

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

**MINUTES
March 15, 2005**

PLACE

Chabot-Las Positas Community College District, 5020 Franklin Dr., Pleasanton, California.

CALL TO ORDER

The regular meeting was called to order at 6:30 p.m. Recording Secretary Beverly Bailey called the roll. Mr. Vecchiarelli and Mr. Craig were absent at the time of roll. The Board immediately adjourned to a Closed Session, which ended at 7:35 p.m.

The Board readjoined in Open Session at 7:40 p.m. and adjourned at 9:00 p.m. Recording Secretary Beverly Bailey called the roll. All Board Members were present at the time of roll.

ATTENDANCE

Members Present: Dr. Arnulfo Cedillo
 Mr. Gary R. Craig (arrived at 6:33 p.m.)
 Mrs. Isobel F. Dvorsky
 Mr. Donald L. "Dobie" Gelles
 Dr. Alison S. Lewis
 Dr. Barbara F. Mertes
 Mr. Carlo Vecchiarelli (arrived at 6:32 p.m.)
 Mr. Norullah Sharifi
 Mr. William Drury, III

Members Absent: None

Managers Present: Dr. Robert Carlson, President, Chabot College
 Mrs. Karen Halliday, President, Las Positas College
 Mrs. Jennifer Aries
 Mrs. Mazie Brewington
 Mr. Robert Curry
 Mr. Stan Dobbs
 Dr. Ted Kaye
 Dr. Joel Kinnamon

Mr. Robert Kratochvil
Ms. Pam Luster
Ms. Melinda Matsuda
Mrs. Jeannine Methe
Mr. Donald Milanese
Ms. Anita Morris
Ms. Alice Noriega
Mr. Roy V. Stutzman
Dr. Ronald Taylor

Recording Secretary: Mrs. Beverly Bailey

Others Present: Ms. Connie Bish, President, Las Positas College Classified Senate
Mr. Chad Mark Glen, President, Chabot College Faculty Senate
Mr. Andrew Howe
Ms. Elisa Osnaya
Mrs. Sophie Rheinheimer, President, Las Positas College Faculty Senate
Mr. Michal Robinson, DMJM
Mr. Jason Teramoto, President, Associated Students of Las Positas College

PUBLIC HEARING

Dr. Kinnamon reported that there would not be a Public Hearing as the employee did not request it.

ACTION TAKEN IN CLOSED SESSION

Dr. Mertes reported that in Closed Session the Board unanimously accepted the resignation of an employee holding the position of Contract Education Sales/Account Manager effective June 30, 2005. The motion was made by Mrs. Dvorsky and seconded by Dr. Lewis.

PUBLIC COMMENTS

There were no Public Comments offered at this meeting.

CONSENT CALENDAR

Mr. Craig requested agenda item 4.1 (Approval to Renew Agreement with Child, Family and Community Services, Inc. – Head Start Program Partnership, Chabot College) be removed from the consent calendar.

Motion No. 1

Mrs. Dvorsky made a motion, seconded by Mr. Sharifi, to approve the consent calendar with the exception of agenda item 4.1.

Motion carried unanimously, 6-0, with Mr. Gelles abstaining.

The following items were approved on the consent calendar:

General Functions

- 1.8 Approval of Minutes of February 22, 2005 Meeting

Personnel

- 3.1 Student Assistant Personnel
- 3.2 Classified Personnel
- 3.3 Faculty Personnel
- 3.4 Management Personnel
- 3.5 Professional Specialist and Program Leader Personnel
- 3.6 Volunteer Aide Personnel

Business Services

- 5.1 Approval of Commercial Warrant Registers
- 5.2 Approval of Payroll Warrant Registers
- 5.3 Ratification of Amendment of Employment Contracts – Purchase of Tax Sheltered Annuities
- 5.4 Approval of Budget Revisions 08.H
- 5.5 Approval of Budget Transfers 08.H.1
- 5.6 Ratification of Purchase Completed (Measure B Funding)

TRUSTEE REPORTS AND/OR OFFICIAL COMMUNICATIONS

Mr. Drury thanked Las Positas College and Jim Heiner for allowing two Chabot College Students to attend the upcoming ASACC Conference in Washington, D.C. He reported that Mr. Darryl Bass would be the new ASACC President. He also reported that ASACC is revising their constitution.

Mr. Sharifi reported he would be attending the upcoming ASACC Conference in Washington, D.C. where ASLPC will be participating in a Club Day Workshop. He also reported on a successful Diversity Week held at Las Positas College.

Dr. Mertes acknowledged Karen Halliday for her recognition in the Tri-Valley Magazine as one of the Ten Most Powerful Women in the Tri-Valley.

CHABOT-LAS POSITAS COLLEGES FOUNDATIONS

District: No report.

