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## CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES STUDY MEETING

MINUTES  
April 7, 2015

### PLACE

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

### CALL TO ORDER

The regular meeting was called to order at 5:02 p.m. by Board President Gelles. Recording Secretary Beverly Bailey called the roll. All Trustees were present at the time of roll.

### PUBLIC COMMENTS

Dr. Ted Kaye spoke to the Board regarding the Las Positas College Foundation Twelfth Annual "Best of the Best" Gala scheduled for Saturday, April 25, 2015. It was noted that this will be his last "Best of the Best" prior to his retirement. He expressed that the past 11 years of service with Las Positas College and the Foundation have been very rewarding.

Board President Gelles expressed appreciation to Dr. Kaye, expressing that he has done a tremendous job.

### BOARD OF TRUSTEES TECHNOLOGY TRAINING

Ms. Jeannine Methe, Mr. Ken Agustin, and Ms. Rachel Ugale of IT Services provided the Board with an overview of the use of Apple iPads, specifically to view the Board Agendas. It was explained that this will support the green initiative by eliminating the tremendous amount of copying and paper usage, reduce staff time in collating and mailing out packets, and provide easy access to Board back-up documents.

Ms. Jeannine Methe discussed the Apple Care Coverage as well as the District Property and Liability Insurance and optional third party vendor insurance. She provided Board Members with the District's Computer Usage Policy for signature.

Board President Gelles questioned the status of a Board Policy for the Board's iPads, which was addressed by referring to the District's Computer Usage Policy.

**ADJOURN TO CLOSED SESSION**Motion No. 1

Trustee Dr. Mitzman made a motion, seconded by Trustee Mrs. Dvorsky, to adjourn to a Closed Session at 5:50 p.m., which ended at 6:25 p.m.

Motion carried unanimously, 7-0.

**OPEN SESSION**

The Board readjourned in Open Session at 6:32 p.m. Recording Secretary Beverly Bailey called the roll. Student Trustee Dolorito was absent at the time of roll.

**ATTENDANCE****Members Present:**

Trustee Dr. Arnulfo Cedillo  
Trustee Mrs. Isobel F. Dvorsky  
Trustee Mr. Donald L. "Dobie" Gelles  
Trustee Dr. Hal G. Gin  
Trustee Mr. William L. "Will" Macedo  
Trustee Dr. Marshall Mitzman  
Trustee Mr. Carlo Vecchiarelli  
Student Trustee Mr. Eric Bolin

**Members Absent:**

Student Trustee Ms. Kate Dolorito

**Recording Secretary:**

Ms. Beverly Bailey

**Managers Present:**

Dr. Jannett N. Jackson, Chancellor  
Dr. Matt Kritscher, for President, Chabot College  
Dr. Barry Russell, President, Las Positas College  
Mr. Ken Agustin  
Mr. Wyman Fong  
Dr. Ted Kaye  
Mr. Lorenzo Legaspi  
Ms. Paulette Lino  
Ms. Kathryn Linzmeyer  
Ms. Jeannine Methe  
Ms. Barbara Morrissey  
Dr. Celia Esposito-Noy

Ms. Diana Rodriguez  
Ms. Sylvia Wodyka

Others Present:

Mr. Rafi Ansari, President, Associated Students, Las Positas College  
Ms. Cindy Balero, Las Positas College  
Ms. Kathleen Frazer, Tri-Valley Regional Occupational Program (TVROP)  
Mr. Todd Steffan, Co-President, Las Positas College Classified Senate  
Ms. Rachel Ugale, District Services

**PLEDGE TO FLAG**

Mr. Rafi Ansari led the pledge to the flag.

**PUBLIC COMMENTS**

There were no Public Comments at this time.

**INTRODUCTION OF PRESENTATIONS**

Dr. Celia Esposito-Noy introduced the presentation topics for this evening. She reported that SSSP is a result of AB1456, the Student Success Act. She reported that effective in 2016-17, Colleges' SSSP funding will be based on outcomes from the core student support services – orientation, assessment, abbreviated and comprehensive Student Educational Plans, and Follow-up Services. She reported that following the presentations, she would provide a brief update of the District's plans to support the colleges' efforts to increase International Student enrollment.

