

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

**MINUTES
March 7, 2006**

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. Dr. Mertes was absent at the time of roll. President Dvorsky reported that Dr. Mertes was ill and thereby excused from the meeting.

ATTENDANCE

Members Present:

Dr. Arnulfo Cedillo
Mrs. Isobel F. Dvorsky
Mr. Donald L. "Dobie" Gelles
Dr. Hal G. Gin
Dr. Alison S. Lewis
Mr. Carlo Vecchiarelli
Mr. Renato Ramento
Mr. Joshua Paul

Members Absent:

Dr. Barbara F. Mertes (ill-excused)

Managers Present:

Dr. Susan A. Cota, Chancellor
Mrs. Karen Halliday, President, Las Positas College
Mrs. Jennifer Aries
Mr. Robert Curry
Ms. Julia Dozier
Mr. Andrew Howe
Dr. Joel Kinnamon
Mr. Robert Kratovchil
Mr. Lorenzo Legaspi
Ms. Pam Luster
Ms. Melinda Matsuda
Mrs. Jeannine Methe

Mr. Donald Milanese
Ms. Anita Morris
Dr. Ronald Taylor
Mr. MacGreagor Wright

Recording Secretary: Mrs. Beverly Bailey

Others Present: Ms. Tatiana Almendral
Ms. MaryAnne Tracy-Baker
Ms. Rachael Berry
Ms. Brenda Carr
Mr. Chad Mark Glen, President, Chabot College Faculty
Senate
Ms. Melissa Korber, President, Las Positas College
Faculty Senate
Ms. Patti Russell
Mr. Todd Steffan, President, Las Positas College Classified
Senate

PUBLIC COMMENTS

Ms. MaryAnne Tracy-Baker, representing Chabot College students, spoke to the Board concerning the proposed budget cuts. She reported that students are concerned about the impact these budgets cuts will have on their education. She asked the Board Members to talk to students one-on-one to help students understand what is proposed and why.

Ms. Rachael Berry, student at Chabot College, spoke to the Board concerning the proposed cuts to the WRAC Center.

Ms. Tatiana Almendral, student at Chabot College, spoke to the Board concerning the proposed cuts. She voiced that students should be informed and part of the decision making process when making the cuts affect them.

Ms. Brenda Carr thanked the Board for pulling the recommendation for layoffs at the last Board Meeting. She reported that communication has opened up and an Ad Hoc Committee has been formed, allowing for the opportunity to share ideas. She provided for the Board a Student Employment Procedure and Policy Manual. She expressed that she hopes that we can continue the open lines of communication and encouraged the Board and Administration to involve students as they continue to evaluate the needs of the college.

ACCEPTANCE OF 2004-2005 AUDIT REPORT

Mr. Lorenzo Legaspi thanked Staff for their hard work putting together the Audit Report. He reported that the Audit Subcommittee met prior to the last Board Meeting on February 21 and reviewed the findings of the Audit Report.

Ms. Terri Montgomery of Vavrinek, Trine, Day and Co., LLP reported that it is their responsibility to express an opinion on the District financial statements based on their audits. She highlighted that in their opinion, the financial statements “present fairly” the financial position of the District as of June 30, 2005 and are in conformity with accounting principles generally accepted in the United States of America.

She drew the Board’s attention to their Findings and Recommendations. The findings represent reportable conditions, and/or instances of noncompliance related to the financial statements that are required to be reported in accordance with Government Auditing Standards.

1. **Employment Eligibility Verification Form (I-9 Form).**

Recommendation: The personnel department investigate reason for missing forms and address and consider the need to review all personnel files in order to verify that every employee hired after 1986 has a form I-9 which is completed and certified to by the signatures of both the employer and a District representative.

2. **Census Procedures and Calculation.**

Recommendation: The College should determine a method of ensuring that census date drops are accurately captured on the census date.

3. **Remedial Course Monitoring.**

Recommendation: The Colleges should investigate the requirements and parameters of CCR 55756.5 in order to adopt a policy on the allowable limits of remedial coursework.

4. **Standards of Scholarship – Course Repetition.**

Recommendation: Maintaining a system to track and evaluate FTEs generated from repeatable course work is important in ensuring the correct reporting for the number of FTEs and therefore the calculation of state apportionment revenues. In order to comply with the State regulations, the College should implement a method of identifying and deducting repeats unallowable for apportionment purposes.

Ms. Montgomery reported that the District has implemented all audit findings reported in the prior year's schedule of audit findings and questioned costs.

