

Trustee Hal G. Gin
Trustee Marshall Mitzman
Trustee Carlo Vecchiarelli (arrived at 6:40 p.m.)
Student Trustee Kris Adhikari (arrived at 6:58 p.m.)
Student Trustee Nicole Pinto

Members Absent: Trustee Barbara F. Mertes (Excused)

Recording Secretary: Ms. Beverly Bailey

Managers Present: Dr. Judy E. Walters, Interim Chancellor
Dr. Susan Sperling, President, Chabot College
Dr. Kevin Walthers, President, Las Positas College
Ms. Vanessa Cormier, Chabot College
Ms. Julia Dozier
Mr. Wyman Fong
Mr. Jeffrey Kingston
Mr. Lorenzo Legaspi
Ms. Paulette Lino
Ms. Jeannine Methe
Ms. Dyan Miller
Dr. Janice Noble
Ms. Diana Rodriguez
Ms. Sylvia Rodriguez
Mr. Rajinder Samra
Mr. Gerald Shimada
Ms. Barbara Yesnosky

Others Present: Dr. Carolyn Arnold, Chabot College
Ms. Dolly Balangitao, Chabot College
Ms. Cindy Balero, Las Positas College
Ms. Corinna Calica, Las Positas College
Mr. Sean Day, Las Positas College
Mr. Dave Fouquet, Chabot College
Ms. Kambiz Ghafourpour, Las Positas College Child
Development Center, Parents' Advisory Committee
Ms. LaVaughn Hart, Las Positas College
Mr. Ming Ho, Chabot College
Ms. Melissa Korber, Las Positas College
Dr. Charlotte Lofft, President, Chabot-Las Positas Faculty
Association
Ms. Jodi Mascaro, Las Positas College

Mr. James Matthews, Chabot College Faculty Senate
Mr. Rashim Mogha, Las Positas College Child Development
Center, Parents' Advisory Committee
Ms. Laura Reno, California Mentor Program, Livermore
Ms. Zina Rosen-Simon, Las Positas College
Mr. Todd Steffan, Las Positas College Classified Senate
Ms. Sarah Thompson, President, Las Positas College Faculty
Senate
Ms. Virginia Tsubamoto, Las Positas College
Ms. Rachel Ugale, District Services
Ms. Jeanne M. Virgilio, Las Positas College
Ms. Diane Zuliani, Chabot College

PLEDGE TO FLAG

Trustee Dr. Gin led the pledge to the flag.

GOOD OF THE ORDER

President Cedillo reported that this is a Board Study Meeting and no decisions will be made at this meeting. He reported that the Presentations scheduled on the agenda will be heard.

PUBLIC COMMENTS

Ms. Diane Zuliani invited the Board to attend the Chabot College Public Art Open House Celebration on Thursday, March 21, 4-6:30 p.m., Building 700.

Mr. Todd Steffan invited the Board to attend the Las Positas College Veterans First Program Celebration honoring Women Veterans on Thursday, March 21, 1-3:00 p.m.

Ms. Rashim Mogha, Las Positas College Child Development Center Parents' Advisory Committee, thanked the Board for keeping the Center open. She provided the Board with an update on the parents' efforts to market the Center.

Mr. Kambiz Ghafourpour, President, Las Positas College Child Development Center Parents' Advisory Committee, provided the Board with an update on the Committee's fundraising efforts, which included a Scholastic Book Fair. He noted that marketing is critical, such as on Craigslist. He reported that long-term fundraising efforts are also being planned.

Mr. Dave Fouquet, on behalf of the Chabot College Academic Senate, requested that the Board table the presentation scheduled for this meeting regarding the District Budget

Allocation Model. He reported that the Model is currently under discussion at District Budget Study Group (DBSG). He expressed that at this time it is premature to be discussing the Model before the Board. He reported that Version 3 is about restoration of functionality to the Colleges, noting that since the recession started, both Colleges have suffered the brunt of the reductions of revenue allocations (12.5% over last 5 years).