**LAS POSITAS COLLEGE MIDDLE COLLEGE**

Dr. Barry Russell provided a PowerPoint Presentation on the Las Positas College Middle College Program. He reviewed the History of Middle College, which combines the last two years of high school with the first two years of college. The Middle College Program provides students with counseling, small classes, and an interdisciplinary curriculum. He reported that in California, students receive dual credit for both high school and college. He reported 34 students are enrolled for Fall Semester, and have completed the required Educational Plans. Orientations will occur over the Summer.

Dr. Russell reported that the Middle College has been a long-time collaboration with the Tri-Valley Schools – Livermore Valley Joint Unified, Pleasanton Unified, Dublin Unified, and Tri-Valley ROP. He introduced Ms. Kathleen Frazer, Director of Educational Programs, Tri-Valley ROP, who will be the contact for the Middle College students and parents.

Board Questions and Comments:

Trustee Mr. Vecchiarelli questioned how the Middle College would be funded. Dr. Russell reported that it is a cooperative venture with the Tri-Valley ROP. He reported that Ms. Frazer is the only staff member and is paid by the Tri-Valley ROP. Dr. Russell explained that the first three periods of high school classes are to be taught by the high school instructors on the Las Positas College campus. The students have selected their College level classes from a select list of classes offered.

In response to an inquiry raised by Trustee Dr. Mitzman, Ms. Frazer explained that this is the only program of this type in California because it is the only program that collaborates with five comprehensive schools and alternative schools and three school districts. She explained that typically, the middle or early college programs are with one specific school district.

Trustee Dr. Mitzman expressed the need to advertise this program. He questioned the GPA requirement for the students. Ms. Frazer reported that the GPA is 2.0 and students must maintain 90% attendance.

In response to questions raised by Trustee Dr. Gin, Ms. Frazer reported that students would be entitled to all the college services that other students receive, i.e. counseling, health services, etc. She also reported that the students are held accountable as are all Las Positas College students.

Trustee Mr. Gelles questioned if these students pay any fees, i.e. health fee. Ms. Frazer reported that the ROP pays fees for the students, including their textbooks.

Trustee Mr. Gelles questioned if Chabot College offered the same program. Chancellor Jackson reported that the District and Colleges have discussed as part of the Strategic Planning the expansion of alternative pathways for students. She reported that the Middle College is one of the pathways and that Chabot College would have to choose to do it. She reported that Las Positas College is trying it as a pilot. She reported that the collaboration with the Tri-Valley ROP is critical.

Trustee Dr. Mitzman questioned the liability issue with minors around adult students. Ms. Frazer reported that the Middle College students have rules and regulations they must

follow, which are the same as those at the high school, i.e. no smoking, high school dress code, no dating of college students, etc.

Trustee Mr. Gelles questioned if parents are required to sign a liability form, to which Ms. Frazer responded in the affirmative.

### **STUDENT SUCCESS AND EQUITY PLAN UPDATE – LAS POSITAS COLLEGE**

Ms. Diana Rodriguez presented a PowerPoint Presentation Update on the Student Success and Support Program Plan. She highlighted the SSSP Core Support Services as requested by the Board as noted in their GISS Action Agenda, June 24, 2014 ([http://www.clpccd.org/board/2014\\_June\\_24\\_boardpacket.php](http://www.clpccd.org/board/2014_June_24_boardpacket.php)).

- Orientation;
  - Online Orientation: Projected number of new students to be served: 3600
    - Fall 2013 = 2,953
    - Fall 2014 = 4,981
- Assessment;
  - Projected Annual number of students to be assessed: 3870
    - 2013 = 3,038
    - 2014 = 3,743
- Student Education Plan;
  - Fall 2013 = 954
  - Fall 2014 = 3,700
- Follow-up Services for At-Risk Students (intervention strategies)
  - Student Equity Plans - Tutoring Center
    - Fall 2013 = 9,891
    - Fall 2014 = 15,067
  - Math Jam
    - 97 students participated

Ms. Rodriguez provided an update of the Orientation and Assessment and Student Education Plans goals and activities completed as well as those which the College continues to work on.

