

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

**MINUTES  
APRIL 18, 2006**

**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. All Board Members were present at the time of roll.

The Board immediately adjourned to a Closed Session, which ended at 7:15 p.m.

The Board readjourned in Open Session at 7:30 p.m. and adjourned at 10:00 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  
                                  Mrs. Isobel F. Dvorsky  
                                  Mr. Donald L. "Dobie" Gelles  
                                  Dr. Hal G. Gin  
                                  Dr. Barbara F. Mertes  
                                  Dr. Alison Lewis  
                                  Mr. Carlo Vecchiarelli  
                                  Mr. Joshua Paul  
                                  Mr. Renato Remento

Members Absent:           None

Managers Present:         Dr. Susan A. Cota, Chancellor  
                                  Dr. Robert Carlson, President, Chabot College  
                                  Mrs. Karen Halliday, President, Las Positas College  
                                  Mrs. Jennifer Aries  
                                  Mr. Andrew Howe  
                                  Dr. Ted Kaye  
                                  Mr. Robert Kratochvil

Mr. Lorenzo Legaspi  
Ms. Pam Luster  
Ms. Melinda Matsuda  
Mrs. Jeannine Methe  
Mr. Donald Milanese  
Ms. Anita Morris  
Mr. Richard Talmo  
Dr. Ronald Taylor

Recording Secretary: Mrs. Beverly Bailey

Others Present: Mr. Chad Mark Glen, President, Chabot College Faculty Senate  
Ms. Melissa Korber, President, Las Positas College Faculty Senate  
Mrs. Charlotte Lofft, President, Faculty Association  
Mr. Eloy Retamal, DMJM+N, Inc.  
Mr. Todd Steffan, President, Las Positas College Classified Senate  
Ms. Karen Silva  
Mr. Roy Stutzman  
Ms. Rachel Ugale, President, Chabot College Classified Senate  
Mr. Bob Williams

## **PUBLIC COMMENTS**

There were no Public Comments at the time President Dvorsky called for them.

Mrs. Isobel Dvorsky called upon Mr. Bob Williams who arrived late to the meeting, arriving after Public Comments. Mr. Williams filled out a "Request to Address the Board" card. However, at the time Mrs. Dvorsky called upon Mr. Williams, he had already left.

## **CONSENT CALENDAR**

Mr. Gelles requested that agenda items 3.6 (Adoption of Amended Resolution No. 23-0506--Reduction of Classified Services and Layoff of Classified Employees), 4.2 (Approval of 2006-07 Curriculum Changes, Chabot College), 4.3 (Approval of 2006-07 Curriculum Changes, Las Positas College), 4.4 (Acceptance of Sabbatical Leave Reports, 2003-04 and 2004-05), 4.6 (Approval to Travel Abroad – Ultimate Frisbee Club Sport Team to Vancouver, British Columbia, Las Positas College) and 5.7 (Renewal of Agreement with SixTen and Associates for Mandate Reimbursement Claim Preparation Services) be removed from the consent calendar.

Dr. Cota noted the following corrections:

Agenda Item 3.2: Page 2.E. – Rosemary L. Mogle, Effective 4/19/06

Agenda Item 3.3: Page 7.I. –Gonzales, Michelle C. (in lieu of Kenner, Julie B.)

Agenda Item 4.5: In Recommended Action – ...for the Period February 28, 2007  
(in lieu of 2006)

Motion No. 1

Dr. Gin made a motion, seconded by Dr. Mertes, to approve the consent calendar with the exception of agenda items 3.6, 4.2, 4.3, 4.4, 4.6 and 5.7.

Motion carried unanimously, 7-0.

The following items were approved on the consent calendar:

General Functions

- 1.7 Approval of Minutes of March 21, 2006 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

Educational Services

- 4.1 Acceptance of Gift - Las Positas College
- 4.5 Acceptance of Grant Award – United Way of the Bay Area, Raising a Reader, 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 09.I.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

**TRUSTEE REPORTS AND/OR OFFICIAL COMMUNICATIONS**

Mr. Paul reported on the past and upcoming activities at Las Positas College. He also reported that he recently attended the ASACC Conference in Washington, D.C.

Mr. Ramento reported that he recently attended the ASACC Conference in Washington, D.C. In addition, he reported that the ASCC Election Results for 2006-07 are as follows: President: Bernadette Richard; Vice President: Robert Lu; and Marketing Director: Anthony Crosby.

Mr. Ramento also reported that Student Appreciation Week started this day with a free breakfast. On Wednesday, April 19 ASCC will host a free dinner and on Thursday, April 20 a free lunch. In addition, ASCC is preparing for the Scholarship and Awards Dinner to be held May 12. Further, he reported that De-Stress Week is May 15 – 19, prior to finals.

Dr. Gin reported that he had the pleasure of being present for the Opening of the Chabot College Art Gallery on March 30. He commented that the gallery is a great place to showcase the students work and he looks forward to paying regular visits to the gallery. He also expressed that he looks forward to the upcoming season of recognitions and awards and will attend as many as possible.

