

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

**MINUTES
August 16, 2005**

PLACE

Chabot-Las Positas Community College District, 5020 Franklin Dr., Pleasanton, California 94588.

CALL TO ORDER

The regular meeting was called to order at 6:30 p.m. Recording Secretary Beverly Bailey called the roll. Dr. Lewis was absent at the time of roll. The Board immediately adjourned to a Closed Session, which ended at 7:45 p.m.

The Board readjourned in Open Session at 7:49 p.m. and adjourned at 8:55 p.m. to a Closed Session, which ended at 10:15 p.m. Recording Secretary Beverly Bailey called the roll. Dr. Lewis was absent at the time of roll.

ATTENDANCE

Members Present: Dr. Arnulfo Cedillo (left at 8:55 p.m.)
 Mrs. Isobel F. Dvorsky
 Mr. Donald L. "Dobie" Gelles
 Dr. Hal G. Gin
 Dr. Barbara F. Mertes
 Mr. Carlo Vecchiarelli
 Mr. Akachukwu Ekeoma
 Ms. Brigitte Kouakou

Members Absent: Dr. Alison S. Lewis

Managers Present: Dr. Susan A. Cota, Chancellor
 Dr. Robert Carlson, President, Chabot College
 Mrs. Karen Halliday, President, Las Positas College
 Mr. Robert Curry
 Mr. Stan Dobbs
 Dr. Ted Kaye
 Mr. Andrew Howe
 Dr. Ralph Kindred
 Dr. Joel Kinnamon

Mr. Robert Kratochvil
Ms. Leslie Larrabee
Ms. Pam Luster
Ms. Melinda Matsuda
Mrs. Jeannine Methe
Mr. Donald Milanese
Mr. Roy V. Stutzman
Mr. Richard Talmo
Dr. Ronald Taylor

Recording Secretary: Mrs. Beverly Bailey

Others Present: Mr. Chad Mark Glen, President, Chabot College Faculty Senate
Mr. Rocky Fernandez, Assemblymember Johan Klehs Office
Ms. Melissa Korber, President, Las Positas College Faculty Senate
Ms. Michele Levitin, President, Associated Students of Las Positas College
Mr. Dayne Nicholls, President, Associated Students of Chabot College
Mr. Mike Robinson, DMJM
Mr. Todd Steffan, President, Las Positas College Classified Senate
Ms. Rachel Ugale, President, Chabot College Classified Senate
Ms. Karen Silva

PUBLIC COMMENTS

There were no Public Comments offered at this meeting.

ADMINISTRATION OF OATH OF OFFICE

Prior to adjourning to Closed Session, President Mertes administered the Oath of Office to Dr. Hal G. Gin, Area 6, so that he could participate in Closed Session discussions.

INTRODUCTION OF BOARD MEMBER

President Mertes introduced our new Board Member for Area 6, Dr. Hal G. Gin. She read an article from the Daily Review Newspaper, which summarizes Dr. Gin's background. Dr. Mertes noted that the Board is looking forward to having Dr. Gin on the Board—"he understands student life, values student life and creates an environment for students so that they are successful."

Dr. Gin noted that he is looking forward to participating on the Board and looks forward to working with everyone—students, faculty and staff.

ADMINISTRATION OF OATH OF OFFICE TO LAS POSITAS COLLEGE STUDENT TRUSTEE

President Mertes administered the Oath of Office to Las Positas College Student Trustee, Mr. Akachukwa Ekeoma.

CONSENT CALENDAR

Dr. Cota requested that agenda item 3.4 (Management Personnel) be removed from the consent calendar. In addition, she noted a correction to agenda item 3.2 (Classified Personnel) as follows:

Page 2, item H Swanson, Meghan, C. is assigned to Las Positas College in lieu of Chabot College

Motion No. 1

Mrs. Dvorsky made a motion, seconded by Dr. Gin, to approve the consent calendar with the exception of agenda item 3.4 and with the correction to agenda item 3.2.

Motion carried unanimously, 6-0.

