

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

**MINUTES  
July 21, 2015**

**PLACE**

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

**CALL TO ORDER**

The regular meeting was called to order at 5:00 p.m. by Trustee Gelles. Dr. Celia Esposito-Noy called the roll. Trustee Dr. Cedillo was absent at the time of roll.

**ADJOURN TO CLOSED SESSION**

The Board immediately adjourned to a Closed Session, which ended at 6:30 p.m.

**OPEN SESSION**

The Board readjoined in Open Session at 6:40 p.m. Recording Secretary Beverly Bailey called the roll. All Board Members were present at the time of roll.

**ATTENDANCE**

Members Present:                   Trustee Dr. Arnulfo Cedillo (arrived at 5:10 p.m.)  
Trustee Mrs. Isobel F. Dvorsky  
Trustee Mr. Donald L. "Dobie" Gelles  
Trustee Dr. Hal G. Gin  
Trustee Mr. William L. "Will" Macedo  
Trustee Mr. Carlo Vecchiarelli  
Student Trustee Ms. Nancy Kang  
Student Trustee Ms. Quincy Taylor

Members Absent:                   None

Recording Secretary:               Ms. Beverly Bailey

Managers Present:

Dr. Jannett N. Jackson, Chancellor  
Dr. Susan Sperling, President, Chabot College  
Ms. Diana Rodriguez, for President, Las Positas College  
Ms. Rhiz Agcaoili  
Mr. Ken Agustin  
Ms. Lori Benetti  
Mr. David Betts  
Mr. Walter Blevins  
Ms. Julia Dozier  
Ms. Karen Esteller  
Mr. Wyman Fong  
Mr. Doug Horner  
Mr. Jeffrey Kingston  
Dr. Matthew Kritscher  
Ms. Victoria Lamica  
Ms. Jeannine Methe  
Mr. Lorenzo Legaspi  
Dr. Celia Esposito-Noy  
Mr. Arnold Paguio  
Ms. Yvonne Wu Craig  
Ms. Barbara Yesnosky

Others Present:

Ms. Noell Adams, President, Chabot College Classified  
Senate  
Mr. Matthew Dierking Nave, Las Positas College Veterans'  
First Program  
Mr. William Eddy, President, Las Positas College Classified  
Senate  
Ms. Melissa Korber, President, Las Positas College Faculty  
Senate  
Dr. Charlotte Lofft, President, Chabot-Las Positas Faculty  
Association  
Mr. Jim Matthews, Chabot College  
Ms. Mary Nelson, Las Positas College Veterans' First  
Program  
Mr. Sean Prather, Las Positas College  
Ms. Sheba Sharifi, Chabot College, Global Medical Brigades  
Ms. Hye Yoon Shin, President, Chabot College Student Senate  
Mr. Todd Steffan, Las Positas College, Veterans' First  
Program  
Ms. Rachel Ugale, District Services

**PLEDGE TO FLAG**

Trustee Dr. Cedillo led the pledge to the flag.

**PUBLIC COMMENTS**

Ms. Sheba Sharifi, representing Chabot College Global Medical Brigades, spoke to the Board regarding this newly established organization on campus, which is part of Global Brigades International. She explained that the purpose of the club is to give students one-week volunteer opportunities to help give medical and dental care to underprivileged international communities. She reported that the first trip will be to Honduras on August 6-12, and will include 12 Chabot College Students and 3 Las Positas College Students. These students will be taking medications and supplies, and will be teaming with a group of Honduran doctors to open up a “pop-up” clinic. The cost per student is \$1700. She reported that students have worked extremely hard raising funds for the trip and with the help of the community, have raised approximately \$21,000. She acknowledged that the club is not officially sponsored by the Chabot-Las Positas Community College District but hopes that future trips will be. She asked the Board to please consider their personal support. She provided a letter of explanation and informational flyer.

Mr. Todd Steffan introduced Las Positas College Veterans’ First Program Student Alumni, Mr. Matthew Dierking Nave, Army (transferring to UC Davis), and Ms. Mary Nelson, Navy (transferring to USF). They invited the Trustees, Chancellor, Vice Chancellors, and Presidents, to the 7<sup>th</sup> Annual Operation Gateway Community Luncheon and Orientation to be held at the College on July 24. Mr. Dierking recognized the Luncheon sponsors, Knights of Columbus from St. Michael’s Church in Livermore. He reported that the Keynote Speaker will be UC Berkeley Student and former Marine, Brian Vargas.