Mr. James Matthews presented the Board with a resolution adopted by the Chabot College Academic Senate. The resolution resolves that the Academic Senate of Chabot College requests that, in the occasion that differing models are being advocated, representatives of any and all models should be allowed to present their model. He noted that the Senate feels it is premature to discuss the Allocation Model, noting that there are currently three models under discussion. It was also noted that the DBSG was not informed of the presentation scheduled for the Board Meeting.

Ms. Vanessa Cormier invited the Board to attend the Chabot College celebration honoring Women Veterans sponsored by the Chabot Veterans' Task Force, Chabot Student Veterans' Organization, and Associated Students of Chabot College on Tuesday, March 12, 5-7:30 p.m.

PRESENTATION: INSTITUTIONAL RESEARCH – INCREASING STUDENT SUCCESS, CHABOT AND LAS POSITAS COLLEGES

Chabot College

Dr. Carolyn Arnold, Chabot College Office of Institutional Research, presented a PowerPoint Presentation entitled "Determining Capacity and Demand for Basic Skills and College-level Courses." She reported that the Planning, Review, and Budget Council (PBRC) is using data on the capacity and demand for Basic Skills and College-level courses to optimally allocate resources of faculty time to best serve students while meeting the productivity goals needed to secure funding. She reported that Chabot College's one Strategic Plan Goal for this year is to "increase the number of students who achieve their educational goal in a reasonable time." She reported that the educational goals of most Chabot students are AA/AS Degrees and/or transfer to four-year colleges. She also reported that the strategic goal coincides with pressure from federal and state agencies to increase completion. Dr. Arnold reported that Chabot College's Completion and Transfer rates are at the state average.

Dr. Arnold reported that two major questions arise, "why aren't more students completing?" and "how can that number be increased?" Preliminary answers include:

- Bottlenecks in courses that students need;
- Bottlenecks cause continuing students to stay;

- Students who stay start “swirling” to other courses;
 - “Swirling” – staying longer at Chabot by taking courses not needed while waiting for required courses;
- “Swirling” blocks access to other students;
- Courses that new students need are already filled when they start to register.

Dr. Arnold reported that it was determined that a large number of high unit students still needed Basic Skills English and Math courses.

Dr. Arnold reported that in order to create a balance and increase the number of Basic Skills sections, the Chabot Enrollment Management Committee has proposed faculty allocations of: 50% low class-size bottleneck courses; 30% medium class-size bottleneck courses (General Education courses of 44 students); and 20% high class-size courses (large lecture, PE classes). Secondly, Chabot English Faculty has examined student demand for English courses and allocated faculty time equally among Basic Skills English and College English. Thirdly, Chabot Faculty with General Education Courses examined course wait lists to identify classes that closed earliest and classes that had the longest waiting lists, and allocated faculty time to the most needed courses.

Dr. Arnold reported the following conclusions, which if balanced, more students will complete their goals.

- The College can’t completely meet the demand;
- Most students need both Basic Skills and College-level courses;
- The College can alleviate some of the bottlenecks at each level;
- The College can meet its funding base.

Board Members expressed appreciation to Dr. Arnold for her report. Dr. Arnold responded to questions raised by the Board.

Trustee Mr. Gelles expressed that Chabot College and Las Positas College Faculty have done a “banner” job. He noted that it is an “age old” problem of not enough money to meet the needs. He also expressed that K-12 needs to do their job; and that students should not have to “stick around” a community college for five quarters to get a basic class. He stressed that we must find the money.

Trustee Dr. Mitzman questioned the student drop rate; to which Dr. Arnold reported that the drop rate from the College is 25%. She also reported that class drop rate is approximately 10% but varies by subject and level of class. He questioned how a student could succeed in classes when they don’t have proper English as a foundation, suggesting infusing the teaching of English into other classes. Dr. Arnold reported that a lot has been done on initiatives and research groups to bring training to Faculty that they are training

students who haven't had Basic Skills classes, i.e. focus study groups on "How to Succeed in your Classes."

Trustee Dr. Gin expressed that it is obvious that bottlenecks need to be broken. He expressed that students not satisfied with their experience at the Colleges are probably gone. He reported that the next step is to find a solution. Dr. Arnold expressed that now that the problem is identified, the College is optimistic in finding or creating a solution.

