

**CHABOT-LAS POSITAS
COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES
RETREAT**

**MINUTES
January 12, 2011**

PLACE

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

CALL TO ORDER

The meeting was called to order at 10:02 a.m. Recording Secretary Beverly Bailey called the roll. All Board Members were present at the time of roll.

PUBLIC COMMENTS

There were no Public Comments offered at this time.

CLOSED SESSION

Motion No. 1

Trustee Dvorsky made a motion, seconded by Trustee Gin, to adjourn to Closed Session.

Motion carried unanimously, 7-0.

Closed Session adjourned at 12:00 Noon.

OPEN SESSION

The Board readjoined in Open Session at 12:38 p.m. Recording Secretary Beverly Bailey called the roll. All Board Members were present at the time of roll.

ATTENDANCE

Members Present: Trustee Arnulfo Cedillo
Trustee Isobel F. Dvorsky
Trustee Donald L. "Dobie" Gelles
Trustee Hal G. Gin
Trustee Barbara F. Mertes
Trustee Marshall Mitzman
Trustee Carlo Vecchiarelli

Members Absent: None

Managers Present: Dr. Joel L. Kinnamon, Chancellor
Dr. Celia Barberena, President, Chabot College
Dr. Guy F. Lease, Interim President, Las Positas College
Dr. MaryAnne Gularte
Mr. Jeffrey Kingston
Mr. Lorenzo Legaspi

Recording Secretary: Ms. Beverly Bailey

PUBLIC COMMENTS

There were no Public Comments offered at this meeting.

CHANCELLOR**Board of Trustees Self-Evaluation 2010**

Chancellor Kinnamon provided copies of the Board of Trustees Self-Evaluation instrument as well as a Summary of the 2009 Board of Trustees Self-Evaluation. He questioned how the Board wished to proceed and suggested that Ms. Bailey could assist the Board in preparing a Summary of their individual input for 2010.

It was the consensus of the Board that the instrument served its purpose well for 2009. It was also the consensus of the Board that they would submit their Self-Evaluations to Ms. Beverly Bailey and she would prepare a Summary. Trustee Dvorsky suggested Board Members bring their Self-Evaluations to the Board Meeting on Tuesday, January 18.

Board of Trustees Priorities 2009-2011

Chancellor Kinnamon requested feedback from the Board on the Board Priorities 2009-2011. It was agreed that the Board would bring their input on the Board Priorities to the Board Meeting on Tuesday, January 18.

Trustee Boundaries

Chancellor Kinnamon provided to the Board copies of two letters of proposal he received in regards to realignment of Trustee Boundaries. Chancellor Kinnamon reported that with the upcoming release of 2010 Census data, the District will soon need to examine and perhaps adjust its existing Trustee election district boundaries.

Motion No. 2

Trustee Dvorsky made a motion, seconded by Trustee Gin, that the Chancellor evaluate proposals for the services of a demographer and bring his recommendation to the Board.

Motion carried unanimously, 7-0.

Chancellor Kinnamon reported that he would work with Mr. Legaspi and the Purchasing Department to prepare a Request for Proposals (RFP) for the services of a demographer.

Economic Impact Study

Chancellor Kinnamon reported that prior to the last Facilities Bond, the District completed an Economic Impact Study and he is moving forward with the same firm that prepared the last Study – CC Benefits. He reported that an Economic Impact Study will provide information on the District's impact on the local community – what percentage of our budget is infused into the community, how many jobs it creates, and impact of students if they pursue a degree and ultimately get a job in the community. In addition, the study will provide information on what impact the bond measure has had on the community. He noted that this information may be useful in messaging to the community if we need to go out for another bond.

Las Positas College Presidential Search

Chancellor Kinnamon provided a Timeline for the Las Positas College Presidential Search process, noting that the target date for applications is January 20, 2011. He also pointed out that Public Forums for finalists will be scheduled for late February and he hopes to recommend to the Board a new President in early March.

Trustee Gin reported that he recently saw an attractive ad for the Las Positas College President in the Chronicle of Higher Education, noting that it would surely generate interest.

Trustee Dvorsky expressed concern that the present California budget would impact the search. Chancellor Kinnamon noted that the poor economic climate exists everywhere.

Chancellor's 2010-2011 Goals

Chancellor Kinnamon provided the Board with an update of the status of his Goals for 2010-2011.

Trustee Mertes questioned the Statewide structure for Foundations, noting that it has changed so much over recent years. Chancellor Kinnamon reported that a plan for our Foundations will be completed within the next couple months.

