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

MINUTES
March 6, 2018

PLACE

Chabot-Las Positas Community College District, 7600 Dublin Blvd, Dublin Ca 94568

CALL TO ORDER

The study meeting was called to order at 5:03 p.m. by President Mitzman, Recording Secretary Debra Nascimento called the roll. Trustees Maduli was absent at the time of roll.

PUBLIC COMMENTS

Ms. Laura Alarcon, Faculty, Chabot College, stated she was there to describe her experience with the Chancellor at the recent Listening Sessions at Chabot. She stated she recently was at a conference in Sacramento with other California Community College Students and Faculty and visited the Capitol to help them understand an on-line college is a foolhardy idea and among other things replicates assistance services provided by the colleges. She also stated they challenged the new Funding Formula, specifically educating our Legislators that the definition of student success is not anchored in the amount of degrees and certificates that our college gives. She stated they also met with the representatives in the Capital, they listened, they asked questions, and they took notes, and exhibited curiosity. She stated these were absent at Dr. Jackson's Listening Sessions at Chabot. She stated Dr. Jackson expressed her first Listening Session at Chabot "Emotional" referring to the degree of frustration that faculty and classified showed during the meeting. She stated Dr. Jackson also stated "I'm not stepping down because the Faculty wants me to". She stated the Board has the best interest at heart for our colleges, the faculty and students at Chabot who have cast a Vote of No Confidence towards our Chancellor. She stated they have lost confidence in her ability to lead the District. Lastly, she stated she stood before the Board asking them to walk on this side of history and declare Chabot a Sanctuary campus, and they did. She asked the Board to do the right thing again and begin the search for a progressive, humble and curious Chancellor whom can help the District navigate the tumultuous times ahead. In closing she presented the Listening Session Booklet that everyone received and questioned the costs associated with the production.

Andrew Pierson, Faculty, Chabot College, stated he has been at Chabot as a full-time employee for 12 years prior to that he was at UC Santa Cruz. He stated during his time at UC Santa Cruz he completed a Post Doc, called Student Mental Health and prior to that his dissertation was on Campus Climate at the Flag Ship University of New York. He stated one of the major reasons students drop out of Community Colleges aren't academic reasons, but such things as campus climate and a welcoming campuses. Part of having a welcoming campus requires that people listen and students feel listened to and faculty work with students and we forward ideas and those ideas are taken seriously. He expressed how they reached the point of the Vote of No Confidence, once a month there are 6 division meetings and 1 required faculty meeting. He stated there are reports from various committees on campus, facilities, planning, and senate etc., He stated complaints have been brought forward against the District the Chancellor specifically for years at these meetings. He stated when the Senate came back and proposed a Vote of No Confidence, Faculty took it seriously. The Vote of No Confidence Document was the work of the Divisions and by the Academic Senate. He stated the Vote of Confidence is supported by the Faculty. Lastly, he passed out a Survey to all the Trustees recommending they use it to gather more information, which is directed towards administrators, chairs, co-chairs and tri-chairs at the colleges.

Ming Ho, Faculty, Chabot College, stated he was there to report on the recent Chancellor's Listening Session he attended at Chabot College. He stated the Faculty has issued a Vote of No Confidence in the Chancellor's leadership specifically the document points out an unsupportive management style which is beyond repair on particular issues. He stated at the Listening Session he gave the Chancellor the opportunity to address a particular instance regarding a meeting with the IEPI Visiting Team, where both Faculty Senate Presidents from both colleges were turned away, her response was "the District does not attend the colleges shared governance meetings". He stated this meeting was important to the Senate Presidents as there was a proposal that was being reviewed by the District to the State Chancellor's office in which was not given in final form. He continued to state the Faculty does not feel like they are being heard nor being taken seriously.

ADJOURN TO CLOSED SESSION

Motion No. 1

Motion made by Trustee Gelles and seconded by Trustee Gin, the Board immediately adjourned to Closed Session at 5:11 p.m.

Motion carried unanimously, 6-0 with Trustee Maduli absent.

OPEN SESSION

The Board re-adjourned in Open Session at 6:39 p.m. Recording Secretary Debra Nascimento called the roll. Trustee Maduli was absent at the time of roll.