Mr. Gelles complemented President Dvorsky for paying her own way to many conferences, noting that Board Members spend very little on travel/conferences. In addition, he recognized Mr. Glen for his leadership at Chabot.

Dr. Mertes thanked Randy Taylor, Advisor, for a wonderful AGS event. She raised the question if Chabot College had an AGS Chapter, to which Mr. Ramento responded in the negative. Dr. Mertes also congratulated Ms. Melissa Korber and her students.

Mrs. Dvorsky expressed that she would like for the Board to tour the Chabot Art Gallery the next time the Board meets at Chabot.

**CHABOT-LAS POSITAS COLLEGES FOUNDATIONS**

**District:** No report.

**Las Positas College:** Dr. Kaye provided a written report to the Board. He highlighted that the Foundation is pursuing a number of grant opportunities and other individual giving. The Foundation is currently concentrating on the “Best of the Best”, which will be held May 13. He reported that Mr. Josh Paul will be the personal host to the Board Members who are attending. He also reported that the Foundation is moving ahead with

sponsorships. He recognized one sponsor, the Tri-Valley Herald who is very generous with providing ad space for the event.

**Chabot College:** Mr. Talmo presented a written report to the Board. He reported that “Forbidden Voices”, a celebration of peace, will be held on April 23, 2006 at 3:00 p.m. Mr. Talmo also reported that “Blooming Affaire” will be held on June 2 and 3. On Saturday, June 3, 2006 Mr. Ron Morgan, a prominent flower designer, has agreed to be the keynote speaker.

Mr. Talmo also reported that the Foundation is seeking a part-time assistant director to assist with activities. The goal is to elevate the position to full time within a year. He also reported that bricks are still available for the Founder’s Square as they await design approval from the campus facilities committee. In addition, they have begun communicating with vendors interested in the pouring rights on the Chabot Campus and hopes to select one vendor by July 1. He reported that the Foundation is committed to a stronger grant proposal operation and will be looking for grants for capacity building. Further, the Foundation will be soliciting the Valley Foundation once again.

Mrs. Dvorsky questioned the Valley Foundation grant and the San Leandro Project.

Mr. Talmo reported that the Foundation applied last year to the Valley Foundation with a proposal that was top heavy in staff. The Valley Foundation prefers capital endeavors that they can “see, feel and touch.” He has been in conversations with Dr. Carlson for a while about extending the presence of the College in San Leandro and Union City. City leaders have expressed this need. It was discussed to pursue partnerships interested in working with them and decided to explore this with the Valley Foundation. It was discussed to put capital support with San Leandro School District and with TRICED, both entities wanting to expand their educational facilities.

In response to a question raised by Mrs. Dvorsky, Mr. Talmo reported that the San Leandro project will be completed by Fall and will house the San Leandro Adult Education Program. He reported that the size of the grant is approximately between \$2.5 million and \$3 million.

Dr. Carlson reported on the recent and emerging collaboration between Chabot College and TRICED Recycling, Union City and the San Leandro Unified School District. He explained that the collaboration is to develop an educational presence in the north and south areas of the Chabot College service area. In each case these partners are developing educational facilities and are short of funding. The Chabot College Foundation has developed a proposal and is working with donors to help develop needed funds to complete these facilities. Once this has been completed, Chabot College will have guaranteed the long-term use for placement of its programs in these facilities. In the case of TRICED,

Chabot will also assist in the coordination of programs in environmental science for area schools (funded by TRICED or third-party funders) and manage the facility.

Board Members expressed concern that the College/District is committing to something financial for the future. In addition, Board Members expressed concern that this was reported in a local newspaper without their prior knowledge of the collaboration.

Dr. Carlson expressed that we are not making a financial commitment. In the grant there is \$500,000 set aside to begin operations at these two sites. This money will help develop Chabot's presence at the two sites for three years. After that period, we only have the commitment of placing courses in the community. He believes these community courses will be successful. The only money going to the facility is from the grant.

In response to a question raised by Mrs. Dvorsky, Dr. Carlson reported that at the San Leandro site, Chabot will get two classrooms and the first option to schedule. At the TRICED site, Chabot will get three classrooms (one that is a wet lab) and some office/storage space. He reported that the TRICED site will be centered on environmental education.

In response to a question raised by Mr. Gelles, Dr. Carlson noted that TRICED is a charitable organization that focuses on youth and youth programs in environmental issues.

In response to a question raised by Mrs. Dvorsky, Dr. Carlson reported that the College will not have maintenance obligations at either site.

Dr. Lewis questioned if the Foundation is applying for a grant to an independent foundation for half a million dollars for capital construction, who would own that investment. In response, Dr. Carlson reported that the owner will be the facility owner. The money from the grant will help develop the two sites. The \$500,000 for Chabot will go towards putting programming into those centers for three years and for that Chabot gets a lasting presence.