Trustee Mertes suggested that discussions need to occur with the Foundation Directors.

Trustee Vecchiarelli suggested that the District look at other Districts that have a functional plan.

Chancellor Kinnamon stressed the importance of having a clear understanding moving forward. He reported that there was a need initially for Legal Counsel, however, now that they have reviewed it, we have options moving forward.

Trustee Vecchiarelli questioned the status of recovering the funds from the two buildings at Las Positas College and expressed concern in the event the contractors went bankrupt. Chancellor Kinnamon reported that the District is pursuing all avenues.

Chancellor Kinnamon reported that the District/Colleges are on course with responses for each Accreditation Team recommendation and are meeting the expectations of ACCJC.

Trustee Gin reported that he recently read an article that ACCJC is raising the Standards of Accreditation. Chancellor Kinnamon reported that the more rigid standards were applied to the District in its recent accreditation.

Chancellor Kinnamon reported that the Educational and Facilities Master Plans may determine the need and feasibility of a Parcel Tax and a Facilities Bond.

Chancellor Kinnamon reported that the District is meeting its targets on Enrollment Management and FTES Allocation to the Colleges.

BUSINESS SERVICES

Mr. Legaspi presented a Summary of the Governor's January Budget Proposal for Fiscal Year 2011-12. The Governor's Budget estimates the 18-month budget gap to be \$25.4 Billion, with \$8.2 Billion occurring in 2010-11 and \$17.2 Billion in 2011-12. The Governor's solution to the deficit is \$12.5 Billion in cuts.

Mr. Legaspi reported that the cut to Community Colleges is \$400 Million, assuming the voters approve \$12 Billion in additional revenues at a June election. If this revenue does not materialize, the Community College share would require an additional \$500 Million cut in each of the next five years. The Governor's Budget Proposal for Community Colleges includes:

- 1.9% enrollment growth funding, equivalent to 22,700 FTES (\$110 Million)
- Decrease of \$400 Million in funding by "reforming census dates" (6.8% budget reduction)
- Increase in fees from \$26 per unit to \$36 per unit (\$110 Million), which would fund the enrollment growth
- 0.00% COLA funding, though the budget estimates a 1.67% COLA
- Ongoing funding of \$89.9 Million for K-14 mandates to provide level funding, relative to 2010-11, for reimbursement of state-mandated costs (current law suspends for three years those programs that were suspended during the 2010-11 fiscal year)
- \$1.7 Million increase in financial aid administration

Mr. Legaspi reported that the budget keeps Proposition 98 funding essentially level, assuming voters approve a five-year extension to the temporary taxes enacted with the 2009-10 Budget.

Mr. Legaspi also noted the budget proposal includes the following:

- Extends categorical flexibility through 2014-15
- \$1.5 Billion cut to CalWORKs
- Cuts to child care programs, including some administered by the California Department of Education
- An additional \$129 Million in inter-year apportionment deferrals

Mr. Legaspi noted concern that delaying the Census date until the end of the semester will result in a smaller enrollment number. Dr. Barberena reported that for Chabot College, the number could potentially be 30% lower. She also pointed out that the Census date has not been determined, that it could be anywhere between the current date and the end of the semester.

Mr. Legaspi also reviewed the District's Projected Changes from 2010-11 to 2011-12 based on the Governor's January Budget Proposal. He reported the District will have a decrease in state funding of \$5.8 Million and a net decrease of \$4.4 Million. With 1.9% enrollment growth funded by \$110 Million in revenues generated by the increase in student fees, he projects a budget deficit of \$7 Million. Mr. Legaspi reviewed the District's Mandated obligations which continue to increase.

Mr. Legaspi reported that the District's essential expenditures for 2010-11 are as follows: Chabot \$3,306,855; Las Positas College \$1,799,601; and District Office \$4,632,341. He stressed the importance of funding these essential expenditures – i.e. supplies, maintenance agreements, and property and liability insurance.

Mr. Legaspi reviewed the District's Actuarial Liability of Retiree Health Benefits as of January 2011. He reported that the Actuarial Valuation is \$118 Million and our Pay-As-You-Go obligation for 2009-10 is \$4.3 Million (pre-SERP). He reported that he projects that the \$4.3 Million will double in the next four or five years and stressed that the District needs to address this issue.

Mr. Legaspi reviewed the 2010-11 budgets for the District's Auxiliary Programs – Bookstores, Community Education, Food Sales, Chabot College Performing Arts Center, and Chabot College Child Development Center.