The following items were approved on the consent calendar:

General Functions

- 1.10 Approval of Minutes of July 19, 2005 Meeting
- 1.11 Approval of Minutes of August 2, 2005 Meeting

Personnel

- 3.1 Student Assistant Personnel
- 3.2 Classified Personnel
- 3.3 Faculty Personnel

Personnel (continued)

3.5 Professional Specialist and Program Leader Personnel

Educational Services

- 4.1 Approval of Renewal of Memorandum of Understanding – The Regents of the University of California, Puente Project No. 05-CC Puente-05, Chabot College
- 4.2 Approval of Grant Agreement – First 5 Alameda County, Parent-Child Developmental Readiness Playgroup Program, Grant No. CG12005-07-037, Chabot College
- 4.3 Approval of Renewal of Grant Agreement – The Community College Foundation, Statewide Independent Living Program, Chabot College

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 Transfers 01.A.1
- 5.5 Ratification of Purchases Completed
- 5.6 Approval of Declaration of Surplus Property to be Sold at Private Sale and Donation or Disposal of Any Items not Sold
- 5.7 Agreements
 - a. Approval of Renewal of Agreement for Professional Services with Marilyn Kaplan
 - b. Approval of Renewal of Contract with the Chancellor’s Office, California Community Colleges, Chancellor’s Office Tax Offset Program (COTOP)
 - c. Approval of Agreement with American Medical Response, Chabot College
 - d. Approval of Renewal of Agreement with Pianos Plus, Chabot College
 - e. Approval of Renewal of Agreement with Pianos Plus, Las Positas College
 - f. Approval of Renewal of Agreement with Follett Higher Education Group, Las Positas College
 - g. Ratification of Renewal of Agreement with Alameda County Sheriff’s Department, Las Positas College

Economic Development/Contract Education

- 7.1 Approval of Master Agreement Renewal – University of California/Lawrence Livermore National Laboratory Plant Engineering Apprenticeship Program, District-Economic Development

GOOD OF THE ORDER

Dr. Mertes recognized Ms. Leslie Larrabee for her outstanding service to the District and expressed that she would be sorely missed.

TRUSTEE REPORTS AND/OR OFFICIAL COMMUNICATIONS

Dr. Cedillo drew the Board's attention to a copy of an excellent article he provided for them entitled, "Working with Trustees", which appeared in the Chronicle of Higher Education.

Mr. Gelles noted that he is looking forward to the District's community report on the bond prior to its publication and distribution.

Mrs. Dvorsky reported on an in-depth study by the League of Women Voters on California Community Colleges, which was provided for the Board. The study talks about community colleges being under funded, which is affecting access.

Dr. Gin reported that as a new Board Member, tonight he "will listen and absorb and will have more to say at the next meeting."

Mr. Ekeoma thanked Las Positas College for appointing him Student Trustee. He expressed that he will need the support and advice of the Board to succeed in the position. He reported that he recently attended the Student Trustee Workshop in San Francisco and benefited greatly from the discussions on improving relationships with the Board and Administration and how to bond and come together to work on issues. In addition, at the workshop student trustees elected the Student Trustee to California Community College Trustees.

Dr. Mertes wished everyone a wonderful, successful and productive college year.

CHABOT-LAS POSITAS COLLEGES FOUNDATIONS

District: No report.

Las Positas College: Dr. Kaye presented a written report to the Board. He noted that in his report, Home Depot was omitted from the list of active corporate calls. He highlighted the \$5,000 grant award from Wells Fargo for Workforce Development and Visual Arts Design Project for Tri-Valley Health Collaborative. He also highlighted the pending grant from Gladys and Wayne Valley Foundation for which he hopes to receive some amount if not the full amount. He also reported that they are working on sponsorships for the "Best of the Best." The Foundation has had good success on developing sponsorships for the

Physical Education Complex grand opening. He reported that the Las Positas College Foundation launched its web site and thanked Dr. Ralph Kindred for his assistance. He reminded those in attendance of the three upcoming events:

1. Chamber Mixer, August 17, 5:15 p.m. Wine from Concannon and Wentz.
2. Board Retreat September 14, 4:00 p.m. reception
3. Grand Opening of Physical Education Complex, September 16