Dr. Mertes commented that she is supportive of outreach but expressed concern that the Board was unaware of the projects. In response to the Board's concerns about a commitment to these projects, Dr. Carlson reported that he is investigating the possibility of getting a grant funded and that discussions are very preliminary.

Mr. Gelles reported that he looks forward to hearing more about this project. He cautioned Dr. Carlson to make sure staff and the Board is aware of further developments and also be sure it "doesn't commit the District to any money."

Dr. Cedillo reported that he appreciates the fact that Dr. Carlson is seeking outreach and does not want to hinder that involvement. However, he cautioned Dr. Carlson to make sure the Chancellor is part of the “loop.”

Dr. Gin agreed with Dr. Cedillo. He also looks forward to hearing more as this develops.

Mr. Vecchiarelli believes a presence in the community is a good idea. He reported that statistics show that community college students attend classes within five miles of their home. He raised the concern of other community colleges opening in close proximity to our borders.

Dr. Carlson further clarified the term “center” which was used by Mr. Valle in the newspaper article regarding the TRICED site. Dr. Carlson expressed that Chabot College is not creating a new college center site.

Mrs. Dvorsky expressed that this is a very large grant and wants to make sure the money goes to serve the District and its goal of serving students. She does not want the District “raising money for someone else.”

#### **PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES FACULTY SENATES**

Ms. Melissa Korber, President of the Las Positas College Academic Senate, submitted a written report to the Board. Ms. Korber highlighted the following:

- 1) The Senate is continuing to collaborate with Chabot College Senate on revisions to the faculty hiring process and to create a Program Introduction Process.
- 2) The District Instructional Programs Task Force will continue to discuss the AA/AS Degree Survey results.
- 3) The Senate has debated changing the ratio for representation, which is currently 6:1. This year’s Senate has recommended adopting a 10:1 ratio.
- 4) She congratulated the Talk Hawks for a strong showing at Nationals; the LPC Theater Department for its production of Urinetown; ASLPC for their recent efforts in lobbying at the Washington, D.C. conference; and the LPC Classified Senate for a very successful Flex Day.

Ms. Korber noted that two items on the Board Agenda come from the Senates: 8.2 – District Curriculum Council; and 9.1.a. - Program Revitalization/Discontinuance Process, which was authored by Tom DeWit.

Mr. Glen reported that the Chabot Senate is discussing allowing a Classified Representative as a member of the Senate. He announced that the third Annual Recognition Ceremony will be combined with the Classified Senate and Retiree Recognitions and will be held Monday, May 1 at 3:30 p.m.

### **PRESIDENTS OF CHABOT, LAS POSITAS COLLEGES AND DISTRICT CLASSIFIED SENATES**

Ms. Rachel Ugale, President of Chabot College Classified Senate, submitted a written report to the Board. Ms. Ugale reported the Senate and SEIU co-hosted a luncheon last week and were overwhelmed by the number of Classified Staff on campus during Spring Break. She thanked Dr. Kinnamon for taking the time from his schedule to join them for lunch and share information by answering their questions. She also reported that the Fundraising Subcommittee is hosting a silent auction on Thursday, April 20 with proceeds going towards a scholarship and a Classified Recognition Award. Further, she reported that elections will be held on May 9 with candidate forums scheduled a week prior to the election.

Mr. Todd Steffan, President of Las Positas College Classified Senate, submitted a written report to the Board. He reported that the Senate Elections will be held this month. In addition, he reported that the Spring Flex Day, a bus trip to the DeYoung Museum, was a huge success. He also reported on the upcoming Diversity Training on Thursday, April 27.

Mr. Pedro Ruiz DeCastilla, President of District Classified Senate, reported that elections are coming up. He reported it has been an honor and privilege to serve on the District Classified Senate. He thanked Dr. Cota who initially had the idea to develop a District Classified Senate.

### **PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES ASSOCIATED STUDENTS**

Associated Students of Chabot College had no representation.

Associated Students of Las Positas College had no representation.

### **PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES**

Dr. Carlson submitted a written report to the Board. Dr. Carlson highlighted that tonight the Hayward City Council will present Chabot College with a 2006 Business Environmental Achievement Award for Outstanding Achievement for its efforts in recycling, preserving and enhancing the community and the environment. In addition, he highlighted the CCPRO Award for Chabot College: Third Place for "Class Schedule."

President Halliday submitted a written report to the Board. President Halliday highlighted the CCPRO Award for Las Positas College: First Place for "Class Schedule" Division A. She thanked Pam Luster and Sylvia Rodriguez who championed the effort in creating the award-winning class schedule and thanked Jennifer Aries for advocating for the schedule design.

President Halliday drew the Board's attention to the many upcoming campus events and activities.

### **CHANCELLOR'S REPORT**

Dr. Cota thanked Mr. DeCastilla for his service and enthusiasm as President of the District Classified Senate.