Ms. Rodriguez reported that with the additional SSSP funding available, the College has been able to enhance the Tutoring Center. In addition, the College was able to provide the Math Jam program.

Ms. Rodriguez reported that she continues to work with Dr. Matt Kritscher on a number of initiatives; most recently updating the Scheduling and Reporting System (SARS) Contract to include text reminders for students. She also reported that at Las Positas College, a

consultant has been hired to work with the College on the DegreeWorks software to include electronic Educational Planning for students. She noted that Chabot College Student Services has been invited to participate. She reported that the consulting firm of MiG continues to work with the Colleges on the Educational Master Plans.

Board Questions and Comments:

Trustee Dr. Mitzman questioned if Veterans are included in the Orientation and Assessment Programs. In response, Ms. Rodriguez reported that Veterans' Orientations are provided in the Veterans' First Program "Operation Gateway" but are included in the College's Orientation calculation numbers, along with all the other Veterans' calculations, i.e. DSPS, EOPS, etc.

Trustee Dr. Mitzman questioned the challenge of on-line counseling with a shortage of counselors. Ms. Rodriguez reported that this program is new to Las Positas College, noting that a newly hired counselor had a passion for this program and has taken the initiative.

Trustee Dr. Mitzman questioned the number of paid tutors vs. volunteers. In response, Ms. Rodriguez reported that the majority are paid through SSSP but there are some volunteers. Trustee Mitzman further questioned if tutors were qualified for work study, to which Ms. Rodriguez responded affirmatively. She reported that there is a great need for student workers on campus and the College's preference is to have them working in areas where SSSP funding cannot be used, thereby allowing more students to work on campus.

Trustee Mr. Vecchiarelli questioned if the District gets apportionment for tutors. In response, Ms. Rodriguez reported that all tutors are provided training as tutors and thereby the College gets apportionment.

In response to a question raised by Trustee Mr. Vecchiarelli, Dr. Jackson reported that SSSP money recently came through in the Fall, so the Colleges are still assessing if retention has increased.

**VETERANS PROGRAM – LAS POSITAS COLLEGE**

Ms. Diana Rodriguez provided a PowerPoint Presentation on the Las Positas College Veterans' First Program, which is designed to ease the transition of a serviceman or woman from military life into college and to assist them with educational, financial and other forms of support as needed to improve their chances of success at college. She highlighted the growing LPC Veteran Population from 275 Veterans in Fall 2010 to 385 Veterans in Fall 2014. She highlighted the services provided by the Veterans Resource Center:

- Veterans Book Loan Program;
- Veterans Text Book Borrowing Program;
- Annual Honoring Veterans Day Event;
- Annual Honoring Women Veterans Event;
- Veterans Center Readjustment Counselor on campus (every other week);
- EDD Veterans Representative on campus (every other week);
- Palo Alto VA Health Care (every other week);
- Engineering Tech Program – Veterans Cohort;
- Over \$40,000 to be awarded to LPC Veterans through local LPC Veterans' Scholarships;
- Veterans' Resource Center – 3 offices, computer lab, study workroom, lounge area.

Ms. Rodriguez noted the importance of a network of community support through local Veterans organizations; local support agencies; community support and partnerships. She specifically noted an unsolicited contribution of \$25,000 from Safeway for the Veterans' Program.

#### Board Questions and Comments:

Trustee Mrs. Dvorsky expressed that the recent event recognizing Women Veterans was excellent. She also recognized the wonderful job Mr. Todd Steffan has done with the Veterans' First Program.

Trustee Mr. Gelles also recognized Mr. Todd Steffan's work. He expressed that he looks forward to the expansion of the Chabot College Veterans' Program.

