

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
ADJOURNED/WORKSHOP MEETING**

**MINUTES  
May 3, 2005**

**PLACE**

Chabot-Las Positas Community College District, Chabot College, 25555 Hesperian Boulevard, Hayward, California 94545.

**CALL TO ORDER**

The meeting was called to order at 7:30 p.m. Recording Secretary Beverly Bailey called the roll. Mr. Gelles and Dr. Lewis were absent at the time of roll.

**PUBLIC COMMENTS**

There were no Public Comments offered at this meeting.

**ATTENDANCE**

Members Present:	Dr. Arnulfo Cedillo Mr. Gary R. Craig Mrs. Isobel F. Dvorsky Dr. Barbara F. Mertes Mr. Carlo Vecchiarelli Mr. Norullah Sharifi Mr. William Drury, III
Members Absent:	Mr. Donald L. "Dobie" Gelles Dr. Alison S. Lewis
Recording Secretary:	Mrs. Beverly Bailey
Managers Present:	Dr. Robert Carlson, President, Chabot College Mrs. Karen Halliday, President, Las Positas College Mrs. Jennifer Aries Mr. Tom deWit Dr. Joel Kinnamon Mr. Robert Kratochvil Ms. Pam Luster Ms. Melinda Matsuda Mrs. Jeannine Methe

Mr. Donald Milanese  
Ms. Anita Morris  
Ms. Birgitte Ryslinge  
Dr. Ronald Taylor

Others Present:

Ms. Connie Bish, President, Las Positas College Classified  
Senate  
Ms. Elena Cole  
Mr. Chad Mark Glen, President, Chabot College Faculty  
Senate  
Mrs. Sophie Rheinheimer, President, Las Positas College  
Faculty Senate  
Ms. Karen Silva  
Mr. Jason Teramoto, President, Las Positas College  
Associated Students

**GOOD OF THE ORDER**

Mr. Drury announced that he has been accepted to University of California, Berkeley.

Mr. Sharifi announced that he has been accepted to University of California, Los Angeles.

**PRESENTATION: PROGRAM REVIEW PROCESS**

Dr. Kinnamon reported that the Colleges' Program Review Models were developed in response to the Accreditation Teams' recommendations.

Las Positas College: Mr. Don Milanese and Ms. Elena Cole reviewed the Las Positas College Program Review Process and responded to the Board's questions. Mr. Milanese reported that the Program Review Process has been approved by the Academic Senate and will be effective in the Fall.

Chabot College: Dr. Ron Taylor and Mr. Tom deWit reviewed the Chabot College Program Review Process and responded to the Board's questions.

When questioned about involvement of K-12 faculty, Mr. deWit asked that Board Members contact K-12 Board Members and/or Superintendents to request their faculty be given time to meet with our faculty.

Dr. Cedillo suggested both Colleges share this information with other community colleges.

**PRESENTATION: ACCREDITATION PROGRESS UPDATE**

Las Positas College: Mr. Don Milanese presented the Las Positas College Accreditation Progress Update. He reported that Las Positas had the requirement of rewriting every course outline and to date have rewritten 567 of the 711 course outlines.

Chabot College: Ms. Melinda Matsuda gave a status of the Commission's response to the Chabot College Progress Report. She informed the Board that it was accepted and that we are moving forward to address the Commission's recommendations that will be due as part of the Focused Midterm Report which is due by March 15, 2006.

Administrative Evaluation: Ms. Anita Morris and Ms. Birgitte Ryslinge presented the status of the response to the Accreditation Team's recommendation concerning regular and timely Administrative Evaluations. The Administrator Performance Evaluation System is a two-tiered system consisting of an Annual Performance Evaluation Process and a Comprehensive Evaluation Process. It was reported that the Administrative Association has approved the process and forms for evaluations. Ms. Ryslinge reported that the next step is a mini-pilot evaluating one third of the administrators the first year. The task force responsible for responding to this recommendation will continue to work on additional recommendations related to hiring practices and the principles of equity and staff diversity.

General Education: Dr. Ron Taylor reported on the status of the General Education and unit requirement recommendation made by the Accrediting Commission. It was unanimously agreed after much discussion on a twenty-five (25) unit General Education package. The General Education package had been twenty-nine (29) units. A recommendation will be presented to the Board of Trustees at its June meeting for approval.

District Services: Dr. Joel Kinnamon reported that several recommendations made by the Accrediting Commission to the Colleges related to functions provided by the District Office, such as coordination, collaboration, community processes, clarification of policies and procedures and the definition and delineation of roles and responsibilities. To address these recommendations, staff from the District Office and Colleges created task forces. The task forces provided responses to some of the recommendations as part of the Colleges' Interim Reports submitted in Fall 2004. Currently, the District is working on recommendations requiring responses for the Las Positas College Focused Midterm Report and the Chabot College Focused Midterm Report due by March 15, 2006.

**NEXT MEETING**

The next Board of Trustees Meeting is scheduled for Tuesday, May 17 at 7:30 p.m. at the District Office.

**ADJOURNMENT**

Motion No. 1

There being no further business, on motion made and seconded, the Regular Meeting was adjourned at 9:40 p.m.

Minutes completed by:

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Beverly Bailey

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