Chancellor Kinnamon reported that Auxiliary Programs should be contributing to the educational institution. Several scenarios were discussed, stressing the number one priority of serving students.

The Board discussed at length the loss to the Chabot College Bookstore in 2010-2011 of \$97,145. Chancellor Kinnamon recommended that the District prepare a Request for Proposals (RFP) for the Chabot Bookstore and see what type of proposals we receive.

Motion No. 3

Trustee Gelles made a motion, seconded by Trustee Dvorsky, that the Administration prepare a Request for Proposals (RFP) for the Chabot College Bookstore.

Motion carried, 6-1, with Trustee Mitzman stating that he is opposed to privatizing the Chabot College Bookstore.

Trustee Cedillo reported that there are additional cuts coming in child development.

Trustee Gelles stressed that the District's Child Development Center serves a population that needs service and stressed the importance of finding grant money for its support rather than using the General Fund.

Trustee Vecchiarelli questioned if the District pays property taxes on the District Office Building, to which Mr. Legaspi responded that we do not pay property tax. Trustee Vecchiarelli noted that if the District rented a building to be used for other than educational purposes, the District would be required to pay property tax. Mr. Legaspi reported that rental fees will allow for those expenditures.

Mr. Legaspi reported that we will have a better sense of the budget by the end of March as Governor Brown wants the legislature to make a decision in March.

FACILITIES, PLANNING, DEVELOPMENT AND PROPERTY

Facility Master Plan

Mr. Kingston provided an update of the Facilities Master Plan RFP. At the next Board Meeting, he will ask the Board to approve the selection of Steinberg Architects. He reported that Steinberg Architects will work in conjunction with the Educational Master Planner, gkkworks.

Energy Program

Mr. Kingston provided an update of the District's Energy Program, its current energy use as well as plans for potential energy efficiency/generation projects. He reported that the District generated 28% of its power usage, offsetting approximately half a million dollars. It is recommended the District invest in solar; fuel cells, which operate 24/7; and additional energy efficiency measures. Mr. Kingston recommended that ground mount Photo-voltaic (PV) Solar be installed at Las Positas College because of its ease and speed of installation, and lower cost/higher return on investment (ROI). He proposes Las Positas College because of the availability of land that has no future plans for development. Proposed energy efficiency measures include:

- Heat pools with central plants/fuel cells;
- Connect central plant to more buildings;
- Evaluate energy use for energy savings;
- Building management system – set points;
- Replace air systems with variable speed;
- Athletic field lights – pay for use system;
- Bid energy through JPA
- Retrofit lighting;
- Consolidate classes in specific buildings.

Trustee Mitzman expressed concern with potential theft of ground mount solar panels and additional costs for security. Mr. Kingston reported that the proposed ground mount PV solar panels are larger and harder to steal. He also proposed the possibility of mounting panels with security cameras.

Mr. Kingston reported that he would prepare a report of costs, noting that the money could be borrowed from the bond funds at 0% interest.

In response to a question raised by Trustee Dvorsky regarding the possibility of installing ground mount PV solar panels at Chabot College, Mr. Kingston reported that Chabot College does not have land available as does Las Positas College. He also reported that Las Positas College could generate more off the District's entire energy bill with fewer solar panels due to their climate.

Trustee Mitzman proposed converting the Dublin building to solar energy. Mr. Kingston reported that he is looking at opportunity costs currently. However, he noted the possibility of covered parking and solar on the roof at the Dublin site.

Chancellor Kinnamon reported that Cabinet is trying to come up with ideas for cost savings and cost avoidance. He reported that energy costs are on-going expenditures vs. one-time expenditures and staff is exploring opportunities to lower these costs. He expressed that more solar energy would bring more positive feelings from staff and the community.

Mitigation

Chancellor Kinnamon reported the District has received a letter from the Alameda County Transportation Commission expressing interest in purchasing species mitigation credits from the District's conservation easement for the State Route 84 Expressway Widening Project. He reported that they are interested in approximately 40 acres of credit. He reported that the District has a 400 acre conservation easement on the Murray Ranch that provides habitat for their three target species – California red-legged frog, California tiger salamander and San Joaquin kit fox. Chancellor Kinnamon reported that the District originally paid \$10,000 per acre. He reported that the District currently has 206 acres set aside and the proposed 40 acres would be added to that.