Dr. Cota highlighted the CCPRO Awards for the District: Second Place, Annual Report for the Oversight Committee Annual Report, for which she thanked Roy Stutzman, Jennifer Aries and Barbara Tracey; and Third Place for District Web Site, for which she thanked Jennifer Aries, Patricia Russell, Katherine Tollefsen, Joel Hagedorn, John McHugh and Elizabeth Noyes.

### **ADOPTION OF AMENDED RESOLUTION NO. 23-0506 – REDUCTION OF CLASSIFIED SERVICES AND LAYOFF OF CLASSIFIED EMPLOYEES**

Dr. Cota reported that it appears that most employees affected by the layoffs will be placed in other positions.

#### Motion No. 2

Mr. Gelles made a motion, seconded by Dr. Mertes, to adopt the Amended Resolution No. 23-0506 - Reduction of Classified Services and Layoff of Classified Employees.

Motion carried by the following roll call vote:

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

**APPROVAL OF 2006-07 CURRICULUM CHANGES, CHABOT COLLEGE; AND APPROVAL OF 2006-07 CURRICULUM CHANGES, LAS POSITAS COLLEGE**

Mr. Gelles pulled these items from the consent calendar to request more information and to ask the Academic Senate Presidents to respond.

Ms. Korber reported that the Las Positas College curriculum changes are the result of the work of the Las Positas Curriculum Committee this past year. She reported there is a tremendous amount of work that goes into each course. She commended the Curriculum Committee for all their work and recognized Mr. Paul who was on the Curriculum Committee.

Mr. Paul reported that the Las Positas College faculty are pleased by their input and although the Student representative on the Curriculum Committee no longer votes, they still have a voice that is heard.

Mr. Glen reported that the Chabot College Curriculum Changes are mainly “clean-up” in nature. If a course hadn’t been offered in a period of time, the course is suspended.

On behalf of the Board, President Dvorsky asked both Senate Presidents to thank the Senates for all their hard work.

Motion No. 3

Mr. Gelles made a motion, seconded by Dr. Mertes, to approve the 2006-07 Curriculum Changes proposed by Chabot College and the 2006-07 Curriculum Changes proposed by Las Positas College.

Motion carried unanimously, 7-0.

**ACCEPTANCE OF SABBATICAL LEAVE REPORTS, 2003-04 AND 2004-05**

Mr. Gelles pulled this item from the consent calendar to comment that he enjoys reading these reports and thanked staff for their work.

Motion No. 4

Mr. Gelles made a motion, seconded by Dr. Mertes, to accept the Sabbatical Leave Reports as reviewed and accepted by the Sabbatical Leave Committee for the following faculty for 2003-04 and 2004-05:

Mary Campbell	F'03, S'04
Robert Hughes	F'04
William Johnson	F'03, S'04
Charlotte Lofft	1987-88
Karen Pihl	S'05
Patrick Pohl	S'05
Cynthia Stubblebine	F'03, S'04
Susan Tong	F'04
Charlene Wieser	S'05
Sherrri Yeager	S'04
Jane Wolford	S'05
Francisco Zermeño	F'03, S'04

Motion carried unanimously, 7-0.

**APPROVAL TO TRAVEL ABROAD – ULTIMATE FRISBEE CLUB SPORT TEAM TO VANCOUVER, BRITISH COLUMBIA, LAS POSITAS COLLEGE**

Mr. Gelles pulled this item from the consent calendar to request more information.

President Halliday reported that this item is at no expense to the College; the students and two faculty coaches will individually incur all associated travel expenses. The Team qualified for the regional championships.

In response to a question raised by Mr. Vecchiarelli, Mr. Legaspi reported that our liability insurance covers out of country travel.

Motion No. 5

Mr. Gelles made a motion, seconded by Dr. Mertes, to approve travel abroad for the Ultimate Frisbee Club Sport Team to Vancouver, British Columbia, Las Positas College, during April 2006, at no cost to the District. It is further recommended that the Board authorize the Vice Chancellor, Business Services to execute the appropriate documents pertaining to this event on behalf of the District.

Motion carried unanimously, 7-0.

**RENEWAL OF AGREEMENT WITH SIX TEN AND ASSOCIATES FOR MANDATE REIMBURSEMENT CLAIM PREPARATION SERVICES**

Mr. Gelles pulled this item from the consent calendar to request more information.

Mr. Legaspi reported that certain laws enacted by the legislature or regulations imposed by a state agency create additional costs for schools, cities, counties and special districts. These costs (mandated costs) are eligible for reimbursement. He reported that this District has been very aggressive in submitting these claims. For the fiscal year 2005-06 the District received reimbursement in the amount of \$492,056 for several prior years' claims.

Motion No. 6

Dr. Gin made a motion, seconded by Dr. Mertes, to approve the renewal of agreement with SixTen and Associates, 5252 Balboa Avenue, Suite 807, San Diego, CA 92117 in an amount not to exceed \$20,000 for the fiscal year 2006-07. It is further recommended that the Board authorize the Vice Chancellor, Business Services to execute the agreement and any future augmentations or amendments to the agreement on behalf of the District.