Chabot College: Mr. Talmo presented a written report to the Board. He reported that the Foundation is requesting \$25,000 from the Oracle Corporation and is finalizing the acceptance of a \$15,000 in-kind gift from the Electrician's Trust of Alameda County. He also reported that the Valley Foundation will not fund Chabot's request for operational support and a matching fit program. However, the Valley Foundation is interested in funding Chabot College and suggested alternative program models. He reported the Board is planning a May 28 retreat where they will begin redirecting Board efforts and energies in the direction of a business model that provides the best options for successful fundraising strategies. Mr. Talmo further reported the Board voted to delay the Blooming Affaire until next year. The Foundation will host a "Phantom Blooming Affaire" and prospective participants will be invited not to attend this non-event. He drew the Board's attention to the copy of "A Benchmark Study of Six California Community College Foundations" which is attached to his written report.

Las Positas College: Dr. Kaye presented a written report to the Board. He highlighted several grants which have been submitted and a major grant that is in the development from the Gladys and Wayne Valley Foundation. He also highlighted the upcoming events: Open House and Celebration of the Anniversary, April 16; and The Best of the Best, April 23. He reported that the Foundation Board is working aggressively on continued diversity as they expand the size of the Board.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES FACULTY SENATES

Mrs. Sophie Rheinheimer, President of the Las Positas College Academic Senate, reported that the College is very proud of President Halliday on her recognition in the Tri-Valley Magazine.

Mr. Chad Mark Glen, President of the Chabot College Academic Senate, reported that Chabot College Senate recently sponsored a publishers' book fair to address the high cost of textbooks. He reported that he and Mike Absher recently attended the Vocational Education Leadership Institute in San Jose. He also reported that he, along with Sophie Rheinheimer, will attend an Academic Senate State Plenary Meeting in San Francisco April 7-9. He announced that the Senate Recognition Ceremony will be held April 20, 3:00-4:30 p.m.

PRESIDENTS OF CHABOT, LAS POSITAS COLLEGES AND DISTRICT CLASSIFIED SENATES

Ms. Connie Bish, President of Las Positas College Classified Senate, had no report.

The District Classified Senate had no report.

The Chabot College Classified Senate had no report. Mr. Chad Mark Glen reported that he along with Ms. Kari McAllister attended the Hayward Leadership Institute. He reported that Ms. McAllister looks great and is back to work.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES ASSOCIATED STUDENTS

Mr. Jason Teramoto, President of Associated Students of Las Positas College (ASLPC), reported on Diversity Week, Club Day and a Brain Awareness event on March 10. He noted that March 14-20 is Brain Awareness Week.

The Associated Students of Chabot College had no representation.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES

President Carlson submitted a written report to the Board. He reported on a very successful Flex Day held in February. The theme of the day was student learning objectives and the learning center institution. He noted that this was the first time the campus has been closed for a Flex Day. In addition, Cal State East Bay sent 25 faculty members to meet with our faculty by disciplines.

President Halliday submitted a written report to the Board. She complemented ASLPC for a wonderful Diversity Week. She also reported that she is confident with the group that is going to attend the ASACC Conference in Washington, D.C. and recognized that they would be presenting a key workshop at the conference. She highlighted the following from her report:

a. Campus Change Network Program: Jeff Baker, Dean of Student Services, was instrumental in securing this program. Las Positas College was selected as one of six California Community Colleges to participate in a peer lead learning effort called the Campus Change Network Program. The program's goal is to strengthen and implement the College's Student Equity Plan and to identify new areas in which the College can apply an access and equity lens to instructional programs. This network will meet to share and learn from one another's efforts.

b. 2005 All California Academic Awards: Two Las Positas College students have received the 2005 Phi Theta Kappa All California Academic Award – First Team. They are Abby Hirashiki and Theresa Smith.

CHANCELLOR'S REPORT

Dr. Kinnamon relayed Dr. Cota's appreciation for the cards, flowers and well wishes she has received while on leave.

GOOD OF THE ORDER

Mr. Gelles noted that he is impressed with the Foundations' leadership.

In addition, Mr. Gelles requested a report of how our textbooks are chosen. Mr. Chad Mark Glen reported that Ms. Kaser, Chabot College Bookstore Manager, would be willing to come to a future Board Meeting to give a report on this question. Dr. Carlson reported that in the 1980's the Student Government agreed to add 3% to the cost of textbooks to fund the bookstore. Now that the bookstore loan has been paid off with bond money, the Student Government has agreed to continue collecting the 3% surcharge for a book scholarship fund. President Halliday reported that Las Positas College Bookstore funds interest-free loans and grants for textbooks. She noted that the high cost of textbooks is a national issue.