ATTENDANCE

Members Present: Trustee Ms. Isobel F. Dvorsky
Trustee Mr. Dobie Gelles
Trustee Dr. Hal G. Gin
Trustee Dr. Marshall Mitzman
Trustee Ms. Genevieve Randolph
Trustee Mr. Carlo Vecchiarelli

Members Absent: Trustee Mr. Edralin "Ed" Maduli (Excused)
Student Trustee Chris Romero (Excused)
Student Trustee Juliet Garcia Gutierrez (Excused)

Recording Secretary: Ms. Debra Nascimento

Managers Present: Dr. Jannett Jackson, Chancellor
Dr. Susan Sperling, President, Chabot College
Ms. Roanna Bennie, Interim President, Las Positas College
Dr. Matthew Kritscher
Dr. Stacy Thompson
Ms. Jeannine Methe
Ms. Guisselle Nunez
Ms. Krista Johns
Mr. Wyman Fong
Mr. Doug Horner
Mr. Lorenzo Legaspi
Ms. Barbara Yesnosky
Mr. Walt Blevins
Ms. Diane Brady
Mr. David Betts
Ms. Jennifer Druley
Mr. Ron Gerhard

Others Present: Ms. Melissa Korber President, Las Positas College Faculty Association
Mr. Ming Ho
Ms. Laura Alarcon
Mr. Andrew Pierson
Mr. Jim Baum
Mr. David Johnson
Mr. Gary Howard

PLEDGE TO FLAG

Trustee Gelles led the pledge to the flag.

REPORT OUT: ACTION TAKEN IN CLOSED SESSION

No action was taken in Closed Session

1.6 PUBLIC COMMENTS

There were no Public Comments offered at this time.

2.0 PRESENTATION: DISTRICT WIDE SAFETY & SECURITY INITIATIVES

Chancellor Jackson provided an introduction and background to Mr. Jim Yoke, District Emergency Preparedness and Workplace Safety Manager.

Mr. Yoke thanked the Board for the opportunity to present tonight and expressed how grateful he was as he has learned so much about the district, and has had the chance to interact with some great people.

Emergency Management Introduction

- All hazards approach
- Incident management development
- Planning
- Training
- Drills & Exercises
- Acquire, store, and teach people how to use supplies and equipment supported by Measure A

The Emergency Management Cycle

- What is an EOC?
- The difference between field command and EOC management
- Field support is organized, communications and coordination with a city and County are established, media interactions are managed, and jurisdictional issues are addressed

Preparedness Goals

- Preparedness at our District differs from a city or county
- Post incident here, people leave if possible, and if needed
- Post incident in the community, people are either at home or they're trying to get there
- They don't leave unless they're evacuated
- In that case, our colleges become useful to the community and our preparedness efforts will need to be ready for this

Emergency Operations Center (EOC) Development

- Command (field) or Management (EOC)
- Operations – “the doers”
- Planning – “the thinkers”
- Logistics – “the getters”
- Finance – everything has to be paid for in the end
- People need to be assigned roles three deep, they need to be trained on those roles, they need practice doing their jobs, and they need the necessary supplies.

Ever bridge Alert & Warning System

- Students are in our database automatically – they can choose to opt out during enrollment
- Faculty and staff opt in to the system – this will be a perpetual recruitment process
- Vendors need to be re-entered into the system annually
- An annual calendar will schedule testing, purging, and outreach
- Emergency alerts go out via text, voice, and email
- The system is online and can be used now

Success Depends On the Incident Command System (ICS)

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Planning – The Foundation

- Plans are crucial – they describe:
 - Who you are
 - What your jurisdiction is
 - What your risks are
 - How you will mitigate those risks (if possible)
 - How you will respond to and recover from incidents caused by those risks
 - Who is responsible for filling various roles

- What supplies and equipment you will use to get work done

Plans That Are Coming

- There are two kinds of training
 - Plan related
 - For these, plans must be completed first
 - This is where people will learn what their jobs are in an incident and how they'll get tasks accomplished
 - Non-plan related
 - Skills based training (i.e. First Aid & CPR)
 - These can begin as soon as possible and they stand alone
 - Skill based training will be given year round, with an emphasis on the summer months

More Plans

- First Aid & CPR
- Disaster Home Preparedness (DHP) – *this will be presented at LPC on its April 3 Flex Day*
- College Emergency Response Team (CERT)
- NIMS – SEMS – ICS
- EOP and other CLPCCD plan training
- Section specific training
- Critical Incident Stress Management (CISM) training

Emergency Action & Response Planning & Training

- Plans have been completed
- Implementation is underway at both campuses
- Documents will be placed in every classroom by the end of May
- Training has been given to many CLPCCD employees
- More training will be given this school year

Updated Active Shooter Video Project

- An older version of an active shooter training video is being replaced.
- The script for a new video has been completed.
- Filming for a new video will be produced by Sujoy Sarkar at the Chabot Cable TV Station in March and April.
- The finished product will be ready by the end of May.