Motion carried unanimously, 7-0.

**AWARD OF BIDS**

Motion No. 7

Dr. Gin made a motion, seconded by Mr. Vecchiarelli, to award the following bids in one motion:

- a. Bid No. 06-11, for Machine Tools Chabot College to two (2) bidders as follows: HR Machinery of Fremont, California, in the amount not to exceed \$ 81,095 including tax and Western Machine Center Inc. of San Jose, California, in the amount not to exceed \$ 167,949 including tax. It is further recommended that the Board authorize the Vice Chancellor, Business Services to execute the agreements and any future augmentations or amendments to the agreements on behalf of the District.
- b. Bid No. 06-13, for Furniture for Enhanced Technology Classrooms, Chabot College to three (3) bidders as follows: The Halsey Group of San Francisco, California, in the amount not to exceed \$ 8,324 including tax; Interior Concepts of Spring Lake, Michigan, in the amount not to exceed \$ 6,347 including tax; and Krueger International, Inc. of Green Bay, Wisconsin in the amount not to exceed \$ 25,741 including tax and installation. It is further recommended that the Board authorize the Vice Chancellor, Business Services to execute the agreements and any future augmentations or amendments to the agreements on behalf of the District.

- c. Bid No. 06-14, Audiovisual Systems for Enhanced Technology Classrooms, Chabot College to Conferencing Advisors, Inc. of San Ramon, California, in the amount not to exceed \$ 178,665 including tax. It is further recommended that the Board authorize the Vice Chancellor, Business Services to execute the agreements and any future augmentations or amendments to the agreements on behalf of the District.

Mr. Gelles questioned if we are getting the best or lowest bid. Mr. Legaspi reported we are getting the lowest, responsible bidder.

Motion carried unanimously, 7-0.

**AUTHORIZATION TO FILE NOTICE OF COMPLETION WITH THE ALAMEDA COUNTY CLERK RECORDER'S OFFICE FOR THE RE-ROOF PROJECT, BUILDINGS 100, 300, 800 AND 1700, CHABOT COLLEGE**

Motion No. 8

Dr. Lewis made a motion, seconded by Dr. Gin, to authorize the filing of a Notice of Completion with the Alameda County Clerk Recorder's Office for the Re-roof Project, Buildings 100, 300, 800 and 1700, Chabot College.

Motion carried unanimously, 7-0.

**APPROVAL OF AGREEMENT WITH DAN BUTLER & COMPANY INSPECTION SERVICES TO PERFORM INSPECTION SERVICES ON THE AQUATICS CENTER AND SOCCER FIELDS, LAS POSITAS COLLEGE**

Motion No. 9

Dr. Cedillo made a motion, seconded by Dr. Gin, to approve the agreement with Dan Butler & Company Inspection Services to perform inspection for the Aquatics Center and Soccer Fields at Las Positas College for the estimated inspection cost not to exceed \$144,000.00 to be funded by Measure B Funds. 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.

Motion carried unanimously, 7-0.

**APPROVAL OF AWARD OF BID NO. 06-15, REPAIR AND SEAL COAT ASPHALT PAVING, CHABOT COLLEGE**Motion No. 10

Mr. Paul made a motion, seconded by Mr. Ramento, to approve the award of Bid No. 06-15, Repair and Seal Coat Asphalt Paving to Dryco Paving, Inc., 42745 Boscell Road, Fremont, CA 94538, in the amount not to exceed \$53,855.00 funded by 100% Parking Funds. It is further recommended that the Board authorize the Vice Chancellor, Business Services to execute the agreement and any future augmentations or amendments to the bid agreement on behalf of the District.

Motion carried unanimously, 7-0.

**APPROVAL OF CHANGE ORDERS FOR PARKING LOT NUMBER SIX, LAS POSITAS COLLEGE AND INSTALLATION OF ROLL-UP DOORS (BUILDING 1000), CHABOT COLLEGE**Motion No. 11

Mr. Paul made a motion, seconded by Mr. Ramento, to approve the change orders for the two projects listed below:

Parking Lot Number Six, Las Positas College (Change Order #1)	\$11,964.45
Installation of Roll-Up Doors, Chabot College (Change Order #1)	\$14,928.00

With the approval of the change orders, the projects listed will be closed out. It is further recommended that the Board of Trustees authorize the Vice Chancellor, Business Services to execute the change orders on behalf of the District. Funding: Measure B Funds.

Motion carried unanimously, 7-0.

**ADOPTION OF RESOLUTIONS**Motion No. 12

Dr. Cedillo made a motion, seconded by Dr. Gin, to adopt the following resolutions in one motion:

- a. Resolution No. 30-0506 – Authorization to Advertise for Bids to Re-roof Buildings 1200, 2100, and 2300 at Chabot College, Bid No. 06-17. Funding: Measure B Funds.