#### **INTERNATIONAL STUDENTS – LAS POSITAS COLLEGE**

Ms. Diana Rodriguez provided a PowerPoint Presentation of the Las Positas College International Students Program. She provided a bar graph reflecting the top countries represented in the program and the enrollment trends, noting that the largest number of students in Spring 2015 are from: China (33); and South Korea (24). She highlighted the International Student Enrollments for 2014-15: Fall – 125; Spring – 121. Ms. Rodriguez reported that a requirement of the Student and Exchange Visitor Program (SEVP) is the language proficiency requirement beginning Fall 2014. She reported the LPC Program anticipated a temporary decrease in enrollment as the college would no longer be able to serve students at the lower ESL levels. She reported that a plan is in place to help build on the temporary decrease and in the long run will promote students who are better prepared to be successful.

Ms. Rodriguez provided a 3-year plan synopsis as follows:

- Immediate Program Strategies;
  - Establish articulation/transfer agreements with language schools;
  - Implement detailed inquiry tracking system;
  - Begin steps to rebrand the International Student Program to attract the new targeted market;
- Recruitment Plans;
  - Develop and/or foster relationships with area High Schools who admit F-1 students;
  - Contact organizations that sponsor International Students;
  - Research armchair recruiting firms;
  - Utilize Overseas Agents;
  - Participate in Recruitment Fairs (virtual or in person).

Board Questions and Comments:

Trustee Mr. Vecchiarelli expressed that he would like to see higher International Student enrollment numbers. He also expressed that student housing will be important; as well as a business plan. He also cautioned the importance of checking state residency.

Trustee Mrs. Dvorsky questioned recruiting students in other countries, to which Ms. Rodriguez responded that the College hasn't sent staff overseas; however, the College is looking for ways of identifying reputable agents. In addition, Ms. Rodriguez reported that Faculty Member Sean Day has visited high schools while on vacations in Japan.

Trustee Dr. Mitzman questioned the temporary decrease in enrollment due to the inability of serving students at the lower ESL levels with the new SEVP language proficiency requirement. Ms. Rodriguez reported that most institutions require a certain level of proficiency and Las Positas College's requirement is now between 45% and 60% on the on-line TOEFL. She reported that prior to that requirement, the College was receiving students that were not prepared to do well in a college setting.

Trustee Dr. Gin expressed that we still need to work on the Sister City College with Chabot College and Wuxi City College of Vocational Technology. He noted that they are looking to visit in July and need a letter of invitation before the government will allow them to travel out of the country. He noted the importance of a marketing plan. He also noted that offering English proficiency courses could be a "money maker."

In response, Dr. Jackson reported that Wuxi City College would also like to visit Las Positas College. The Chancellor reported that timing will be important and also reported that it will need to be included in the Strategic Plan. She reported that there are



opportunities for the District that are being explored such as with Cuba. She noted that because of the political climate, not all Districts are pursuing this area. She stressed the importance of having adequate “wraparound” support services to insure these students will be successful.

Trustee Mr. Gelles cautioned granting priority registration while pursuing higher enrollment fees. He also recognized the opportunity for other staff members to sponsor presentations at high schools while vacationing in other countries.

Trustee Dr. Cedillo cautioned that the challenge with International Students is that they must have sufficient TOEFL scores to survive. In addition, he expressed the importance of preparing these students to enter a different culture.

Trustee Mr. Vecchiarelli expressed that the International Student Program will be successful if the director and other staff on campus really care. Ms. Rodriguez recognized the exceptional work of Mr. Gilberto Victoria and Ms. Cindy Balero with International Students.

Trustee Mrs. Dvorsky expressed the importance of housing International Students, to which Ms. Rodriguez reported that the majority of current International Students have family or friend contacts.

Trustee Mr. Gelles expressed that all students that come to our colleges must be given appropriate attention to be successful.

### **FIRST YEAR EXPERIENCE PROGRAM – CHABOT COLLEGE**

Dr. Matt Kritscher provided a PowerPoint Presentation on the Chabot College First Year Experience Program (FYE) as follows:

First Year Experience Pilot Program Pathways:

- STEM (Science, Technology, Engineering and Mathematics);
- Business (Accounting, Management, Entrepreneurship, Marketing, Retail);
- Change it Now! (Social Justice);
- Athletes;
- Hayward Promise Neighborhood (Students from Hayward or Tennyson High Schools);
- Daraja (Explores African-American themes);
- Puente (Explores Latino themes).