Student Trustee Adhikari expressed concern that the wait list puts older students at a slight disadvantage and newer students at an advantage, suggesting that wait lists contribute to bottlenecks. He explained that prior to implementing wait lists, when a class opened up, higher priority students got in first; and now the students with the lower wait list number get priority.

Ms. Methe responded to Mr. Adhikari's comment, reporting that students with the highest priority for registration would have the first opportunity to register and to be put on the wait list.

Trustee Mrs. Dvorsky questioned if these findings in Basic Skills and the withdrawal rate is the trend among the other Bay 10 Community Colleges. Dr. Arnold reported that the students need the community colleges, so they don't withdraw no matter how hard it is. She believes it would be the same at other community colleges.

Trustee Vecchiarelli expressed that "swirling" can be devastating to some students and will hurt some programs. He questioned if students are over enrolling in classes/units. In response, it was reported that 18 units is the maximum for which a student can register.

Las Positas College

Mr. Rajinder Samra, Las Positas College Office of Institutional Research and Planning, presented a PowerPoint Presentation entitled "Math Assessment and Progression Data at Las Positas College." He reported that answers to the following questions were sought:

- How academically prepared are first-time college students for Math at Las Positas College (Fall 2012)?
 - Transfer-Level Math, 26%; 1 Level Below, 28%; 2 Levels Below, 30%; and 3 Levels Below 16%)
- What are the transfer-level Math successful completion rates of students based on their starting Math course?
- Of the students who reached transfer-level Math, what were their success rates based on their starting Math courses?

Mr. Samra presented the findings and challenges of the data. He reported that the lower the level of Math in which students enter, the less likely they are to achieve success rates in transfer-level Math. He reported that students entering 3 levels below transfer-level would take 3.5 years to their pathway to transfer-level Math. He reported that the findings are typical of all community colleges in California.

Mr. Samra presented how the results of the research will be used at Las Positas College:

- Communicating the results to the community;
- Communicating the importance of the assessment test to students;
- Proposing a refresher one-unit Math course.

Board Members expressed appreciation to Mr. Samra for his presentation. Mr. Samra responded to questions raised by the Board.

Trustee Mr. Vecchiarelli expressed appreciation that the College is articulating the results to high schools. He expressed that he believes there is a need for Math and English remediation somewhere prior to entering the community colleges.

In response to concerns expressed by Trustee Mr. Vecchiarelli, Dr. Walthers reported that he believes it is not an ability problem. He also stressed the importance of the assessment test. As an example, he noted that Veterans need to get on the Math Pathway as soon as possible. He also expressed that we need to find ways to move students up the ladder.

Trustee Dr. Gin questioned the number of times a student can repeat a course, to which Dr. Walthers reported that the State limits repeating a course to three times. Mr. Samra also noted that “repeaters” do less well.

Board President Dr. Cedillo reported he has discussed with the Chancellor a “bucket list” for future Board Agenda items, noting that perhaps a presentation on the Student Success initiative could be included.

**PRESENTATION: INTERNATIONAL STUDENT PROGRAM UPDATE,
CHABOT AND LAS POSITAS COLLEGE**

Chabot College

Ms. Paulette Lino, Director of Admissions and Records, and Ms. Dolly Balangitao, Coordinator of International Student (IS) Program, gave a PowerPoint Presentation on the International Student Program at Chabot College. The following is an outline of the presentation:

- Governing Bodies;
- Application Process;
- Tuition and Fees;
 - \$289 per unit total tuition and fees;
- Spring Semester 2013 Statistics;
- Staffing;
 - 50% staff reduction. One full-time Classified Professional, with one hour per week of Counseling Support;
- International Student Enrollment Comparison 1997-2013; significant drop
 - 250 in Fall 1997-98;
 - Below 100 in Fall 2012-13;
- Transfer Statistics;
- Student Services;
- International Club of Chabot College.

Trustee Mr. Vecchiarelli questioned the drop in International Students since 1997-98. He stressed that many of our neighboring community colleges are making a lot of money on International Student Programs. He noted that this District could generate much needed funds to help the Budget shortfall.