- b. Resolution No. 31-0506 – Authorization to Advertise for Bids to Re-roof Building 800, and Restore Base Flashing to Buildings 2000 and 2100, Las Positas College, Bid No. 06-18. Funding: Measure B Funds.

Motion carried by the following roll call vote:

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

### **FACILITIES PLANNING AND MANAGEMENT REPORT**

The Board accepted the Facilities Planning and Management Report without further discussion.

### **GOOD OF THE ORDER**

Dr. Carlson reported that an advantage of submitting the Valley Foundation grant through the Foundation is that it opens the door for Chabot College to also submit one. This would allow the College to use Valley funds for some development on-site as well as off-site.

Dr. Carlson reported that he has had preliminary discussions with Comcast and the City of Hayward, who owns the rights to the cable franchise, regarding the possibility of helping the College sustain the television studio, which has been closed due to budget cuts. Both were very supportive. He advised the Board that they may hear more about this in the future.

Dr. Lewis expressed that she appreciates hearing about these issues “earlier rather than later” in the event she is approached by her constituents.

Dr. Cota reported that both Presidents have been talking to a lot of people in the community and sometimes these things leak out. She has asked both Presidents to bring to the Board discussions of issues that may come forward.

President Halliday reported that she has had on-going discussions with the Golden Baseball League regarding the possible construction of a baseball field and support with on-going revenues. She reported that she has also been working with the Mayor of Dublin, Janet Lockhart, talking with developers for possible rent free space to offer classes and programs. She further reported that working with Mr. Bullock, the dates for the Carpenters’ Apprenticeship have been scheduled.

Dr. Cota reported that she has been approached by President Norma Rees, Cal State University, East Bay if we would be interested in looking at a proposal for Cal State, East Bay to offer four year upper division classes at Las Positas College. Several years ago there was legislation written to have a four year university at Canada College with San Francisco State. Cal State, East Bay (Hayward at that time) had been a part of that proposal but for political reasons had been dropped out. If we are interested, Cal State, East Bay would have to go back to the legislators to renew that legislation. There would have to be money associated with this proposal. She noted that it has been quite successful at Canada College. If the Board concurs, she and President Halliday will pursue discussions with Cal State, East Bay. The Board concurred to have Dr. Cota pursue these discussions.

Mr. Vecchiarelli questioned if this would affect our productivity, noting it is essential that we make CAP at both Colleges. President Halliday reported it would not jeopardize our classroom space. Times could be arranged to not interfere with Las Positas offerings.

Dr. Mertes questioned if there would be fees involved. Dr. Cota reported they would pay their way.

Dr. Gin reported he wholeheartedly supports this endeavor.

#### **ADMINISTRATIVE RULES AND PROCEDURES 2015 – COLLEGIAL CONSULTATION: DISTRICT CURRICULUM COUNCIL**

Dr. Cota reported that in our Collegial Consultation Process written many years ago, there was a District Curriculum Council but it was never active. This past year as a result of recommendations made by the Accreditation Commission, both Colleges came together in a taskforce and decided it would be a good idea to have a District Curriculum Council. Both Faculty Senate Presidents worked together to develop this.

Mr. Glen questioned if it was in error that the Chabot College Shared Governance portion of this Administrative Rule and Procedure was struck out, thereby eliminating it. Dr. Cota reported that she would discuss this further with Mr. Glen.

#### **APPROVAL OF GOVERNING BOARD POLICY 6200 – INSTRUCTION AND EDUCATIONAL PROGRAMS: PROGRAM REVITALIZATION/ DISCONTINUANCE PROCESS**

Ms. Korber reported that Board Policy 6200 – Program Revitalization/Discontinuance Process was written at Chabot and approved by both Academic Senates. This policy will require that different factors are looked at before a program is discontinued.

Mrs. Dvorsky thanked both Academic Senate Presidents for their hard work. Dr. Cota also thanked Chad and Melissa for their leadership in getting cooperation from a lot of people.

Motion No. 13

Dr. Gin made a motion, seconded by Mr. Paul, to approve Governing Board Policy 6200 – Instruction and Educational Programs: Program Revitalization/Discontinuance Process and that the policy becomes effective upon adoption.

Motion carried unanimously, 7-0.

**APPROVAL OF GOVERNING BOARD POLICY 7010– INTERNAL BOARD: MEETINGS**

Mrs. Dvorsky noted that this policy changes the time of the Board Meetings—6:30 p.m. (Closed Session to begin at 5:30 p.m.). Dr. Cota clarified that this time change would start with the next Board Meeting and President Dvorsky concurred. In response to a request for clarification by Mr. Paul, it was established that Workshops would also begin at 6:30 p.m.

Motion No. 14

Dr. Mertes made a motion, seconded by Dr. Gin, to approve Governing Board Policy 7010-Internal Board: Meetings and that the policy becomes effective upon adoption.

Motion carried unanimously, 7-0.