## First Year Experience (FYE) Summary Update:

- Doubled the number of Pathway specific FYE's to correlate with Career Pathways Trust (CPT) Pathways. FYE provides one on-ramp into a Pathway;
  - Other on-ramps are under development, including high school bridge courses;
- In response to feedback and assessment from students and counseling, added two FYE cohorts for students in need of guidance and exploration prior to selecting a pathway;
- Excellent diversity in the pathway cohorts that closely mirrored college demographics;
  - 40% Latino, 8% African-American – slightly less than college-wide (44%/11% respectively);
- 90% went full-time with FYE; 87% indicated plans to transfer (higher than college averages);
- Fall to Spring Semester persistence rates:
  - 100 of Hayward Promise Neighborhood (HPN) and Change it Now! (CIN) students persisted;
  - 92% persistence rates overall for FYE;
- Course success rates: 82%.

Dr. Kritscher also reported that Chabot College would expand the FYE Program Pilot for Fall 2015 as follows:

- Athletes Learning Community;
- Daraja Program: Higher Success in English 1A (2x);
- Puente Project: Higher Success in English 1A;
- Change it Now!;
  - Higher Success in English 102; and
  - Higher persistence to English 1A;
- New Pathways;
  - Business;
  - Passion and Purpose;
  - Pre-law;
  - STEM.

Dr. Kritscher reported that to better support students in the completion of Math, FYE is providing more Math courses than last year, with emphasis on two avenues for acceleration:

- Math Jam;
- “Stat Path” – Accelerated basic skills math course (Beginning and Intermediate Algebra); Pathways that do not require calculus.

Dr. Kritscher reported the College's efforts with high school outreach as follows:

- 43 Counselors from all feeder high schools came to Chabot on March 20 to meet with Chabot Counselors and left with information on how to register for FYE and Math Jam. Another will be hosted in the Fall.
- Chabot is piloting a student ambassador program in four feeder high schools, designed to feed into FYE.

Dr. Kritscher reported that on April 13, Chabot is hosting a meeting with representatives from each of the service area districts to discuss dual enrollment. The plan is to partner with an interested district to pilot. CPT Pathway leads are in the process of mapping their programs and identifying courses that might potentially be taught at high school campuses.

#### Board Questions and Comments:

Trustee Mr. Vecchiarelli expressed the importance of providing support for students in the "Stat" classes.

Trustee Dr. Mitzman questioned if there is anything the colleges are doing with high school students who pass the high school exit examination and still place low in the college entrance examination. In response, Dr. Kritscher reported that the Career Pathways Trust grant allows the colleges to provide extra time and tutoring. He expressed that the GPA is a better assessment of placing students in Math courses than the entrance examination.

Chancellor Jackson reported that AB 288, which supports Dual Enrollment, will allow the high schools to share with the Colleges their students' data. This would allow the college counselors the ability to use multiple measures in assessing students' level. She indicated that this will be brought to the Board at its next meeting for approval.

#### **STUDENT SUCCESS AND EQUITY PLAN UPDATE – CHABOT COLLEGE**

Dr. Kritscher provided a PowerPoint Presentation on the Student Success and Support Program (SSSP) at Chabot College:

- Required Core Student Services (for Students);
  - Assessment;
  - Orientation;
  - Student Education Planning/Counseling
- Additional Institutional Responsibilities;
  - Assessment Test Validity/Reliability and State-Approved Instruments;
  - Changes to Priority Registration Implementation;
  - Student Follow-up Services;
    - Undecided Students, Basic Skills Students, Students on Probation;
  - Align SSSP Activities with Student Equity Plan.