AUTHORIZATION TO WITHDRAW FROM THE ALAMEDA COUNTY SCHOOLS INSURANCE GROUP JOINT POWERS AUTHORITY, WORKERS' COMPENSATION PROGRAM

Motion No. 2

Mr. Craig made a motion, seconded by Dr. Lewis, to authorize the Director, Human Resources to notify ACSIG of the District's intent to withdraw from the Alameda County Schools Insurance Group Joint Powers Authority, Workers' Compensation Program effective June 30, 2005.

Motion carried unanimously, 7-0.

ADOPTION OF RESOLUTION NO. 21-0405 – AUTHORIZATION TO PARTICIPATE IN THE PROTECTED INSURANCE PROGRAM FOR SCHOOLS (PIPS) WORKERS’ COMPENSATION, JOINT POWERS AUTHORITY

Motion No. 3

Mrs. Dvorsky made a motion, seconded by Mr. Craig, to adopt Resolution No. 21-0405 – Authorization to Participate in the Protected Insurance Program for Schools (PIPS) Workers’ Compensation, Joint Powers Authority.

Motion carried by the following roll call vote:

AYES:	Cedillo, Craig, Dvorsky, Gelles, Lewis, Mertes, Vecchiarelli
NOES:	None
ABSENT:	None
ABSTENTIONS:	None

Mr. Craig reported that he looks forward to hearing about successful reductions in Workers’ Compensation costs in the long term.

APPROVAL TO RENEW AGREEMENT WITH CHILD, FAMILY AND COMMUNITY SERVICES, INC. – HEAD START PROGRAM PARTNERSHIP, CHABOT COLLEGE

Mr. Craig requested this item be pulled from the consent calendar as he was missing a page of the agreement. He questioned any significant changes to which Mr. Kinnamon reported that there were no significant changes in the agreement.

Motion No. 4

Mr. Drury made a motion, seconded by Mr. Gelles, to approve the renewal agreement with Child, Family and Community Services, Inc., Head Start Program Partnership, Chabot College for the period March 1, 2005 through February 28, 2006. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute the agreement and any future augmentations or amendments on behalf of the District.

Motion carried unanimously, 7-0.

APPROVAL OF AGREEMENT WITH TOTAL COMPENSATION SYSTEMS, INC. TO PROVIDE ACTUARIAL STUDY TO VALUE THE CURRENT DISTRICT LIABILITY FOR RETIREE HEALTH BENEFITS

Motion No. 5

Mrs. Dvorsky made a motion, seconded by Mr. Sharifi, to approve the agreement for consulting services with Total Compensation Systems, Inc. to provide an actuarial study to value the current District liability for retiree health benefits. The service is to commence on March 15, 2005 to be completed by June 15, 2005 at a cost not to exceed \$6,000. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute the agreement on behalf of the District.

Mr. Stutzman explained that a recent Governmental Accounting Standards Board (GASB 45) requires public employers in the United States including all California Community College Districts to either fully fund retiree benefit costs for current and retired employees or acknowledge their unfunded liability. He reported that the District last had an actuarial study done approximately four years ago. At that time we underestimated the cost increases to be 5% but increases have gone up about 20%.

Mr. Craig noted that the cost of the study has substantially dropped from the last study.

Mr. Craig questioned if the work will be done on our site. Mr. Stutzman responded that work will not be done on our site. We are in the process of gathering data and will forward this data to the consultants.

Mr. Craig questioned the \$1,450 charge per meeting noted in the agreement. Mr. Stutzman responded that the results may be presented to the Board at a future Board Meeting and that this charge would be for their attendance at such a meeting.

In response to a question raised by Mr. Craig regarding confidentiality, Ms. Noriega reported that the only data being supplied to the consultants is date of hire, date of birth, and anticipated date of retirement.

Mr. Vecchiarelli expressed his hope that any study would include the long-term effect of the contractual change requiring enrollment in Medicare.

Mr. Gelles expressed that we are trying our best to augment the ever-increasing price of what we do for students but not at staff's expense. He feels strongly that if a staff member makes a contribution of their life to the institution than the institution has some obligations to keep within the constrictions of what they have agreed to when they worked.

Motion carried unanimously, 7-0.

APPROVAL OF AWARD OF “ON-CALL” CONSULTING SERVICES FOR ACADEMIC BUILDINGS AND CLASSROOM RENOVATIONS, CHABOT COLLEGE AND LAS POSITAS COLLEGE (MEASURE B FUNDING)

Motion No. 6

Mrs. Dvorsky made a motion, seconded by Mr. Gelles, to approve the issuance of On-Call Professional Service Agreements with Paul Roberts & Partners and AEDIS Architecture & Planning for an individual task in an amount that will be less than \$20,000 and the total value of any one agreement not to exceed \$100,000 per company. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute Agreements and any Amendments associated with these Agreements on behalf of the District.

Mr. Craig commended staff for these well done contracts. Mr. Stutzman reported that he is trying to get standardized contracts.