**APPROVAL OF MEASURE B PROGRAM MANAGEMENT STRUCTURE RECOMMENDATIONS**

Dr. Cota reported that when Mr. Stutzman retired, the District retained him as a Consultant on the Measure B Projects. She asked him to look at the management structure of the Measure B Program. Mr. Stutzman will present his recommendations tonight.

Mr. Stutzman gave a PowerPoint Presentation outlining the complex process for facility planning and construction management (Measure B, State Scheduled Maintenance and State Capital Outlay). In addition, he presented his staffing plan recommendations and the financial impact of those recommendations for the District. The annual net savings from his recommendations is \$574,118 per year.

Mr. Stutzman reported that it is now time for the District to consider assuming greater responsibility for the technical aspects of program management by utilizing more District employees to perform work that otherwise would have been done by consultants. Mr.

Stutzman reviewed several Program Management (PM) Models and noted that he is recommending moving from an “Integrated PM Model” (staff and PM firm) to a “PM Lite Model” (staffing only). At this time, Mr. Stutzman reviewed his fourteen recommendations.

Mrs. Dvorsky questioned if the proposed positions go away when the building process is complete. Mr. Stutzman reported that it is his recommendation to review the options at that time. Also, in response to a question raised by Mrs. Dvorsky, Mr. Stutzman reported that this plan assumes the accelerated five year program.

Dr. Lewis questioned if one project manager at each campus would be in charge of 12 projects. Mr. Stutzman reported that they would have coordinating responsibilities for all the projects. In addition, there would be a construction manager managing the day-to-day project activities. Dr. Lewis questioned how the costs are allocated, to which Mr. Stutzman reported the project costs are allocated to each individual building. He explained that in the original proposal, there was a budget for construction management.

Dr. Mertes expressed that in her opinion, the proposed structure needs to be reviewed further. She believes that there are too many staff at too high of a cost. She expressed that she will vote no on the proposal.

Dr. Cedillo reported he is concerned with costs of consultants and believes that this proposal cuts some of those costs down. He feels this is a good start. He also expressed that he doesn't want to be backed into a corner to where it is set in concrete in terms of staffing. He expressed that he is not sure he accepts the full staffing pattern. He would like to accept the proposal in concept and as we begin to build it out, we can analyze each step of the way.

Dr. Gin reported that bringing the managing of the Measure B Bond Program in house makes sense, although it is still a lot of money. He agreed with Dr. Cedillo regarding accepting the proposal in concept.

Mr. Vecchiarelli expressed concern that no substantial building has begun. He expressed concern that this structure will take time to put into place which would mean more “lag” time. He expressed concern that we have lost 30% of our purchasing power due to the rising cost of commodities.

Mr. Stutzman reported that he believes these positions can be filled with focused recruiting. Until that time, the District will have to continue to buy those services that it didn't have in house. The people hired will come in with existing knowledge and needed training time will be limited.

Dr. Lewis expressed that she believes the staffing plan is too “skimpy.”

Mr. Gelles also expressed that he believes the staffing plan is too “skimpy.” He expressed that we need to take control and accelerate. He expressed that he is inclined to think this plan is a good approach. He also noted that according to Mr. Stutzman’s proposal, this plan is a savings.

Mrs. Dvorsky noted that the Board knows we have to have consultants. She expressed that “we need to get moving--the longer we wait the more it is going to cost.”

Dr. Mertes expressed that she is not opposed to acceleration; she just believes there are too many staff positions in this proposal.

Mr. Vecchiarelli questioned if Chabot College can manage closing multiple buildings at one time and keep apportionment. Dr. Carlson responded that there is a month interval for the whole five years. He pointed out that at one point, four instructional buildings would be shut down. The College is looking at doing projects in sequence. This can be done by afternoon offerings, which would build an afternoon program and will also alleviate parking problems. Mr. Vecchiarelli expressed that this is perhaps where the off site program would help. Dr. Carlson also noted that the College may need to use temporary buildings.

#### Motion No. 15

Dr. Cedillo made a motion, seconded by Dr. Gin, to approve the Measure B Program Management Structure recommendations and authorize the Chancellor to proceed with implementation.

1. Create a Vice Chancellor (1.0) level position to assume the leadership and policy level responsibility for Facilities Planning and Development to include serving as the Executive Director of the Measure B Bond Program. This position would report to the Chancellor and assume full responsibility for Facilities Planning and managing the Measure B Bond program (80% Measure B, 20% General Fund - \$219,682 annual savings).
2. Retain the Administrative Assistant III (1.0) position currently reporting to the Director of Facilities Planning and Management (no cost impact).
3. Realign the reporting relationship of the Director of Maintenance and Operations to report to the Vice Chancellor for Business Services (no cost impact).
4. Create positions (2.0) and hire Project Planner/Manager Facilities qualified in architecture and construction to provide technical assistance to the Vice Chancellor

for Facilities Planning and Development during design and execution phases of projects. These district positions would be funded by Measure B funds and initially replace the two DMJM+N contract employees currently working on the program. Two of these people are recommended initially but may require more as the program activities increase in the future, (90% Measure B, 10% General Fund - annual savings = \$284,544)