Trustee Dr. Gin expressed that Chabot College's Sister College in China is waiting to hear from us and asking what is going on with the agreement.

Dr. Sperling expressed that defunding and the budget crisis of these last few years has limited the College to provide the services needed for students, including International Students. She expressed that "seed money" and funding is needed to support the IS Program.

Las Positas College

Ms. Cindy Balero and Mr. Sean Day, Las Positas College International Student (IS) Program, presented a PowerPoint Presentation on the Las Positas College International Student Program. The mission of the IS Program is to facilitate the successful academic and cultural transition of International Students to Las Positas College and to the American educational system. The presentation included an overview of the Program, with an emphasis on student enrollment trends (statistics), expanding admission of students via the ESL Program, revenue generation, and ideas for future growth. The following is an outline of the presentation:

- Program Overview;
 - ESL;
 - Program Services;

- Enrollment Trends;
 - Countries Served;
 - Headcount (21 in Fall 1997-98; to 131 in Spring 2012-13);
- Revenue;
 - Program Costs (highest among Bay 10 Community Colleges);
 - Comparison;
- Moving Forward;
 - Expanded ESL curriculum at the lower levels;
 - Additional support staff to accommodate growth;
 - Curriculum to address cultural adjustment;
 - Summer Bridge Program (intensive language program);
 - Priority registration;
 - Develop and implement a recruitment plan.

Board Members expressed their comments and/or concerns.

Trustee Mr. Gelles noted the problem of reduced funds, and expressed that he would be against using General Funds for the International Student Program, which must be self-supporting. In response, Dr. Walthers reported that the Las Positas College IS Program is self-supporting. Dr. Walthers also noted that for every five (5) International Students brought in, it allows the College to offer an additional section.

Trustee Dr. Gin expressed appreciation for the well-done documents provided, including the International Student Handbook. He noted that there are many for-profit organizations that train and recruit International Students that are succeeding because many in the outside community are unaware of what community colleges offer. He expressed that he is encouraged by the enrollment numbers.

PRESENTATION: CHILD DEVELOPMENT CENTER UPDATE, LAS POSITAS COLLEGE

Ms. Corinna Calica, Director, Child Development Center, presented a PowerPoint Presentation and video highlighting interviews of student teachers. She presented an overview of the Program, and outlined the steps taken to help increase enrollments and increase revenue this past year. The following is an outline of the presentation:

- 2012-13 Current Costs;
 - Monthly Cost \$30,180;
 - Ten-Month Cost \$301,800;
- Analysis of Revenue;
 - Projected Revenue \$160,000;

- Projected Shortfall 2012-13;
 - Shortfall \$141,800
- Fall 2013 Projection;
- Breakdown of Enrolled Families;
- Potential Partnership Projects;
- Next Steps;
 - Summer 2013 Program Survey;
 - Tuition Fee change to address longer hours;
 - Fall 2013 Registration in progress, assessing 3-4-5 day enrollments;
 - Pursue Educational Partnerships;
 - Preschool soccer an enrichment activity;
 - Summer Open House Projects;
 - Flyer and Postcard Mailings.

Student Trustee Adhikari raised the question of cost comparisons with other pre-school centers in the Tri-Valley area, to which Ms. Calica reported that the Center is slightly higher than the average costs, which she believes is justified by the high caliber staff and state-of-the art facility.

Trustee Dr. Gin expressed that first priority be given to students before community and faculty and staff. In response, Ms. Calica reported that enrollment is first-come, first-served but every effort is made to make room for students.

Trustee Mr. Gelles expressed that we must do something to bring in more children because with the budget shortfall, the District cannot use General Funds to cover child care. In response, Ms. Calica expressed that awareness and visibility has not yet happened at Las Positas College. She expressed that it will need the effort of the whole campus community.

Trustee Dr. Mitzman also stressed that the program must be self-sustaining. He also stressed the need for a balanced approach. He expressed that he would like to see the program succeed.