Ms. Montgomery drew the Board's attention to the Management Letter concerning the internal control structure of the District. Five areas were identified as follows:

- New Governmental Accounting Standards
- Inventory
- Allowance for Uncollectible Accounts
- Site Cash Collections
- Stale Dated Checks
- Capital Asset Threshold

Ms. Montgomery reported that the District is well on its way to addressing the requirements of GASB 45. She stated that the District should continue its proactive approach in this area by planning for the implementation and updating the actuarial study (which was completed in fiscal year 2004-05) at the appropriate date in order to ensure full compliance with implementation of GASB 45.

Ms. Montgomery responded to the Board's questions and concerns.

Mr. Legaspi reported he and his staff are working with the Colleges and departments to resolve the concerns with internal control and in April he will review those issues to make sure we are in compliance.

Motion No. 1

Mr. Vecchiarelli made a motion, seconded by Dr. Gin, to accept the 2004-05 Audit Report.

Motion carried unanimously, 6-0.

PRESENTATION: A BEHIND THE SCENES LOOK INTO THE WORLD OF CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT MARKETING AND PUBLIC INFORMATION

Ms. Jennifer Aries, Director of Public Information and Marketing; Ms. Susan May, Director of Community Education and Marketing, Chabot College; and Jeff Baker, Dean of Students, Las Positas College gave a PowerPoint Presentation on the District's/Colleges' Marketing and Public Information.

Ms. Jennifer Aries highlighted the District Director's responsibilities and accomplishments.

- District/College Spokesperson on Key Issues
- Districtwide Advertising Budget
- Publications Support
- Marketing and Public Relations Support to Colleges and Foundation
- District Web Site and Support to College Webmasters
- Media Relations
- Governmental Affairs
- Measure B Communications
- Special Projects
 - Strategic Cost Management
 - Writing Board Policy
 - Annual Convocation
 - Resolutions
 - Conference presentations for Staff and Trustees
- Community Relations – local, state and national
- District Office Operations
- Serve on Chancellor's Cabinet and Chancellor's Council

Ms. Aries highlighted samples of various publications she has produced for the District and Colleges, all with a budget of \$119,838 for 2005-06 (the lowest budget of seven local community college districts that were surveyed). She highlighted that a major accomplishment of her office, of which she is very proud, was the redesign of the Colleges and District logos.

Ms. Susan May highlighted the Chabot College Marketing and Publications Director's responsibilities and accomplishments.

- Recreated and improved class schedule
- Developed collegewide publications program, creating Chabot College image through photographs
- Work with individual departments to meet their marketing needs
- Serve as media liaison for area media outlets
- Provide marketing, public relations, and publication support for the Chabot College Foundation, including event planning, direct mail campaigns, and website

Ms. May also explained that another responsibility she holds is Director of Community Education. Those responsibilities include:

- Researches and develops new courses to respond to community needs
- Locates and hires instructors
- Coordinates, writes, and produces Community Education Catalog (3 times a year)

- Plans annual Kids on Campus Summer Camp
- Develops and implements ongoing marketing strategy
- Plans special events to promote program
- Supervises support staff

Mr. Jeff Baker highlighted the Las Positas College Marketing accomplishments and future activities. He explained that Las Positas College Outreach Committee has the charge of coordinating the external communications of college activities with regard to:

- Student Recruitment
- Business Services/Support
- Community Education and Awareness

Mr. Baker also highlighted a newly developed Outreach Calendar of Events which will be posted to the website.

Board Members commended Ms. Aries, Ms. May and Mr. Baker for their work. Mr. Gelles especially commended Ms. Aries for the “classy” product she continues to put out.

Mr. Vecchiarelli commended Ms. May for her success with the Chabot College Community Education Program.

Mr. Vecchiarelli expressed that he would like to see the District marketing focus on Athletics, especially capitalizing on the new Gymnasium at Las Positas College. He noted that it would be good for recruitment.

In response to Mr. Vecchiarelli’s remarks, Ms. Aries reported that Athletics in a “tough battle” but she will continue working in that direction.

Mr. Vecchiarelli also reported an on article in the Chronicle of Higher Education which highlighted the end of federal restriction on Distance Education. He suggested Staff look at this course delivery method, and if courses are evaluated to be effective, Distance Education may be a way to help balance the budget.

Dr. Cota reported that we will have a presentation on Distance Education at the October Board Workshop.

Mr. Ramento reported that the flyers are working as he attended the Moscow Ballet because of a flyer he received.

Mr. Paul reported that he believes that if students get an integral part of the marketing program, it will pay dividends.

The next Board of Trustees Meeting is scheduled for Tuesday, March 21 at 7:30 p.m. at the District Office.

ADJOURNMENT

There being no further business, the Meeting was adjourned at 8:55 p.m.

Minutes completed by:

Beverly Bailey

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