5. Create Accountant II (1.0) position for Capital Projects to include Measure B to assure that financial data is being appropriately captured and that reporting systems are in place to maintain financial accountability (80% Measure B, 20% General Fund - \$49,112 annual savings).
6. Create new position (Accounting Assistant) (1.0) in Accounts Payable to handle payments for State funded as well as Measure B funded facilities projects exclusively (80% Measure B, 20% General Fund – Cost \$50,554).
7. Create new Buyer, (1.0) Capital projects position in Purchasing. The purpose of this position is to provide “front end” support for the generation of facilities related purchase orders, follow up with vendors and assuring prompt and timely delivery (80% Measure B, 20% General Fund – Cost \$63,426).
8. Create one District, part-time (.8) Document Control position. This position responsibility includes maintaining building plans and permanent plan files and assuring receipt and accuracy of as-built drawings (80% Measure B, 20% General Fund - \$49,861 annual savings).
9. Provide IT support through use of District ITS staff to the Measure B Program.
10. Obtain Scheduling and Estimating services as needed through independent contractors.
11. Obtain professional Construction Management services through an RFQ process. Procure the services of one Construction Management firm for each college. Construction Managers would work with District staff through the design, construction and close-out phases of all projects.
12. Terminate the current Program Management Contract with DMJM+N and restructure it to identify specific positions and skills that may be supplied by DMJM+N or another professional program or construction management firm.
13. Contract with DMJM+N on a short-term basis to provide the following functional and personnel placements: Contracts and Document Control (1.0), Contracts Manager (1.0), full-time Administrative Assistants (2) to support Measure B activities

exclusively. In the future, these positions could be converted to District positions as well or outsourced through other consultants as needed.

14. Provide for sufficient time with current DMJM+N staff in those cases where DMJM+N staff is being replaced by District hires to assure continuity of program and to avoid loss of time associated with complete retraining (no cost impact).

Motion carried, 6-1, with Dr. Mertes voting no.

Dr. Cota reported that DMJM+N has vowed to work with us and provide what we need during the transition period.

#### **MOTION TO EXTEND MEETING**

##### Motion No. 16

Mr. Gelles made a motion to extend the meeting ten minutes past the 10:00 p.m. time limit.

Motion carried unanimously, 7-0.

#### **APPROVAL TO TERMINATE THE CONTRACT AGREEMENT WITH DMJM+N, INC., MANAGEMENT CONSULTANT FOR MEASURE B PROGRAM MANAGEMENT**

##### Motion No. 17

Dr. Cedillo made a motion, seconded by Mr. Gelles, to approve the termination of the contract agreement with DMJM+N, Inc., Management Consultant for Measure B Program Management, effective June 30, 2006. It is further recommended that the Board authorize the Vice Chancellor, Business Services to execute the termination documents on behalf of the District.

Motion carried unanimously, 7-0.

Dr. Cota thanked Mr. Retamal as well as other DMJM+N staff for all their work. On behalf of the Board, President Dvorsky thanked the staff of DMJM+N.

**AUTHORIZATION TO ADVERTISE FOR REQUEST FOR PROPOSALS FOR A DISTRICTWIDE MARKET RESEARCH SURVEY**Motion No. 18

Dr. Cedillo made a motion, seconded by Dr. Mertes, to approve the authorization to advertise for proposals for a Districtwide Market Research Survey.

Dr. Cota reported that we are going to be distributing one-time money to the Colleges to increase enrollment and retention. She reported that we need a market research survey, noting that the last survey was conducted in 1997. The Colleges can use this information in developing their Spring Schedules.

In response to a question raised by Mr. Vecchiarelli, Dr. Cota reported that we would not exceed \$85,000 for this service. Mr. Vecchiarelli also raised the question if these surveys are beneficial. Dr. Cota reported that in 1997 Las Positas College used the information regarding kinds of classes and times for offering classes and it did help enrollment.

Mr. Gelles noted that he understands and believes we need to do the survey but expressed concern with the cost of the survey. Dr. Cota noted that staff will work with the consultant to be sure the issues that need to be addressed at the community level are things the Colleges need to know.

In response to a question raised by Dr. Mertes, Dr. Cota indicated the survey would be done "as soon as we can get an RFP." Dr. Mertes expressed that the survey could have a positive affect on the master planning and that since the demographics have changed, we need to conduct this study.

Motion carried unanimously, 7-0.

**NEXT MEETING**

The next Board of Trustees Meeting is scheduled for Tuesday, May 2, 2006 at Chabot College at 6:30 p.m.

**ADJOURNMENT**

There being no further business, the Regular Meeting was adjourned at 10:00 p.m.

Minutes completed by:

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Beverly Bailey

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