking into enrollment forecasts and looking into some of the reporting pieces about how that is being tracked and some areas where we may be losing students the most.

From the area that you represent, what are you hoping to come out of this work that Kennedy and Company is doing?

Tracey Coleman mentioned that the majority of people are hoping that will come out of this is to actually find some potential barriers that maybe we have missed or that are not so easily located, so that we can now make changes to what has prevented our students from entering in and going through the remaining steps of the application process.

Matt Kritscher stated he would ideally love to see a categorization of quick wins, short term, mid-term, and long-term opportunities.

If there is any more feedback, reach out to Kennedy & Company. The website is: <http://districtazure.clpccd.org/enrollment>

IX. Future Agenda Items

Enrollment Assessment Project will be a recurring agenda item.

X. Next Meeting: November 8, 2022

The meeting adjourned at 4:24 p.m.