**CONSENT CALENDAR**Motion No. 1

Trustee Mr. Macedo made a motion, seconded by Trustee Mrs. Dvorsky, to approve the Consent Calendar as submitted.

Motion carried unanimously, 7-0.

The following items were approved on the consent calendar:

**General Functions**

- 1.8 Approval of Minutes of March 3, 2015 Board Retreat
- 1.9 Approval of Minutes of April 7, 2015 Study Meeting

1.10 Approval of Minutes of June 16, 2015 Regular Meeting

Personnel

- 3.1 Classified Personnel
- 3.2 Faculty Personnel
- 3.3 Management Personnel

Educational Services

- 4.1 Approval of Grant Contract Renewal – Alameda County Social Services Agency, Children and Family Services Parent Resources for Information, Development and Education Training (PRIDE) Program, Chabot and Las Positas Colleges
- 4.2 Approval of Contract Award Renewal – Alameda County Social Services Agency Community Action to Reach Out to Infants (CARI) Program, Chabot College

Business Services

- 5.1 Approval of Commercial Warrant Registers
- 5.2 Approval of Payroll Warrant Registers

Facilities Planning and Development

- 6.1 Authorization to File Notice of Completion with the Alameda County Clerk Recorder's Office for the Library Renovation Project, Las Positas College (Measure B Bond Funds)

Other Action Items

- 9.1 Approval of Chabot College and Las Positas College Accreditation Reports
- 9.2 Adoption of Governing Board Policies – Chapter 7000: Human Resources
  - BP 7210 Academic Employees (Faculty Members)
  - BP 7240 Confidential Employees
  - BP 7330 Communicable Disease
  - BP 7335 Health Examinations
  - BP 7337 Fingerprinting
  - BP 7340 Leaves
  - BP 7341 Professional Development Leave (Administrative)
  - BP 7342 Holidays
  - BP 7345 Catastrophic Leave Program for Unrepresented Employees
  - BP 7346 Employees Called to Military Duty
  - BP 7347 Family Medical Leave
  - BP 7350 Resignations
  - BP 7370 Political Activity
  - BP 7381 Health and Welfare Benefits
  - BP 7385 Salary Deductions
  - BP 7400 Travel

**PRESENTATION: ENROLLMENT MANAGEMENT UPDATE**

Dr. Celia Esposito-Noy and Mr. Lorenzo Legaspi provided a PowerPoint Presentation Update of Enrollment Management.

Dr. Esposito-Noy reviewed a Glossary of Terms – FTES, Contact Hours, WSCH, Enrollment Target, and Enrollment. She also reviewed a comparison for Summer and Fall Enrollments for 2014 versus 2015. This comparison showed an increase in enrollments Districtwide as of July 6 (Summer +40%, and Fall +5.6%). She reported that enrollments for Summer look good at both Colleges. In addition, the numbers look positive for Fall compared to the same time last year. She attributed the increase to enhanced marketing and outreach efforts by both colleges, including print advertisements in four-year college papers, radio ads, Facebook ads, targeted outreach to former Corinthian College Students, and an early summer short-term session at Chabot. She applauded the Colleges for their hard work.

Dr. Esposito-Noy provided an explanation of how Contact Hours and FTES is calculated. She also explained that 1.0 FTES generates \$4,676; and a class enrollment of 35 would generate \$163,660.

Mr. Legaspi reviewed the District's Enrollment Targets:

- 2014-15 enrollment target was 17,020;
- 2014-15 actual enrollment was 16,002;
- Shortfall in FTES (target-actual) = 1,018;
- Dollar value of FTES shortfall = \$4,719,448;
- Used Summer roll back in order to meet enrollment target and avoid reductions.

Mr. Legaspi reported that it takes 11 students enrolled in a class for the District to break even.

Mr. Legaspi stressed the District needs to make up the shortfall of 2014-15 in 2015-16, which is going to be a challenge. He shared several growth scenarios for 2015-16, noting the average growth over the last 10 years has been 1.00% annually.

Dr. Esposito-Noy provided suggestions for Enrollment Strategies, including enhanced marketing to our service areas; enhanced marketing to international students; enhanced outreach to high schools; and increasing course retention and completion rates.

