



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

Tuesday, September 10, 2019

3:00 – 4:30 p.m.

District Office, Conference Room 1

Meeting Minutes

Present: Ron Gerhard, Noell Adams (phone), Roanna Bennie, Miguel Colon, Dave Fouquet (phone), Blessing Nkrumah, David Rodriguez, Pedro Ruiz De Castilla, Susan Sperling, Ph.D. (phone), Sarah Thompson, Rachel Ugale, Yvonne Wu-Craig (phone)

Guests: Theresa Fleischer Rowland, Owen Letcher, Guisselle Nunez, Doug Roberts

Interim Chancellor Ronald Gerhard called the meeting to order.

1. Review and Approval of the May 14, 2019 Meeting Minutes

The minutes of the May 14, 2019 meeting were reviewed. A quorum was not present, so council moved to the next agenda item. This item was revisited once a quorum was reached. There was a motion to approve the minutes from the May 14th meeting. (Thompson/Ugale). There were four abstentions.

2. Council Meeting Schedule 2019-2020

The schedule of dates for this year's council meetings were included in the agenda packet. Mr. Gerhard announced the dates for the council members on the phone. The dates include: 9/10, 10/8, 11/12, 12/10, 2/11, 3/10, 4/14, and 5/12. The dates will be sent to all.

3. Board Policies/Administrative Procedures (standing item)

a. BP and AP Review Schedule

Mr. Gerhard mentioned that much work was done last academic year to catch up with the schedule on reviewing and revising the board policies and administrative procedures. Due to the transition during 2017-2018, the schedule got behind. There was a lot of catching up in spring of 2019. An academic year 2019-2020 schedule was included in the agenda packet and it shows that the entire chapter 2 of board policies and administrative procedures should be reviewed. No feedback was received on the board policies reviewed at the May meeting. Included are BP 2220, BP 2305, BP 2310 and BP 2315. The second

reading would take place today and, if accepted, would go to the board of trustees for approval. Corresponding administrative procedures would be taken together as a set because they are related. There may be policies or procedures that come to council for review as needed.

Ms. Noell Adams mentioned that there was some feedback given on one of the BPs read in May. Mr. Gerhard agreed, but added that many of the folks on Chancellor's Council are new and were not here for the first reading in May.

b. First Reading

The policies and procedures, with the exception of the first one, are being brought forward based on the schedule for a first reading. These should be taken back to each constituency group and feedback should be sent back to Mr. Gerhard and Ms. Kelly Abad for the second reading. Strikethroughs or red lines are used so changes are shown from the original form.

i. AP 6750 Parking Revision to Electric Vehicle Charging Zone

Mr. Gerhard is asking VC Owen Letcher to bring context on what is recommended. Mr. Letcher discussed that on page 3, under subparagraph F, there was originally language on the electric vehicle charging zone. The proposed language is shown. This changes are meant to recover administrative software costs for the EV charging stations. The colleges may establish fees for vehicle electric charging to recover the costs of ownership. Mr. Miguel Colon asked if a different parking permit will be used. Mr. Letcher mentioned that there is a standard parking permit issued to everyone and if the app from the vendor is used, people can access the EV charging stations free of charge. There is a current cost of \$41K split between the colleges. These proposed changes do not set a fee, it just modifies the procedure to be able to establish a fee. Mr. Gerhard discussed that it would necessitate a change to another board policies to establish the fee. In theory, all of the fees are consistent across the district. The discussion has been had with both colleges' facilities committees. Currently, the administrative costs for the charging stations are tied into the colleges parking fees, which also pay for the restriping and other parking lot costs. VC Doug Roberts also added that parking revenue is restricted to the extent that it is used to fund parking services at the colleges. It can be used to stripe, asphalt, pay for security, lighting, and cleanup, but the cost must be related to parking. Ms. Rachel Ugale asked who is defined as staff when it comes to faculty/staff parking permits. How are hourly addressed?

ii. BP 2320 Special and Emergency Meetings

There were no recommendations for changes.

iii. AP 2320 Special and Emergency Meetings

A question came up from Ms. Sarah Thompson regarding the portion that mentions that a phone call is required by Brown Act. This will come back to the group with legal information regarding phone calls. VC Theresa Fleischer Rowland mentioned that there is no constituency leadership listed. Interim President Roanna Bennie mentioned that the league's templates should be reviewed. This procedure has not been touched since 2013.

iv. BP 2330 Quorum and Voting

There were no recommendations for changes.

v. BP 2340 Agendas

There were no recommendations for changes.

vi. AP 2340 Agendas

There were no recommendations for changes.

vii. BP 2345 Public Participation at Board Meetings

There were no recommendations for changes.

viii. AP 2345 Public Participation at Board Meetings

There were no recommendations for changes.

c. Second Reading

The second readings would technically be today, but there was a suggestion to review as a first reading and then have the new representatives bring it back to their constituency groups.

i. BP 2220 Committees of the Board

There were no recommendations for changes.

ii. BP 2305 Annual Organizational Meeting

There were no recommendations for changes.

