

**CHABOT-LAS POSITAS
COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES
RETREAT**

**MINUTES
March 4, 2014**

PLACE

Chabot-Las Positas Community College District, 7600 Dublin Blvd., Dublin, California.

CALL TO ORDER

The meeting was called to order at 10:00 a.m. Recording Secretary Beverly Bailey called the roll. Trustee Dr. Mitzman was absent at the time of roll.

ATTENDANCE

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

Members Absent: Trustee Dr. Marshall Mitzman

Managers Present: Dr. Jannett N. Jackson, Chancellor

For Discussion on Friends of Chabot College Foundation
Update:

Dr. Susan Sperling, President, Chabot College
Dr. Maria Ochoa, Director, Friends of Chabot College
Foundation

For Discussion on Role of the Trustee:
Dr. Wise Allen

Recording Secretary: Ms. Beverly Bailey

PUBLIC COMMENTS

There were no Public Comments offered at this meeting.

FRIENDS OF CHABOT COLLEGE FOUNDATION UPDATE

Dr. Maria Ochoa presented a PowerPoint Presentation on the status of the Friends of Chabot College Foundation, an auxiliary foundation. She reviewed the Foundation's future vision and projected outcomes. She reviewed the history of Foundations and also provided an update on the dissolution of the previous Chabot College Foundation. She reported that the previous Foundation was an independent, tax exempt foundation (501c3).

After a lengthy discussion, it was the consensus of the Board that the District needs to bring closure to the previous Chabot College Foundation, including dissolution of remaining funds.

Dr. Sperling, responding to Board Members' questions and concerns, reported that in the formation of the new Friends of Chabot College Foundation, the key measure was that it is an auxiliary foundation and reports to the College President. She reported that the Foundation is intimately connected to the mission and goals of Chabot College. She reported that she worked with Dr. Judy Walters and Mr. Randy Parent who structured the "Gold" standard of an auxiliary organization.

Dr. Sperling reported that the By-Laws of the Friends of Chabot College Foundation require an annual audit. The Board stressed the issue of accountability and expressed that President Sperling will be held accountable for the Foundation through audits. In response to a question raised by the Board, Dr. Sperling reported that if the Board decided to dissolve the Foundation, it would be dissolved.

Trustee Gelles reported that he looks forward to an update on the Foundation in one year.

RECESS

The Board recessed between 11:00 am and 11:17 a.m. due to a precautionary PG&E utility check of fumes emanating from the restrooms.

INTEGRATED PLANNING AND BUDGET MODEL (IPBM) PRESENTATION

Chancellor Jackson presented a PowerPoint presentation of the proposed Integrated Planning and Budget Model (IPBM). She reported that the District did not have a process of integrating the budget with the planning processes conducted at the Colleges. She reported that the Chancellor's Work Group Subcommittee (Chancellor Jackson, Yvonne Wu-Craig, Rajinder Samra, and Dave Fouquet) was formed to establish guidelines, goals and a timeline for completion, which she reviewed with the Board. She also reviewed the Model's Committee charge and membership. The District-wide committees consist of an Educational Support Services Committee (ESS), Facilities Committee, Technology Coordinating Committee (TCC), and Planning and Budget Committee (PBC).

Dr. Jackson reported that she met with all the constituent groups; at Chabot College, at a Town Hall Meeting at Las Positas College, and with District Office Staff. She reported that feedback from those groups was compiled into the document. She reported that the Draft Model has a link on the District Web page under the Chancellor/Board of Trustees menu bar. She reported that she will go back to DBSG on March 7 and will present the IPBM for approval by the Board as a Consent Item at its next meeting on March 18.

In response to a question raised by Trustee Mr. Vecchiarelli regarding the Biology Building Renovation, Dr. Jackson reported that an update on Measure B Projects will be presented to the Board at its meeting of April 15.

ROLE OF THE TRUSTEE

Dr. Jackson introduced Dr. Wise Allen and reviewed his biography as a three-time College President and District Chancellor with over 40 years of Educational Administration experience. She reported that Dr. Allen is working with administrators on leadership development. He is also assisting the District with enrollment management. In addition, he has identified issues looming on the horizon; for which she will need the Board's support. She reported that the District will need to complete a Strategic Plan and the Colleges' Educational Master Plans prior to the District's next Accreditation Process visit.

Dr. Wise Allen reviewed the status of the Board's expectations of the Chancellor as developed at the July 31, 2013 Board Retreat:

- Open and honest communication between Chancellor and Board;
- Each Board Member should receive the same information;
- Be candid and honest (no surprises);

- Board Members to directly call the Chancellor with questions and comments; Chancellor will follow up with all Board Members;
- When Board Members receive a call or complaint, they will direct call to the Chancellor; Chancellor will follow-up with all the Board for closure;
- Board Members will notify Chancellor of planned visits to campuses;
- Mutual respect of differing views;
- Chancellor to keep Board apprised on a weekly basis; and an update will be included in the Chancellor's Board Letter if there is a scheduled Board Meeting;
- Items should be submitted to the Board in a timely manner;
- Review and establish dates for ongoing Boardsmanship Training;
- Establish "Train our Own" Internal Promotional Program;
- Chancellor will receive a six-month evaluation.

Board Members provided feedback. It was the consensus of the Board that communication between the Board and Chancellor is good.

Trustee Dr. Cedillo expressed that when Board Members have a concern and/or question, they should call the Chancellor to get background prior to Board Meetings.

Trustee Dr. Cedillo requested that the Chancellor keep the Board apprised on a weekly basis through a "brief or bulletin." Chancellor Jackson reported that she will submit to the Board Members a weekly brief. In addition, if emergency situations or issues arise, she will call Board Members.

Dr. Allen reported that when Board Members receive a call or complaint, they should direct those calls to the Chancellor, and the Chancellor will follow up with the Board for closure. In addition, Trustee Dr. Cedillo suggested that calls from the media should be referred to the Board Chair.

ADJOURNMENT

Motion No. 1

Trustee Mr. Gelles made a motion, seconded by Trustee Dr. Gin, to adjourn the Retreat at 2:30 p.m.

Motion carried unanimously, 6-0.

NEXT MEETING

The next Board of Trustees Meeting is scheduled for Tuesday, March 18, 2014.

Minutes completed by:

Beverly Bailey

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