Board Questions/Comments

Trustee Mr. Vecchiarelli expressed appreciation to the presenters, noting that this is the finest study he has seen. He suggested that if the District has difficulty getting qualified instructors, an option would be to use interns. He also suggested that the high schools may have instructors that would be qualified to teach at the community colleges. In response, Dr. Esposito-Noy reported that the District has a strong relationship with its feeder high schools; and she sees more opportunities for dialogue regarding teaching opportunities for faculty. In addition, she reported that the use of student tutors and instructional assistants could be our future faculty. She expressed the importance of cultivating strong relationships with those individuals and providing them opportunities to consider teaching as a career choice.

In response to an inquiry from Student Trustee Quincy, Dr. Esposito-Noy explained further the calculation and process for reporting FTES.

Trustee Dr. Cedillo questioned if the District has been capturing its Summer FTES goals? In response, Mr. Legaspi reported that this is the second year we have had to borrow from Summer – this year 1,000 and last year approximately 200.

Chancellor Jackson reported that if the District can continue to maintain its current growth percentage (5%), that growth percentage eventually starts to erode the 7% enrollment shortfall, however, it will take a couple of years to do this.

Trustee Mr. Gelles reported that he would like the Board to see what the Colleges are sending out to the public.

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

Chabot College Faculty Senate had no representation at this meeting.

Ms. Melissa Korber, President, Las Positas College Faculty Senate, introduced herself. She noted that she served as Faculty Senate President for two years ten years ago. She reported that she had no official report.

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

Ms. Noell Adams, President, Chabot College Classified Senate, reported that the Classified Staff are reviewing the Educational Master Plan and will be prepared to offer feedback at Convocation. She further reported that the Senate is planning and organizing for their

Retreat scheduled for July 29. She reported that she and Ms. Katrin Field will attend an upcoming Regional Classified Senate Workshop.

Mr. William Eddy, President, Las Positas College Classified Senate, introduced himself. He report the Senate held a Welcoming Barbecue on July 19. He reported that his goal this year is to get the Shared Governance Committees fully represented by Classified Staff.

District Classified Senate had no representation at this meeting.

### **PRESIDENT OF STUDENT SENATE OF CHABOT AND PRESIDENT OF ASSOCIATED STUDENTS OF LAS POSITAS COLLEGES**

Ms. Hye Yoon Shin, President, Student Senate of Chabot College, introduced herself. She reported the Senate is reviewing its Summer Projects. In addition, the Senate is working on revising its By-Laws and Constitution.

The Associated Students of Las Positas College had no representation at this meeting.

### **INFORMATIONAL PERSONNEL REPORT (Agenda Item 8.1)**

The Board accepted without discussion the Informational Personnel Report.

### **FIRST READING: GOVERNING BOARD POLICIES – CHAPTER 2000: BOARD OF TRUSTEES (Agenda Item 8.2)**

The Board accepted without discussion the First Reading of the following Governing Board Policies – Chapter 2000: Board of Trustees.

BP 3050      Presentation of Initial Collective Bargaining Proposals

### **FIRST READING: GOVERNING BOARD POLICIES – CHAPTER 3000: GENERAL INSTITUTION (Agenda Item 8.3)**

The Board accepted without discussion the First Reading of the following Governing Board Policies – Chapter 3000: General Institution.

BP 3050      Institutional Code of Ethics  
BP 3550      Drug Free Environment and Drug Prevention Program  
BP 3560      Alcoholic Beverages  
BP 3720      Computer and Network Use  
BP 3900      Speech: Time, Place, and Manner

**FIRST READING: GOVERNING BOARD POLICIES – CHAPTER 7000:  
HUMAN RESOURCES (Agenda Item 8.4)**

The Board accepted without discussion the First Reading of the following Governing Board Policies – Chapter 7000: Human Resources.