Chabot College: Mr. Talmo presented a written report to the Board. He reported that at its first meeting, the Board ratified its goal of \$225,000 and developed a transition committee to work with the President to become a more independent operation. In addition, he reported that California Bank and Trust committed \$2,500 toward the Moscow Ballet and over two years has donated over \$30,000 for which he expressly thanked Mr. Richard Hong. He further reported the Homecoming is scheduled for September 17. He presented a tape designed to gain corporate sponsorship for the Moscow Ballet. He reported that the Chabot College Foundation web site was recently launched and is linked to the Chabot College site. Mr. Talmo also reported that he has had positive contact with the personal assistant of Tom Hanks.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES FACULTY SENATES

Ms. Melissa Korber, President of the Las Positas College Academic Senate, reported that this week she attended a luncheon for the nine new faculty members. Flex Day is scheduled for Thursday, August 18 with 30 different presenters, including one administrator, faculty, classified staff and outside representatives. She has also been working on the College Governance and will bring it to the Faculty Senate. August 31 is the Senate's first meeting of the year.

Mr. Chad Mark Glen, President of the Chabot College Academic Senate, reported that Chabot College held its orientation for new faculty on Monday, August 15 and expressed that it is wonderful to see new faculty on campus. He also reported that Chabot College will also have its Flex Day on Thursday, August 18. In an effort to get ready for new accreditation standards, an expert will discuss how to go about becoming a learning institution and have measurable outcomes for all courses. Thursday, August 25 is the Senate's first meeting of the year. He expressed that he is looking forward to a productive year.

PRESIDENTS OF CHABOT, LAS POSITAS COLLEGES AND DISTRICT CLASSIFIED SENATES

Ms. Rachel Ugale, President of Chabot College Classified Senate, reported that the Senate is currently revising its handbook of policies and procedures for Classified Staff, much like the Faculty Handbook. It is their intent to distribute the handbook to all Classified Staff, Districtwide. Once again, Classified Staff will have Information Roundtables on Convocation Day, August 17.

Mr. Todd Steffan, President of Las Positas College Classified Senate, reported their first meeting is September 22, where President Halliday will present. In addition, he reported the Classified Staff is “gearing up for the year.”

District Classified Senate had no representation.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES ASSOCIATED STUDENTS

Ms. Michele Levitin, President of Associated Students of Las Positas College (ASLPC) reported that the EXPO Student Orientation was held this day with 380 students attending.

Mr. Dayne Nicholls, President of Associated Students of Chabot College (ASCC) reported they have been planning for the past few weeks for welcome week events. Student Planners will be distributed and there will be a welcome barbecue on Thursday, August 25. Their first meeting is scheduled for September 7. They have received many applications for senators. He also noted that the ASCC advisor, Anthony Gutierrez, asked him to expressly congratulate and welcome to Dr. Gin.

PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES

President Carlson submitted a written report to the Board. He highlighted the Community Education Program Brochure which was distributed tonight. He reported that the Employee Recognition Luncheon would be held Thursday, August 18. In response to the Board's request for an Educational Master Plan, he distributed an outline of the proposed Table of Contents for this document. A first review would be available for the Board in November.

President Halliday submitted a written report to the Board. She thanked Pam Luster and Michele Levitin for working on the successful EXPO, which was the best attended one to date. She reported that the Las Positas College web site has been redesigned. She reported New Faculty Orientation was held Monday and Tuesday, August 15 and 16. She reported the upcoming events and invited the Board to any and all of these events.

CHANCELLOR'S REPORT

Dr. Cota reported that she attended the breakfast for the new faculty at Chabot College and is very impressed with their credentials. She also reported that for the first time, the District Human Resource Office held a new faculty orientation at the District Office. She thanked Anita Morris, Alice Noriega, Eleanor Estrada and Tina Miller for organizing this event. Dr. Cota also reported that she has been asked, and has agreed, to chair the Council on Community College Futures.

MANAGEMENT PERSONNEL

Dr. Kinnamon recognized Ms. Leslie Larrabee and thanked her for her service to the District. She reported that Dean Larrabee has made the Contract Education/Economic Development Department a profitable one and one of the few in the state that is. He announced that Ms. Larrabee is moving to be the Chief Operating Officer with Bill Berry and Associates.