Dr. Kritscher reviewed the Early Decision Program as follows:

- Visits by Counselors and Assessment Staff to 26 area schools to outreach and matriculate students through Student Success and Support Program (SSSP);
- Development of Initial Student Education Plan (SEP);
- Success Indicators:
  - Success in English 1A (2 times as likely after 2 and 4 years);
  - Higher persistence; Transfer Directed (2 times); Degrees (2 times); Transfer Ready (2-3 times).

### **VETERANS PROGRAM – CHABOT COLLEGE**

Dr. Kritscher presented a PowerPoint Presentation on the Veterans' Program at Chabot College. He reviewed the Program's success as follows:

- Fall 2013 – 382 Veteran Students (20% women, 80% men);
  - 41% full-time/59% part-time;
- Veterans' Resource Center Opening Fall 2015;
- New Student Veterans Psychology – Counseling Class Fall 2015;
- Counseling and Tutoring;
- Mentoring and VA support with American Legion.

Dr. Kritscher was excited to report the opening of a Veterans' Resource Center at Chabot College in the Student Center this Fall.

### **INTERNATIONAL STUDENTS – CHABOT COLLEGE**

Dr. Kritscher presented a PowerPoint Presentation on the Non-Resident Students and International Students Program (ISP).

#### Non-Resident Students

- Fall 2014 Enrollments at Census:
  - 57 New High School Students from other States (3%) and 110 from other Countries (5%);
  - 179 Unknown (8%);
    - Out of 2,199 total new high school students;
  - 251 (10%) Transfer Students from other colleges out of state and 138 (5%) Transfer Students from other colleges out of country;
  - Unknown 168 (7%);
    - Out of 2,523 total Transfer Students from other colleges.

International Students

- 54 F-1 Visa Students (38 men/16 women) from 17 countries;
- Top 5 countries in order: China, Vietnam, Canada, Finland, and Hong Kong;
- Top 3 majors are Business, Liberal Arts and Computer Science;
- 50 full-time, 4 Optional Practical Training (OPT) post completion of studies internships/employment.

Dr. Kritscher reported that enrollment of International Students has dropped between 2009-10 and 2014-15 (Fall 2009 – 106; Spring 2010 – 98; Fall 2014 – 54; Spring 2015 – 55).

Dr. Kritscher reviewed the ISP potential revenue as based on current, minimum fees per F-1 visa students at \$6,936 per academic year. He estimated that at 150 students, the revenue projection is \$1,040,400.

Dr. Celia Esposito-Noy expressed the importance of the work being done at the Colleges to support all students. She reported that she has discussed with Mr. Lorenzo Legaspi allocating funds to increase the District's International Student Enrollment. She reported that funds have been identified to help support both colleges in their existing plans for International Student Programs, as well as looking at a District-wide recruitment effort working with the American Recruitment Council that certifies valid recruitment agencies.

Chancellor Jackson reported that this initial presentation on the International Students Program is at the request of the Board. She reported that an update will be presented in one year.

**GOOD OF THE ORDER**

Student Trustee Eric Bolin reported that Las Positas College Student Elections will be held the last week of April.

On behalf of the Board, Trustee Mr. Gelles expressed appreciation to Ms. Jeannine Methe, Mr. Ken Agustin, and Ms. Rachel Ugale for the technology training provided to the Board prior to Closed Session. He expressed that this will assist the District's efforts of cutting back on providing paper copies of all Board documents.

The Board expressed appreciation to the presenters this evening.

**ADJOURNMENT**

Motion No. 2

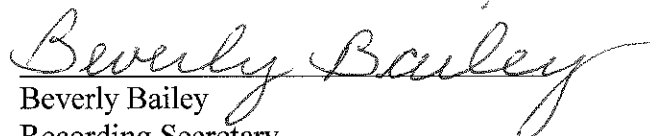
Trustee Mrs. Dvorsky made a motion, seconded by Trustee Dr. Mitzman, to adjourn the meeting at 8:17 p.m.


Motion carried unanimously, 7-0.

**NEXT MEETING**

The next Meeting of the Board is a Regular Meeting scheduled for April 21, 2015 at Chabot College.

Minutes prepared by:

  
Beverly Bailey  
Recording Secretary

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