In response to a question raised by Trustee Dr. Mitzman regarding enrollment in the program, Ms. Calica reported that there is room in the pre-school program but that the toddler program is over-enrolled and has a waiting list.

Trustee Ms. Dvorsky expressed that the Las Positas College Center is a “gem” and it must be advertised to the community in order for it to succeed.

In response to a question raised by Trustee Mr. Vecchiarelli, it was reported that the program is generating FTES through the student observations and class child development projects.

Trustee Mr. Vecchiarelli questioned if the Center is turning away any children because they can't pay. In response, Ms. Calica reported that individuals unable to pay are referred.

Ms. Vanessa Cormier noted that in order for Las Positas College to bring in more students, the Center would have to add another staff member.

Dr. Sperling provided the Board with copies of a fact sheet for the Chabot College Child Development Center but did not make a presentation at this meeting. She noted that the Chabot College Program is a very different model than the Las Positas College Center and brings in over half a million dollars in subsidies and funding from the Department of Education, Headstart, and a variety of other sources. In addition, many children of student-parent families are served. She also noted that the Chabot program has been developing over many years.

Board President Dr. Cedillo reported that the Board was to receive a financial plan and marketing plan for the Child Development Center based on Board discussions one year ago with the Parents' Advisory Committee. He expressed that he is bothered by the cost and large shortfall, and does not see evidence that the program can be self-sustaining. He asked the Chancellor - does this Board need to accept the fact that laboratory schools are subsidized by the institution, or as other districts have done, does the District outsource the children's center(s). He expressed that as a District "we have our work cut out."

PRESENTATION: BUDGET UPDATE ON FY 2012-13 AND UPDATE ON NEW ALLOCATION MODEL FOR FY 2013-14

Budget Update 2012-13

Mr. Legaspi presented a PowerPoint Presentation on the 2012-13 Budget. The following is an outline of the presentation:

- Budget: How we Started the Year;
- Adjustments and Assumptions: Changes During the Year;
- Projection: How we Expect to End the Year

Mr. Legaspi also outlined the following "Good News":

- Reversed Deficit Spending;
- Improved Reserve Balance;

- Payback RUMBL Fund;
- Successful Bond Refinancing

Mr. Legaspi was pleased to report that the District reversed its deficit spending for the first time in a very long time, with Revenues over Expenditures in the amount of \$1,702,529. He also highlighted that the Fund Balance is currently 7.42% (above the required 5%). He reported that the District allowed for a bigger deficit from the State for 2011-12, allowing for approximately \$459,000 to be put towards this year. He explained that the State funding is delayed 18 months. He reported that when Proposition 30 passed, there was \$50 million for growth, which the District took advantage of, bringing in approximately \$859,000. He reported that after expenditures, there is a net gain in expenditures of approximately \$445,000.

Dr. Walters reported for clarification that in this District when you built budgets, you built in what was very often thought to be the deficit fees that the State Chancellor would “hit” the Colleges with. She reported that the District just received notice that the “hit” would be \$1.5 Million, which had already been built into the budget. As we wait for the 18 months to pass to see what the State will give us, the District will build its Fund Balance up, noting 8.37% is a very nice number. She reported that as the Fund Balance increases, funds can be used to pay back the RUMBL Fund.

Trustee Dr. Mitzman questioned if there is no District mortgage to pay, are those funds included in the Budget for expenses? Board President Dr. Cedillo asked that Trustee Mitzman’s question be responded to in writing for the Board.

Mr. Legaspi also reported that both District Office buildings were paid off using Measure B interest earnings. He reported that 5020 Franklin is being actively marketed for lease and is expected to generate approximately \$200,000 a year.

Student Trustee Adhikari questioned if the rental income could be used for classes, to which Mr. Legaspi reported that those funds would be unrestricted.

In response to a question raised by Trustee Mr. Vecchiarelli, Dr. Walters reported that there are no Local Funds included in the Budget; in that local funds will currently stay where they are generated.

Mr. Legaspi reported that the 2013-14 budget needs to be developed, noting that the Tentative Budget will be approved in June.