Dr. Mertes requested verification that we are at five firms for On-Call Services. Mr. Stutzman responded affirmatively. He noted that there were over 150 firms that submitted their qualifications for services. Dr. Mertes questioned if this would be the end of On-Call Service Agreements to which Mr. Stutzman responded that as time goes on there would be more coming to the Board.

Motion carried unanimously, 7-0.

AUTHORIZATION TO FILE NOTICE OF COMPLETION WITH THE ALAMEDA COUNTY CLERK RECORDER’S OFFICE FOR THE PORTABLE SUPPORT BUILDING AND GM PORTABLE BUILDING, LAS POSITAS COLLEGE

Motion No. 7

Mr. Craig made a motion, seconded by Dr. Lewis, to authorize the filing of a Notice of Completion with the Alameda County Clerk Recorder’s Office for the portable support building and the GM portable building, Las Positas College.

Motion carried unanimously, 7-0.

AUTHORIZATION TO FILE NOTICE OF COMPLETION WITH THE ALAMEDA COUNTY CLERK RECORDER'S OFFICE FOR THE CO-GENERATION PROJECT, CHABOT COLLEGE

Motion No. 8

Mr. Craig made a motion, seconded by Mrs. Dvorsky, to authorize the filing of a Notice of Completion with the Alameda County Clerk Recorder's Office for the co-generation project, Chabot College.

Motion carried unanimously, 7-0.

APPROVAL OF THE SECOND AMENDMENT TO PROGRAM MANAGEMENT AGREEMENT WITH DMJM+N, INC. FOR MEASURE B PROGRAM MANAGEMENT SERVICES (MEASURE B FUNDING)

Motion No. 9

Mr. Drury made a motion, seconded by Dr. Lewis, to approve the Second Amendment to Program Management Agreement with DMJM+N, Inc. for Measure B Program Management Services for the three month period through June 30, 2005 at an amount not to exceed \$619,115 funded by Measure B Funds. It is further recommended that the Board authorize the Vice Chancellor, Business Services, be authorized to execute the amendment to the agreement on behalf of the District.

Mr. Vecchiarelli noted that "costs of construction materials are skyrocketing and wants to be sure we are not dragging our feet." He expressed that because of the high costs of materials he would hate for the District to run out of funds before completing all the proposed projects.

Mr. Stutzman reported that he anticipates that once the master plans are completed--hopefully by June 30--we will be in a position to "turn some dirt."

Dr. Mertes questioned the total cost of consultants to date. Mr. Stutzman responded that to date approximately \$2.2 million has been spent for program management services. He reported that we are establishing design standards so we don't have to reinvent the wheel on each project.

Motion carried unanimously, 7-0.

FINANCIAL REPORTS

Mr. Stutzman reported that mid year it looks like we will spend \$1 million less than anticipated when the budget was adopted. However, the bad news is that the deficit is still \$4.7 million.

The Board accepted the Financial Status and Cash Flow Reports for February, 2005.

UPDATE OF MEASURE B BOND PROGRAM

Mr. Mike Robinson reported that they are mindful of completing the master planning process. He reported that the next phase is the “design phase” which will “kick off” this summer.

Dr. Lewis questioned structured parking at Las Positas College. Mr. Robinson reported that there is no Measure B money for parking structures per se but no prohibition either. At this time there are no plans for a parking structure but it may be cost effective to do parking structures since real estate is increasingly dear at Las Positas College.

Dr. Lewis expressed the hope that both colleges look at more progressive ideas for handling transportation other than one car per person.

Mr. Stutzman reviewed the Cost Summary and Obligation and Expenses to date for all pending and completed Measure B Projects.

Mr. Gelles questioned when the District would have its first report for the community. Mrs. Aries reported that a District newsletter about the bond would be distributed in April to community groups such as Chambers of Commerce. Also there will be an Annual Report for the Oversight Committee which will include detail.

Mr. Stutzman responded that the Annual Report would probably be prepared by October. He explained that the Audit must be completed prior to the Annual Report.

TOPICS FOR BOARD WORKSHOPS

After a lengthy discussion on the suggested topics for Board Workshops, it was agreed that Dr. Kinnamon would work with the constituent groups and will propose several specific topics to the Board at its April 19 meeting.

CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD OF DIRECTORS ELECTION – 2005

It was the consensus of the Board that Board Members would vote for ten candidates for the CCCT Board of Directors and send their votes to Bev Bailey. Ms. Bailey would tally the votes and send the top ten “vote getters” to CCCT.

NEXT MEETING

The next Board of Trustees Meeting is scheduled for Tuesday, April 5, 2005 at 6:30 p.m. at Chabot College.

ADJOURNMENT

Motion No. 10

There being no further business, on motion made and seconded, the Regular Meeting was adjourned at 9:00 p.m.

Minutes completed by:

Beverly Bailey

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