

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

**MINUTES
October 2, 2007**

PLACE

Chabot-Las Positas Community College District, Chabot College, 25555 Hesperian Boulevard, Hayward, California 94545.

CALL TO ORDER

The regular meeting was called to order at 6:30 p.m. and adjourned at 8:05 p.m. Recording Secretary Beverly Bailey called the roll. Mr. Gelles was absent at the time of roll.

Trustee Dvorsky reported that Mr. Gelles was excused from tonight's meeting due to illness.

ATTENDANCE

Members Present:

Dr. Arnulfo Cedillo
Mrs. Isobel F. Dvorsky
Dr. Hal G. Gin
Dr. Alison Lewis
Dr. Barbara F. Mertes
Mr. Carlo Vecchiarelli
Ms. Frances Morrissey

Members Absent:

Mr. Donald L. "Dobie" Gelles (excused)

Managers Present:

Dr. Joel L. Kinnamon, Chancellor
Dr. Robert Carlson, President, Chabot College
Mr. Robert Kratochvil, Interim President, Las Positas
College
Mrs. Jennifer Aries
Mrs. Heidi Finberg
Mr. Farhad Javaheripour
Dr. Laurel Jones
Mr. Jeffrey Kingston
Mr. Lorenzo Legaspi
Dr. Amber Machamer

Ms. Melinda Matsuda
Mrs. Jeannine Methe
Dr. Ronald Taylor
Mr. MacGreagor Wright

Recording Secretary: Mrs. Beverly Bailey

Others Present : Mr. Greg Daubenmire, President, Las Positas College
Faculty Senate
Mr. Chad Mark Glen
Mr. Marshall Mitzman
Ms. Karen Silva
Mr. Todd Steffan, Las Positas College Classified Senate
Ms. Rachel Ugale, President, Chabot College Classified
Senate
Ms. Diane Zuliani, President, Chabot College Faculty
Senate

PUBLIC COMMENTS

Mr. Chad Mark Glen, speaking for Mrs. Connie Silva, announced the Annual Quest Holiday Variety Show on Tuesday, December 18, 2007 from 1:00 p.m. to 3:00 p.m. at the Chabot College Performing Arts Center. He noted that the event is free and invited those in attendance to the event.

Mr. Glen also announced the Chabot College Homecoming game and festivities on October 20, 2007 at the athletic field.

GOOD OF THE ORDER

Dr. Lewis reported that she will not be able to attend the next Board Meeting. She thanked Dr. Carlson and Chabot College on behalf of an event “Congreso Familiar” which is a group of agencies that work with families with disabled children. The annual regional event has been held at Chabot College for approximately the last eight to twelve years. The event brings between 800 and 1,000 Hispanic participants to the campus for classes—this year there were thirty classes. In addition, approximately thirty non-profit agencies come and table at the event. They specifically wished to thanked Melinda Matsuda and Ramon Parada for their help, as well as the Security Department for helping with problems with the parking ticket machines. She expressed that it is her hope that Chabot College continues to host this event.

PRESENTATION: STUDENT LEARNING OUTCOMES (SLOs)

Dr. Kinnamon acknowledged those involved in this PowerPoint presentation: Dr. Taylor, Dr. Jones, Dr. Machamer and Dr. Arnold as well as faculty members Barbara Ogman and Lauren Hasten.

Dr. Carolyn Arnold presented an overview of the accreditation process in U.S. Higher Education. Dr. Arnold reported that an accrediting team of peers will come and evaluate the colleges in 2009.

It was explained that the new Standards (best practices) for the Western Association of Schools and Colleges (WASC)/ Accrediting Commission of Community and Junior Colleges (ACCJC) ask the colleges to measure:

- What should students learn?
- How well are they learning it?
- What evidence exists that students are learning?
- How can the information be used to improve learning, teaching and the institution.

It was explained that there is a paradigm shift from the old standards which were teaching-centered (are we providing instruction?) and the new standards which are learning-centered (can we demonstrate learning?).

It was further reported that the new standards require institutions to:

- Identify, measure and analyze student learning outcomes (SLOs) at the course, program and degree level;
- Engage in broad-based dialogue about student learning;
- Integrate SLO assessment into all planning and resource allocation processes;
- Provide evidence of this focus on SLOs in the Self-Study.

Dr. Machamer explained Student Learning Outcomes (SLOs) at the course level, noting that they provide a clear description of what students are expected to learn—skills, behavior, knowledge, and attitudes.

Faculty Members Ogman and Hasten presented the difference between grades and SLOs and gave examples of SLOs from each of their courses.

Dr. Taylor reported that the institution will look at the implications for the rest of the institution in the self-study.

In response to a question raised by Dr. Gin, Dr. Taylor reported that at this time both colleges have developed the design of their self-study and are organizing their teams.

Dr. Mertes expressed concern that with SLOs we allow enough flexibility for learning differences. Faculty Member Hasten noted that student success does require accommodation.

Mrs. Dvorsky reported that she recently attended a conference that had a tremendous number of workshops on SLOs and Retention. She reported that Congress asked Secretary of Education Margaret Spellings to quit setting standards and numbers for colleges to adhere to, and noted there is no reauthorization bill as yet. She also reported that there is no longer tuition sensitivity in regards to students applying for grants.

Mr. Vecchiarelli questioned if each class had multiple SLOs. Faculty Member Ogman reported faculty members will determine that, but they will start with one. He also noted that students need to walk away with concepts and the overall picture (Bloom's Taxonomy of Education). Faculty Member Ogman reported that they use Bloom's in designing SLOs.