iii. BP 2310 Regular Meetings of the Board

This particular board policy did receive recommendations since the May meeting. The recommendations were made from Chabot's Classified Senate. Ms. Adams discussed that the classified would like board meetings to be more accessible and visible to the public. There is an interest to host more of the meetings at the college as well as livestream the meetings. There is also a want for the recorded meetings to

be posted on for later viewing. It is known that there is a lot of demand on logistics for Las Positas College to host the board meeting. The classified senate did not make a recommendation on how many times it would take place at LPC, but there is support for the same number of times as Chabot. A new sentence was added: "All regular meetings of the board shall be live-streamed to the public and an ADA compliant video recording of the meeting shall be published on the district website within three (3) days of the meeting. Ms. Thompson questioned being so specific in the board policy, when it could be reserved for an AP. Ms. Adams mentioned that we currently do not have an AP on this and maybe that is something that needs to be added. President Susan Sperling spoke to the intention of the portion of the proposed revisions that addresses adding another meeting at Chabot per semester. Dr. Sperling discussed that there is an access issue for some of the most challenged community members and supports the intention in that part because it is an equity issue. Mr. Miguel Colon mentioned that driving from Hayward to Dublin does become a deterrent. It is an amazing idea but there is concern about the cost for ADA compliance. The cost and impact should be explored. Ms. Bennie reminded council that LPC must portion off the cafeteria to host a board meeting. It was asked how many districts livestream. Mr. David Rodriguez asked the possibility of taking some of the components and adding it into a new administrative procedure. Mr. Gerhard mentioned that we can review the league's administrative procedures and see if there is a template already. Mr. Colon mentioned that just because someone else isn't doing it, does not mean we should not. Streaming services are now everywhere.

iv. BP 2315 Closed Sessions

There were no recommendations for changes.

These will be brought back for a second, second reading at the October 8th meeting. Mr. David Rodriguez asked about the timing regarding taking the BPs and APs to Classified Senate. Mr. Gerhard mentioned that this is one of the District's accreditation recommendations, so if needed the review schedule will need to be assessed.

d. Information/Updates

i. Shared Governance Policies and Procedures

Mr. Gerhard discussed that there was a large effort expended by Ms. Melissa Korber, Ms. Noell Adams, and Ms. Cindy Robinson on having conversations and bringing forward recommendations to revise the board polices and administrative procedures on the shared governance structure. The workgroup presented their work and the Senior Leadership Team reviewed it and noticed there were some areas that were absent administrators. It was decided to bring together a group to refine this and bring it back to council. Dr. Fleischer Rowland will facilitate the group. Ms.

Adams mentioned that the work that was completed included the senate presidents and student senate. Communication was regular and all senate presidents were updated in the process. Mr. Gerhard mentioned that the effort will be continued, and new folks will join in the conversation. The suggested administrative procedure combines five into one, so it is fairly significant. Ms. Thompson announced that Ms. Melissa Korber will continue on in the effort to see it through.

4. Educational Master Plan and District Strategic Plan

VC Theresa Fleischer Rowland distributed a two-sided document in draft form. This is an informational and an ask. Page 2 includes a timeline. It is traditional to bring in a consultant group. The work marches us through a draft RFP, which would solicit organizations to help and then would arrive at the end of 2020 with a document that would bring the district through the next 5 years. It was mentioned that faculty do not want to hire a consultant. Ms. Bennie stated that somewhere there needs to be district level work on this, no matter how much work is done at the campus level. In reading through the RFP, there is room in it to shape the planning as wanted and there will be a specific team for each college. At this time, the District does not have someone that can work on this solely. Ms. Thompson stated that it was an unexpected job for someone at the campus and added to the workload. Mr. Colon suggested that the campus already has a team. Dr. Fleischer Rowland mentioned that it is an intriguing idea, but only wanted by a small group of people. Dr. Susan Sperling stated that what may be needed is a clear delineation of what the roles are for aggregating this information at the college level and what the role will be of the consultant in editing and supporting the college and district teams in their work. Ms. Thompson mentioned that there are so many plans already and there are overarching goals. There was much money spent on consultants and nothing was done. The next time, it took just as long to take all of the information out because everyone's ideas were included. Dr. Fleischer Rowland will send the RFP to everyone. Ms. Adams thanked Mr. Gerhard for reminding us that this involves more than just faculty. Classified professionals have been much more involved around resource allocation planning and would be interested in seeing the RFP as well. Dr. Fleischer Rowland will follow up with Mr. Gerhard to discuss next steps.

5. Employability Pathways Report

Dr. Fleischer Rowland distributed information that stems from a request from the Board of Trustees. There was a request and question around how our district shares information with employers and which programs we are doing that with. A consultant will be brought in using some EDCE funds. A meeting will be launched to define the work and discuss what elements will be helpful. Mr. Rodriguez asked how people are identified to be included in these conversations. Dr. Fleischer Rowland mentioned that there were key people identified and others were added.

6. Future Agenda Items

Standing items include board policies and administrative procedures. The council was told to reach out to Interim Chancellor Gerhard or Ms. Kelly Abad to add an item to the next agenda.

The meeting adjourned.

Next Meeting: *Tuesday, October 8, 2019*