New Allocation Model

Mr. Legaspi presented a PowerPoint Presentation on the three proposed versions of the New Allocation Model, resulting from the work of DBSG. He outlined the major differences between the versions, and provided copies of each version for reference. An outline of his presentation is as follows:

- Accreditation Recommendation and Special Report;
- District's Response;
 - Role of the District Budget Study Group (DBSG);
 - Guiding Principles;
 - Model Concept;
 - One Model – Version 1.2; Version 2.2; Version 3.

Mr. Legaspi reported that a New Allocation Model is required in response to a recommendation of the Accreditation Commission to “complete an evaluation of the resource allocation process in time for budget development for the 2010-2011 academic year, ensuring transparency and assessing the effectiveness of resource allocations in supporting operations.” He reported that the Allocation Model is the purview of the DBSG.

Mr. Legaspi reported that there are questions surrounding the implementation of the Model which still need to be addressed. Mr. Legaspi reported that if DBSG and District Management can reach agreement, procedures shall be administratively adopted and policy shall be presented to the Board of Trustees for approval. If the DBSG and District Management cannot reach agreement on procedure or policy, then the two separate positions shall be presented to the Board who shall decide the matter.

In response to a question raised by Trustee Mr. Vecchiarelli, Mr. Legaspi reported that there are no District revenues for International Students in the new Model. Fees generated from International Students will stay with that College's Program.

Trustee Mr. Gelles expressed hope that a decision is reached by the Committee, noting that either way, a decision must be made as this has been going on for several years. In response, Mr. Legaspi again stressed that the 2013-14 Budget must be developed. The Tentative Budget will be presented in June.

Trustee Dr. Mitzman questioned if there is a deadline for the Allocation Model, to which Dr. Walters reported that she has asked for a recommendation from DBSG by the 15th of March. She reported that the Accreditation Report is due April 1. She reported that the Board will need to certify the Model at its meeting on March 19. She reported that an evaluation process will be built in the Model, allowing for revisions.

Board President Dr. Cedillo noted that the Board has been concerned about an Allocation Model for a long time. He also noted that the Board hired a Consultant to assist in developing the Allocation Model. He expressed that it is hoped that a conclusion be reached sooner rather than later. He expressed appreciation for the hard work that has been done to date.

In closing his presentation, Mr. Legaspi reported the following “good news.”

The District can start to pay back RUMBL with \$1.4 million one-time monies, which was part of the solutions prepared for the anticipated trigger cuts before the passage of Proposition 30.

He also highlighted that the District recently sold its refunding bonds, which generated \$12 million in savings for the taxpayers in our community. He noted that the District does not directly receive any of this money, which goes directly to our taxpayers in terms of lower property taxes that pay for our General Obligation Bonds. He reported that the District was able to reduce the interest rates on the prior bonds from an average of 4.97% to 3.05%.

Trustee Mrs. Dvorsky questioned how the District would publicize the refinancing of the bonds, which generated a savings for taxpayers. She expressed that this is critical if the District goes out for another parcel tax and will let taxpayers know that the District is responsible. Mr. Legaspi reported that he has a press release pending and will follow through.

Trustee Mr. Vecchiarelli echoed Mrs. Dvorsky’s comment, noting that the District needs a Public Information Officer.

Mr. Matthews suggested highlighting the Bond Refinancing in the Measure B Annual Newsletter to the Community.

In response to a question raised by Trustee Mr. Vecchiarelli, Mr. Legaspi reported that \$2.5 million was borrowed from the RUMBL Fund in order to allow for a 5% Reserve.

Board President Cedillo expressed that there are many challenges ahead for the District. The Child Development Center is a high priority for Las Positas College. In addition, a new Allocation Model is a high priority.

ADJOURNMENT

Motion No. 1

Trustee Mr. Gelles made a motion, seconded by Trustee Dr. Gin, to adjourn the Study Meeting at 9:07 p.m.

Motion carried unanimously, 6-0.

NEXT MEETING

The next meeting of the Board of Trustees is scheduled for March 19, 2013 at 6:30 p.m. at the District Office.

Minutes prepared by:

Beverly Bailey
Recording Secretary

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