Motion No. 2

Dr. Cedillo made a motion, seconded by Mrs. Dvorsky, to approve the Management Personnel.

Motion carried unanimously, 6-0.

ACCEPTANCE OF THE PROPOSED 2005-06 BUDGETS FOR PUBLICATION AND POSTING: GENERAL FUND, CAFETERIA FUND, CAPITAL OUTLAY PROJECTS FUND, SELF-INSURANCE FUND (RUMBL), COP REPAYMENT FUND, CHILD DEVELOPMENT FUNDMotion No. 3

Mrs. Dvorsky made a motion, seconded by Mr. Vecchiarelli, to accept the publication of the proposed budgets 2005-06 and authorize posting in the Offices of the Chancellor, District Office, 5020 Franklin Drive, Pleasanton; the Presidents at Chabot College, 25555 Hesperian Boulevard, Hayward and Las Positas College, 3033 Collier Canyon Road, Livermore; in the libraries of each college, respectively; and in the main public libraries of Castro Valley, Dublin, Hayward, Livermore, Pleasanton, San Leandro, San Lorenzo and Union City from August 23, 2005 through September 6, 2005 to be made available for public inspection.

Mr. Stutzman reported that on July 11 the Governor signed the 2005-06 budget. He reported that the budget is reasonable given the state of the state. He questioned if it is enough and stated that no, it is not enough. It does not allow the Colleges to offer the services and quality of services that they desire. Community Colleges are under funded as a system and therefore, we are under funded as a District. He highlighted major changes from the 2004-05 budget:

- COLA – 4.23%
- Enrollment and enrollment growth – 3%. (The District estimates a growth target of 368 FTES in 2005-06. District growth cap is 2.25%.)
- Partnership for Excellence – Total statewide funding for PFE is restored to the 2003-04 fiscal year level of \$225 million statewide. The restored amount is \$31.4 million. The District's share of this restoration is approximately \$463,866.
- Equalization - \$30 million statewide; \$520,872 District share.

Mr. Stutzman reported a deficit of \$2.5 million for 2004-05 and projects a deficit of \$5.8 million for 2005-06. He reported that the District would maintain its 5% reserve in the General Fund. The District will be looking at the Strategic Cost Management recommendations to help save costs this year.

Mr. Gelles stated that he believes in Mr. Stutzman's numbers. He stated that the Board is aware of the deficits and problems. He emphasized that we are all in this together—Classified Staff, Faculty, and Administrators. We need to look at the numbers seriously or we will fall together.

Dr. Mertes reported that this is the first time in a long time that we have been in a deficit. She noted that both colleges are in a deficit.

Mr. Stutzman reported that revenue has not kept pace with cost increases.

Mr. Vecchiarelli questioned if the ending balance for 2004-05 would off set the deficit for 2005-06.

In response to Mr. Vecchiarelli's questions, Mr. Stutzman reported that there is a carry over from 2004-05. He explained that carry over is what allows the District to operate with the deficit. However, he reported that the carry over is diminishing. At this rate, in 2006-07 there is the possibility that the District will have to go into the General Reserve to fund expenditures.

Mr. Vecchiarelli reported the District needs to find new sources of revenue. The other thing we need to look at is how good or accurate is the budgeting. Hopefully, there will always be carry-over money. He questioned if the District is really in deficit or will we have a carry over affect.

In response, Mr. Stutzman reported that he has worked with the Colleges and District to create realistic budgets.

Dr. Carlson reported that he believes the budget is estimated very accurately. It is not correct to assume anyone is holding funds back. He explained that surpluses do happen as in the event that a position that was budgeted is not filled.

Mr. Stutzman reported the General Fund unrestricted projected ending balance is \$6.7 million at the end of 2005-06, which includes \$4 million (5%) in General Reserve. It also includes money for sabbatical leave and other dollars that are committed.

Motion carried unanimously, 6-0.

AWARD OF REQUEST FOR PROPOSAL NOS. F-05 AND D-05 FOR COPIER EQUIPMENT AND SERVICES

Motion No. 4

Dr. Cedillo made a motion, seconded by Mrs. Dvorsky, to award the Request for Proposal Nos. F-05 and D-05 to Ricoh Business Systems of South San Francisco, California for Copier Facilities Management Services, Las Positas College and for Copier Equipment and Services, Chabot College and District Office respectively. It is further recommended that the Board authorize the Vice Chancellor, Business Services to execute the agreement and any future amendments to the agreement on behalf of the District.