Dr. Lewis questioned what affect, if any, this will have on curriculum review, student retention and faculty retention. Dr. Taylor reported that Chabot College already has expected outcomes in their course outlines so there are measurable outcomes. The process of working on this will sharpen the way they handle assessment. Because faculty will focus on a particular learning outcome, that will work its way into the structure of the course. It was reported that at Las Positas College they are trying to imbed this into the program review process. Curriculum review process along with student learning outcomes process will be tied to resource allocation and planning. This should affect retention, should help faculty feel empowered and should be part of the institutional planning process.

Dr. Cedillo questioned if staff was aware of any other institutions that have gone through this accreditation previously or are in the midst of one using these standards. Dr. Machamer reported that most colleges are in the planning and beginning implementation phases. In addition, Dr. Carlson reported that we are one of the last ones needing to meet this standard so they will expect us to be furthest along of all the institutions that they have reviewed to date.

Dr. Cedillo noted that he will be interested to see what we are doing with Student Services as it is harder to measure.

Melinda Matsuda reported each student services unit is also developing outcomes to assess their services.

Diane Zuliani reported that some of the faculty resistance is that faculty feel that some teaching will result in measurable outcomes but some result in immeasurable outcomes. She believes that educated people are far more than the sum total of quantifiable units.

On behalf of the Board, Dr. Cedillo thanked the presenters for a wonderful presentation, noting that he looks forward to continuing dialogue on this issue.

PUBLIC HEARING: 2007-08 BUDGETS – GENERAL FUND, CAFETERIA FUND, CHILD DEVELOPMENT FUND, CAPITAL PROJECTS FUND, SELF-INSURANCE (RUMBL) FUND, AND MEASURE B FUND

President Cedillo opened the Public Hearing for the 2007-08 Budgets at 7:25 p.m. Hearing no comments, President Cedillo closed the Public Hearing at 7:26 p.m.

PRESENTATION: 2007-08 BUDGETS

Mr. Legaspi thanked and acknowledged Ms. Judy Hutchinson, Budget Officer, and Ms. Pushpa Swamy, Administrative Assistant in his office for their hard work on the Budget.

Mr. Lorenzo Legaspi gave a PowerPoint Presentation on the 2007-08 Budgets.

Mr. Legaspi's presentation highlighted the following:

- State Budget Summary
 - \$6.227 billion in Proposition 98, +5.6% over 2006-07
 - \$263 million to fully fund the 4.53% COLA
 - \$107.5 million to fund 2% enrollment growth (another 1% remains in our base budget, for a total capacity to fund 3%)
 - \$33.2 million to cover fee retention from \$26 per credit unit to \$20 per credit unit
 - \$80 million for reversion of 2006-07 apportionment funds unused as of March 14, 2008
 - \$80 million base reduction in California Community Colleges apportionments commencing 2007-08
 - \$26.7 million in one-time funds
- Enrollment
 - 2% increase from prior year (Districtwide)
- Budget Summary
 - Source of Funds
 - Use of Funds (87% used for salaries and benefits)
 - General Fund
 - Total Revenues \$105,127,828
 - Total Expenditures \$106,791,042
 - Other District Funds
 - Self Insurance Fund (RUMBL)
 - Cafeteria Fund

 - Child Development Fund

- Property Sale Fund
- Construction Fund
- Chabot College Budget
- Las Positas College Budget
- SB 361 Funding Formula (based on FTES)
- Sound Fiscal Management Checklist
- Looking Ahead
 - 2008-09 System Budget Request (projected to be a maintenance budget)
 - Enrollment
 - Health Care, GASB 45 and OPEB
 - Negotiations
 - California Community College Initiative (February 2008 Ballot)

In reviewing the Self Insurance Fund (RUMBL), Mr. Legaspi reported that the District is using the “pay as you go” formula for retirees and is not setting aside money for future retirees. He noted that the District will need to review this topic fairly soon.

Mr. Legaspi reported that approximately \$600,000 is coming from the Unrestricted General Fund to keep the Child Development Fund afloat.

Mr. Legaspi highlighted the Property Sale Fund (Nike Site) has an ending balance of \$2,117,444. Dr. Cedillo questioned if there is a law for bond money that you have to spend at least 1% each year on art and appreciation. Mr. Legaspi reported our Measure B is under Proposition 39 and that he is unaware of such a law.

Board Members thanked Mr. Legaspi for his presentation, noting they appreciated the ease of reading and understanding the document.

Dr. Cedillo suggested that this presentation be shared with the constituent groups.

Mr. Legaspi responded to questions raised by the Board.

Mr. Vecchiarelli questioned growth rates for the District, noting that we are always low. He believes the formula doesn't reflect true growth. Mr. Legaspi reported that the system needs to do a better job of projecting growth.

ADOPTION OF 2007-08 BUDGETS – GENERAL FUND, CAFETERIA FUND, CHILD DEVELOPMENT FUND, CAPITAL PROJECTS FUND, SELF-INSURANCE (RUMBL) FUND AND MEASURE B FUND

Motion No. 1

Dr. Mertes made a motion, seconded by Dr. Gin, to adopt the 2007-08 Budgets for the General Fund, Cafeteria Fund, Child Development Fund, Capital Outlay Fund, Self-Insurance (RUMBL) Fund, and Measure B Fund and authorize the Vice Chancellor, Business Services to file same with the County Superintendent of Schools and California Community College Chancellor’s Office as required by law.

Motion carried unanimously, 6-0.

NEXT MEETING

The next Board of Trustees Meeting is scheduled for Tuesday, October 16, 2007 at the District Office at 6:30 p.m.

ADJOURNMENT

There being no further business, the Regular Meeting was adjourned at 8:05 p.m.

Minutes completed by:

Beverly Bailey

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