Mr. Kingston reported that Mr. Steve Rottenborn, a Geologist, conservatively estimates the current value at \$15,000 to \$18,000 per acre. Mr. Kingston recommends the District maintain the endowment and the species and Alameda County would pay into our endowment. At a later date, Las Positas College Biology Department could use the money to manage the species.

In response to a question raised by Trustee Mitzman, Mr. Kingston reported that Alameda County would purchase the easements outright and would be required to set aside a certain amount, determined by the U.S. Department of Fish and Wildlife, and the interest would be used to maintain the species.

Mr. Kingston reported that he has contacted the Alameda County Transportation Commission to try to ascertain their budget for this project.

Future Planning - Bond Measure

Chancellor Kinnamon provided the Board with a timeline for processing a Proposition 39 Bond Election. He reported that the Educational and Facilities Master Plans will be completed in the Spring and will determine if there is a need for more facilities.

Mr. Legaspi reviewed the timeline for a Proposition 39 Bond Election.

Mr. Kingston reported that the initial assessment of the current bond is that there is a need for additional facilities and noted that there is a list of future projects. He stressed that planning is critical for a successful bond measure.

EDUCATIONAL SERVICE AND PLANNING

Mr. Kingston provided an update of the Educational Master Plans process. He reported that gkkworks has provided an initial assessment and validation of existing college planning information and recommends moving forward with a comprehensive District-wide Educational Master Plan to include four components: Chabot College, Las Positas College, Contract Education and the educational hub concept, and the Facilities Master Plan.

Chancellor Kinnamon provided information on the essentials of a parcel tax as well as the timeline, provided by the Community College League of California. He reported that the District will review this possibility as we review the Educational Master Plan. He noted the current economic challenges.

HUMAN RESOURCE SERVICES

Supplemental Employee Retirement Program

Dr. Gularte provided the Board copies of the materials provided to employees eligible for the SERP. She reported that there has been a good response to date and hopes that approximately 40 employees will take advantage of the SERP. She reported that Keenan will provide counseling sessions for interested employees. She reported that the SERP

provides the District the opportunity to look at the organization based on the needs of the Colleges and District.

Chancellor Kinnamon reported that he estimates the District can save approximately \$2.6 Million from the SERP. He noted that not filling positions left vacant by the SERP will be a strain on the District but may be a necessity.

Trustee Vecchiarelli questioned the savings for the District from the SERP, noting the loss of expertise. Trustee Vecchiarelli also questioned the affect of the last SERP on the District's obligation for the Retiree Health Benefits. Mr. Legaspi responded that that is why the District has a minimum number of retirees to realize a savings.

Chancellor Kinnamon reported that the minimum number for faculty is 21 and reported that the District would most likely not replace many of that number.

Trustee Cedillo expressed that it is the Board's responsibility to raise the issues and cautions and that ultimately the end decision comes back to the Board. He expressed that he does not see any help from the state, and noted that "we don't have a choice but to proceed cautiously."

Chancellor Kinnamon reported that he would again provide the Board with the projected cost savings from the SERP.

Emergency Preparedness and Workplace Safety

Dr. Gularte provided the Board with copies of an update of accomplishments in Emergency Preparedness and Workplace Safety for the period of January 2009 to January 2011, recognizing the work of Mr. Frank Ramos.

Trustee Gin questioned the trend of classroom disruptions, noting the recent incident in Tucson, Arizona. Dr. Barberena reported that the College has not seen an increase over the past year. She reported that the Chabot College Vice President of Student Services is reviewing the processes for student discipline.

Trustee Gelles requested a verbal report in the next couple of months on safety issues in parking lots and classrooms. In addition, he requested that there is a Security Officer present at all Board Meetings.

Dr. Gularte reported that the District will host a Crisis Management Workshop for Administrators on January 21, facilitated by Ms. Donna Williamson.

Trustee Gelles stressed the importance that staff knows what to do in an emergency and that the Board and District Administration is making every attempt to protect them.

Trustee Mitzman recognized the efforts and outstanding work of Mr. Frank Ramos.

GOOD OF THE ORDER

Trustee Cedillo thanked staff for their presentations and preparation for today's Retreat.

ADJOURNMENT

Motion No. 4

Trustee Gelles made a motion, seconded by Trustee Dvorsky, to adjourn the meeting at 3:13 p.m.

Motion carried unanimously, 7-0.

NEXT MEETING

The next Board of Trustees Meeting is scheduled for Tuesday, January 18, 2011 at the District Office at 6:30 p.m.

Minutes completed by:

Beverly Bailey

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