BP 7120	Recruitment and Selection
BP 7130	Compensation
BP 7140	Collective Bargaining
BP 7150	Evaluation
BP 7160	Professional Development
BP 7216	Academic Employees: Grievance Procedure for Contract Decisions
BP 7230	Classified Employees
BP 7232	Classification and Reclassification Review
BP 7245	Confidential and Supervisory Employee Complaints
BP 7250	Educational Administrators
BP 7260	Classified Administrators
BP 7265	Management Personnel Complaints
BP 7270	Student Workers
BP 7360	Discipline and Dismissal: Academic Employees
BP 7365	Discipline and Dismissal: Classified Employees
BP 7380	Retiree Health Benefits
BP 7800	Faculty, Managers, Trustees, and Staff Emeriti

**FIRST READING: ADMINISTRATIVE PROCEDURES – CHAPTER 2000:  
BOARD OF TRUSTEES (Agenda Item 8.5)**

The Board accepted without discussion the First Reading of the following Administrative Procedures – Chapter 2000: Board of Trustees.

AP 2610	Presentation of Initial Collective Bargaining Proposals
---------	---

**FIRST READING: ADMINISTRATIVE PROCEDURES – CHAPTER 3000:  
GENERAL INSTITUTION (Agenda Item 8.6)**

The Board accepted without discussion the First Reading of the following Administrative Procedures – Chapter 3000: General Institution.

AP 3050	Institutional Code of Ethics
AP 3435	Discrimination and Harassment Complaint Procedures



**FIRST READING: ADMINISTRATIVE PROCEDURES – CHAPTER 7000: HUMAN RESOURCES (Agenda Item 8.7)**

The Board accepted without discussion the First Reading of the following Administrative Procedures – Chapter 7000: Human Resources.

AP 7120	Recruitment and Selection
AP 7150	Evaluation
AP 7160	Professional Development
AP 7232	Classification and Reclassification Review
AP 7234	Overtime

**P-CARD PROCESS UPDATE (Agenda Item 8.8)**

Chancellor Jackson reported that the District has had procedural issues in the past with P-Cards; therefore, the District secured an independent audit of the use, policies, procedures and monitoring of the program which was conducted by School Services of California, Inc. She reported that School Services presented its report and the District is looking at implementing many of the recommendations.

Vice Chancellor Legaspi presented a brief update of the CAL-Card Purchasing Program (P-Card). He reported that one of the goals recommended by School Services is to significantly reduce the usage of the P-Cards, while still preserving the operations at the Colleges. He also reported that the District will implement a per-diem travel policy. In addition, the District is looking at auditing expenses. He reported that the District will implement these policy changes in the new fiscal year and will put in place a required training program that everyone will attend prior to receiving a P-Card.

**PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES**

Dr. Susan Sperling, President of Chabot College, provided a written President's Report to the Board. She congratulated Ms. Hye Yoon Shin on her impressive campaign and start as President of Student Senate. She also expressed appreciation to Ms. Sharifi and the Global Medical Brigade and hopes to have a formal arrangement with them in the future. She reported that enrollments in five different Summer Session Modules have increased FTES by over 300 compared to last year. She reported that for the Fall Semester, the College is just short of 3900 FTES, which is about 150 FTES above the same time last year. She congratulated Mr. Arnold Paguio and the Student Senate for a successful Gladiator Summer Bash on July 6. She reported that she received a congratulatory phone call from Congressman Eric Swalwell for the TRIO Aspire and Excel Grants. She recognized Ms. Yvonne Wu Craig, Dr. Matthew Kritscher, and Classified Professionals for securing these grants. She reported that on June 5 Chabot hosted over 250 students, family members and agency representatives for a Hayward Promise Neighborhood (HPN) celebration; where

Congressman Eric Swalwell was the keynote speaker. She was also pleased to report that Chabot College has been funded as a partner again in two more Career Pathways Trust grants. Further, she recognized the leadership of Vice President Stacy Thompson.

Ms. Diana Rodriguez, for Dr. Barry Russell, President of Las Positas College, provided a written report "Las Positas Connection." She recognized the five deans and faculty on their efforts to increase enrollments. She also reported that the first major performance in the Las Positas College Amphitheater is "A Funny Thing Happened on the Way to the Forum", scheduled for July 23-26. Further, she recognized Dr. Donald Miller, Dean of Arts, Letters and Social Sciences, who devoted much effort to bring the Amphitheater alive. She also recognized Operation Gateway, which is one of many programs on campus that helps students succeed. She also reported that the College has introduced a series of activities to welcome and inform new faculty members on campus. Further, Convocation and College Day activities are being planned to welcome in a new Academic Year.

