



**Chabot-Las Positas Community College District**  
**Chancellor's Council**  
Tuesday, March 12, 2019  
3:00 – 4:30 p.m.  
District Office, Conference Room 1  
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1. Review and Approval of the February 12, 2019 Meeting Minutes
2. Board Policies/Administrative Procedures (standing item)
  - a. First Reading
    - i. BP 1100 Chabot-Las Positas Community College District
    - ii. BP 2010 Board Membership
    - iii. BP 2100 Board Elections
    - iv. BP 2XXX Delegation of Authority (New)
  - b. Second Reading
    - i. AP 6305 Reserves
    - ii. AP XXXX Participant Support Costs Policy
  - c. BP/AP Schedule Update
3. Shared Governance Policy Working Group Update & Tentative Timeline
4. Future Agenda Items

Next Meeting: April 9, 2019 from 3:00-4:30pm  
District Office, Conference Room 1



**Chabot-Las Positas Community College District  
Chancellor's Council**

Tuesday, March 12, 2018

3:00 – 4:30 p.m.

District Office, Conference Room 1

Meeting Minutes

Present: Ron Gerhard, Noell Adams, Joanne Bishop-Wilber, Jeff Drouin, Mon Khat, Melissa Korber J.D., Matt Kritscher (Acting Chabot President), Cindy Robinson, Rachel Ugale, Yvonne Wu-Craig (phone)

Guests: Doug Roberts, Wyman Fong

Interim Chancellor Ronald Gerhard called the meeting to order at 3:10 p.m.

**1. Review and Approval of the February 12, 2019 Meeting Minutes**

The minutes of the February 12, 2019 meeting approved with a verbiage change to agenda item #4 to instead state, “Mr. Gerhard stated that this conversation is evolving and may become a reality if done in a thoughtful planned manner that does not significantly impact our service to students.” **(Korber/Khat)**

**2. Board Policies/Administrative Procedures (standing items)**

**a. First Reading**

**i. BP 1100 Chabot-Las Positas Community College District**

This is the first reading of the Chancellor's Council with no recommended changes to the current board policy.

**ii. BP 2010 Board Membership**

This is the first reading of the Chancellor's Council with no recommended changes to the current board policy.

**iii. BP 2100 Board Elections**

This is the first reading of the Chancellor's Council with no recommended changes to the current board policy.

**iv. BP 2430 Delegation of Authority**

This is the first reading of the Chancellor's Council. This includes new language that would be folded into the current Board Policy 2430

Delegation of Authority. The fifth paragraph states, “The Chancellor is authorized to settle lawsuits, claims, complaints and other actions up to a maximum value of \$50,000. The Chancellor shall report settlements to the Board of Trustees.” Currently, there is not an existing board policy delegating the Chancellor to resolve matters in an expeditious manner. This establishes a threshold of authority. If a settlement is over the threshold amount, the Board of Trustees would have to approve it beforehand. Ms. Noell Adams asked if this is standard. Mr. Gerhard stated that the threshold can vary across community colleges, depending on the Board’s comfort level. Acting VC Doug Roberts mentioned the reason for wanting to give this authority is because settlements usually have time requirements. If one has to wait for the Board to approve, the time requirement may not be met and it would also become public how the District is willing to settle. Ms. Melissa Korber asked if there are usually non-disclosure agreements with settlements. Mr. Gerhard confirmed that non-disclosure agreements are usual. Feedback should be sent to all council members before the next meeting.

**b. Second Reading**

**i. AP 6305**

No feedback was given on this administrative procedure. The recommendation was approved to change the target reserve from 5% to 8%. **(Korber/Khat) All in favor.**

**ii. AP 6XXX Participant Support Costs**

This administrative procedure is presented to Council for a second reading. It needs a number, but will reside in chapter 6. This is a mandate with the NSF and there is current discussion with the League regarding feedback. Ms. Yvonne Wu-Craig mentioned she originally had a question regarding the terminology between fund and account codes and that was due to having some existing account codes for scholarships. That level of specificity should not be needed for the administrative procedure and the account code could be determined later. Ms. Wu-Craig is fine with the language as-is. Ms. Kelly Abad mentioned the word “policy” was stricken from the document. The administrative procedure was approved.

**(Robinson/Ugale) All in favor.**

Dr. Matt Kritscher asked if conference and claim forms need to be reviewed and would the same forms be given to non-employees or should a new form be produced to speak to this population of participants. Ms. Wu-Craig mentioned that forms can be reviewed when this situation is encountered.

**c. BP/AP Schedule Update**

Mr. Gerhard presented the board policy and administrative procedures list. Currently, we are in the process of catching up with our updates. This document reflects the dates of the last updates for all BPs and APs. The District is on a six-year review cycle, which means anything dated in 2013 needs to be updated. Council will review roughly four at a time moving forward. If the board policy has a corresponding administrative procedure, they will both be reviewed at the same meeting.

Dr. Kritscher requested that the relevant College Vice President be included in the policy review meetings for chapters four and five. Mr. Gerhard stated that the experts for each board policy and administrative procedure would be involved in the review and update.

### **3. Shared Governance Policy Working Group Update & Tentative Timeline**

Ms. Adams reported out for the Shared Governance Policy Working Group. The first draft of the policy was shared with the workgroup and the plan is to finalize it after Chancellor's Council. A tentative timeline was distributed. The draft board policy will be sent to the Chancellor's Office at the end of this week. It is recommended to move forward to the April Council Meeting for a first reading, the May Council Meeting for the second reading, and then to the Board of Trustees for a first and second reading in May and June.

Council was reminded that anyone can make a recommendation to amend an existing policy or administrative procedure. The recommendation would go through a legal review in the Chancellor's Office, then to the Senior Leadership Team, a first reading of the Chancellor's Council, a review of constituent groups, a second reading of the Council, and then to the Board of Trustees.

### **4. Future Agenda Items**

- Accreditation Update

Mr. Gerhard mentioned the accreditation update future agenda item and informed the council that there have been meetings with the ALOs from both colleges. The report is currently being updated.

Dr. Kritscher has noticed a lot of recent legislation and proposed legislation regarding Title IX and around allowing homeless students use of the college facilities. Would it be appropriate to add pending or recent legislation to the agenda? There is a current board policy on allowing individuals access to showers. Mr. Gerhard stated, that in terms of District funds, there are very clear lines of what is allowable and what is not. Dr. Kritscher believes that this would help inform the potential impacts and effects of upcoming legislation. Mr. Gerhard agreed that in terms of informing, we want to plug into that process and also include the PRMG department in creating the content and messaging to keep it fact-based and neutral.

Ms. Korber mentioned that there may be more policies that come forward before the end of the semester. One has to do with the old district curriculum council that does not exist. The other one is similar.

Ms. Adams mentioned that several years ago, the LPC Classified Senate pushed for replacing classified staff with classified professionals. Culturally, we have already shifted with the change. The policies and procedures need to reflect this change. Ms. Korber brought up the discussion that is taking place at Las Positas regarding changing the word instructor to professor. On job announcements, it is not clear what instructor means. Mr. Jeff Druin mentioned that only a handful of community colleges use the term professor.

The meeting adjourned at 4:03 p.m.

Next Meeting: *Tuesday, April 9, 2018*