Mr. Stutzman reported that this is a significant recommendation to bring copier services at the District and Colleges under one vendor. This will help to save money due to economy of scale. He thanked Mr. Andrew Howe and the Colleges for accomplishing this landmark effort.

In response to a question raised by Dr. Mertes, Mr. Stutzman reported that funding for this comes from the General Fund.

Motion carried unanimously, 6-0.

APPROVAL OF AWARD OF BID NO. 06-02, RE-ROOF BUILDINGS 100, 300, 800 AND 1700, CHABOT COLLEGE

Dr. Cota reported that the District received seven bids and only six were listed on the Board recommendation. She indicated that Enterprise Roofing bid of \$753,765 should be included.

Motion No. 5

Mrs. Dvorsky made a motion, seconded by Dr. Gin, to approve the award of Bid No. 06-02, Re-roof of Buildings 100, 300, 800 and 1700, Chabot College to Alcal/Arcade Contracting, Inc., 31164 Huntwood Avenue, Hayward, CA 94544 in the amount not to exceed \$567,988 funded by Measure B Funds (Major Maintenance).

Motion carried unanimously, 6-0.

AUTHORIZATION TO FILE NOTICE OF COMPLETION WITH THE ALAMEDA COUNTY CLERK RECORDER'S OFFICE FOR THE RE-ROOF PROJECT, BUILDINGS 500, 900, 1000, 1300, 1800, 2600, AND 2700, CHABOT COLLEGEMotion No. 6

Dr. Gin 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 Re-roof Project, Buildings 500, 900, 1000, 1300, 1800, 2600 and 2700, Chabot College.

Dr. Mertes questioned the source of funds for this project. In response, Mr. Stutzman reported that funding is 50% state scheduled maintenance and 50% Measure B. Dr. Mertes requested that the funding source be listed on all Board Recommendations.

Motion carried unanimously, 6-0.

ACCEPTANCE OF 2004-05 ANNUAL DISTANCE EDUCATION INSTITUTIONAL SURVEYS, CHABOT COLLEGE AND LAS POSITAS COLLEGE

Dr. Carlson reported that these are routine annual reports.

Dr. Mertes recognized staff who completed these thorough reports. Karen Halliday thanked Dr. Kindred for completing the Las Positas College report. Dr. Carlson recognized Ms. Minta Peterson for completing the Chabot College report.

FACILITIES PLANNING AND MANAGEMENT REPORT

Mr. Stutzman reported that the new format for this report is a total facilities planning report that brings in all projects—Measure B and State funded.

Mr. Dobbs reported that there is a lot going on and we will continue in this “critical mass” mode. The newly designed report will highlight projects at both campuses.

The Board thanked Mr. Dobbs for a well done report.

APPROVAL OF TRUSTEE EMERITUS RETIREMENTMotion No. 7

Mrs. Dvorsky made a motion, seconded by Dr. Cedillo, to bestow the title of “Trustee Emeritus” upon Gary R. Craig in recognition of his significant service to the Chabot-Las Positas Community College District and that he be granted appropriate privileges consistent with Board Policy.

Motion carried unanimously, 6-0.

BOARD RETREAT

After a discussion of possible dates for a Board Retreat, it was suggested and agreed to hold the Retreat early afternoon prior to the September 6 Board Workshop.

Dr. Mertes reported that at the Retreat the Board would discuss the following:

1. Board Role
2. Board Ethics
3. Board Goals and Priorities
4. Board Self-Evaluation

NEXT MEETING

The next Board of Trustees Meeting is scheduled for Tuesday, September 6. As the Boardroom will not be completed by this time, the September 6 Meeting will be held at the District Office.

ADJOURNMENT

Motion No. 8

There being no further business, on motion made and seconded, the Regular Meeting was adjourned at 8:55 p.m. to a Closed Session, which ended at 10:15 p.m.

Minutes completed by:

Beverly Bailey

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