### **CHANCELLOR REPORT**

Chancellor Jackson presented Trustee Dr. Marshall Mitzman with a framed certificate for completing the "Excellence in Trusteeship Program" through the Community College League of California. She noted that Dr. Mitzman is the first of the Trustees to complete this new program. She reported that this program is designed to facilitate the ongoing education of all trustees in California Community Colleges. The training can be obtained through League events, local board training, and national association conferences and webinars. She reported that this evening the entire Board has committed to completing the program.

Trustee Mr. Gelles recognized Trustee Mrs. Dvorsky and Trustee Dr. Gin who completed the Board training under a previous program format. In addition, he reported that Trustees Vecchiarelli and Cedillo have completed some of the units.

Chancellor Jackson reported that Convocation is scheduled for August 13 at Chabot College. She reported that Dr. Vincent Tinto will be the keynote speaker, and the theme is "Looking Outside the Box."

Chancellor Jackson expressed appreciation to Student Trustees Taylor and Kang, who will be attending the Statewide Student Trustee Training in Costa Mesa next month. She reported that Student Trustee Kang also "threw her hat in the ring" for a Statewide Student Trustee position.

Chancellor Jackson recognized on this agenda, the hiring of the new Executive Director of the Las Positas Foundation, Mr. Kenneth Cooper, who comes to us from Los Rios

Community College District. He will begin in August. In addition, on this agenda is the permanent hiring of Ms. Yvonne Wu Craig; having been in the position as an Interim.

### **TRUSTEE REPORTS AND/OR OFFICIAL COMMUNICATIONS**

Student Trustee Ms. Nancy Kang reported that the Associated Students (AS) organization is working with Wheels to arrange bus discounts for students in the hopes of increasing the use of busses to campus. She reported that the Associated Students is also working on Welcome Week activities. In addition, she highlighted the Textbook Loaner Program, which charges students \$30 per Semester with \$20 return at the end of the Semester. She reported that AS is trying to include Middle College Students in the Textbook Loaner Program.

Student Trustee Quincy Taylor reported that the Student Senate Gladiator Summer Bash was very successful. She reported that the Student Senate is utilizing social media to increase enrollment. She reported that this year's Senate is working through the Summer. She recognized Ms. Sheba Sharifi for speaking this evening on the Global Medical Brigades, and commended them for raising money for the program and trip. She reported that she is involved with the program.

Trustee Dr. Gin recognized the approval of the Chabot College and Las Positas College Accreditation Reports on this evening's agenda (agenda item 9.1). He recognized all the hard efforts put into the reports at both Colleges and expressed appreciation to all those involved. He looks forward to the Team visit and a positive report.

Trustee Mr. Macedo suggested to Ms. Kang that when the students meet with Wheels, ask what arrangement they have with the K-12 Program. He expressed appreciation to Vice Chancellors Esposito-Noy and Legaspi for the "user friendly" Enrollment Management Update Presentation. He also expressed appreciation to Las Positas College for the display in the Library this month, noting that he was very impressed with the professionalism of the reports.

Trustee Mr. Vecchiarelli recognized the hiring of five new custodians on this evening's agenda (agenda item 3.1). He noted that this will be a tremendous help to Maintenance and Operations in maintaining the quality of the campus.

Trustee Dr. Mitzman reported that he attended the Hayward Promise Neighborhood Celebration and congratulated Chabot College. He was very impressed with Congressman Swalwell's address. He also recognized the testimonials given at the TRIO Aspire Awards Night in May, recognizing the struggles many have had to overcome. Further, he recognized his fellow Board Members in their commitment to continuing its Trustee

education through the Community College League of California's "Excellence in Trusteeship Program."

Trustee Dr. Cedillo expressed appreciation for the hard work put forth in the Accreditation Reports. He also expressed appreciation for the Enrollment Management Presentation this evening.

Trustee Mr. Gelles requested additional information regarding the Global Medical Brigades be provided to the Board. He reported that he recently met with Administrators at Las Positas College and will soon visit with Administrators at Chabot College.

### **ADJOURNMENT**

#### Motion No. 2

Trustee Dr. Gin made a motion, seconded by Trustee Dr. Cedillo, to adjourn the meeting at 7:40 p.m.

Motion carried unanimously, 7-0.

### **NEXT MEETING**

The next Meeting of the Board is a Regular Meeting scheduled for August 18, 2015 at the District Office.

Minutes prepared by:

---

Beverly Bailey  
Recording Secretary

---

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