Supplies & Equipment

- This falls into two categories:
 - Supplies needed to carry out response tasks: This is referred to as a “Go-Kit”
 - Disaster kits for personal survival
- Both types will be purchased and in place by the end of May at the District Office
- The two colleges already have some supplies and equipment, and the inventories at those locations will be updated and replenished by the end of May also

Drills & Exercises

- Think of these as steps up a staircase, or as a natural progression as the knowledge and skill of personnel increases:
- Full-Scale Exercises
- Functional Exercises
- Drills
- Tabletop Exercises
- Seminars & Workshops

Working With Partners & Surrounding Communities

- State of California
 - Emergency Medical Services Agency
 - Medical Reserve Corps
- Alameda County
 - Emergency Managers Association
 - Mass Care & Shelter Committee
 - Yellow Command: Annual Dept. of Homeland Security exercise organized in the Bay Area – we have been invited to participate by the County and the City of Livermore

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- Cities
 - Ensure that our plans are compatible
 - Mass Care & Shelter
 - PODs (both kinds)
- American Red Cross
 - Emergency Sheltering
- Hayward Radio Club
- Livermore Amateur Radio Klub (LARK)

Security Master Plan

- This is a standalone project that will improve campus safety and security
- An assessment of existing facilities, systems, and policies has been finished.
- The plan will include building and Site Security Design Guidelines, Assistance in Equipment Manufacturer Selection, and policies for future training.

Security Master Plan Schedule

- The Security Master Plan draft will be delivered by the District's consultant by mid-March.
- Kevin Woods of Catalyst Consulting Group has been working with us to produce this product.
- Staff will review the draft in March and April.
- The finished product will be brought to the Board for approval in May.

What the Security Master Plan Will Accomplish

- Operational Security
- Architectural & Physical Security (i.e. lighting)
- Technological Systems (i.e., Talk-A-Phone call boxes at the two campuses)
- Surveillance
- Parking and traffic security
- Campus Security Command & Control with Standard Operating Procedures (SOPs)

The Ultimate Goal

- The ultimate goal is readiness. In that condition people will know:
 - What to do
 - With whom
 - Where to do it
 - And with what supplies & equipment
- Lastly, preparedness never ends. Nobody can ever claim to be finished. But, upon achieving readiness, the job will be to maintain it on an ongoing basis.

Board Comments:

Trustee Gin stated he was impressed, and feels comfortable knowing we will be up to date and prepared for whatever comes.

Chancellor Jackson introduced Vice Chancellor of Business Services Mr. Lorenzo Legaspi who gave a PowerPoint Presentation on Proposed Budget Funding Model and District Sustainability.

VC Legaspi stating he was going to give a brief update on the new Funding Formula being proposed in the Governor's January Budget Proposal for FY 2018-19

CLPCCD Budget Allocation Model

Determine Full Time Equivalent Students (FTES)	\$17,400
Calculate State Funding Apportionment, COLA, Lottery, Mandated Costs, Other State Revenues	\$108,626,782
Fund District-wide Expenses Contractual, Regulatory, Retiree Health Benefits, Insurance, Utilities & Audit	\$9,452,432
Fund District Office @ 10.48%	\$10,310,440
Fund Maintenance & Operations @ 8.53%	\$8,391,990
Allocate Balance of Funds to Colleges Based on FTES	
Chabot College @ 58.62%	\$47,085,386
Las Positas College @ 41.38%	\$33,386,534

Local Site Revenues to be added

Transition to a Student-Centered Funding Formula – \$175 million is proposed for a new funding formula, which would allocate funds for:

- Base Grants (50% of formula) – based on FTES enrollment
- Supplemental Grant (25% of formula) – based on the number of low-income students
- Student Success Incentive Grant (25% of formula) – based on the number of degrees and certificates granted and the number of students who complete a degree or certificate within a specified time frame
- Hold Harmless Provision – hold districts harmless during the first year of implementation

Old Model

1. Base:

Number of Students

New Model

1. Base:

Number of Students

2. Supplemental Grants:

Number of Students Receiving College Promise Grant (BOG)

Number of Students Receiving Pell Grants

3. Student Success Grants:
 CCCO's Approved Degrees, Certificates and Awards
 3-Year Completion – Degree Certificate or Transfer
 Associate Degree for Transfer

Comparison

1. Base
2. Supplemental Grant
 - a. Student on (BOG) Not a Factor No. X \$5,072 X 25.10%
 - b. Student on (Pell) Not a Factor No. X \$5,072 X 40.00%
3. Student Success Grants
 - a. Awards Not a Factor No. X \$5,072 X 104.00%
 - b. 3-Year Completion Not a Factor No. X \$5,072 X 120.20%
 - c. Degree Transfer Not a Factor No. X \$5,072 X 18.40%

- Note: \$5,072 is the Credit Rate for 2017-18

Looking Ahead

- New formula produces “winners” and “losers”
- Hold harmless for one (1) year 2018-19
- Eliminates “Roll Back”
- New way of doing business
 - Growth no longer the sole factor
 - Review how we report data
 - Direct \$ to student support areas, Counseling, Tutoring, Technology
 - Unintended Consequences
 - 50% Law
 - 75/25 (FON) Faculty Obligation Number
 - Different student population @ colleges

VC Legaspi stated there is a lot of discussion at the state level, our CEOs, CBOs, (himself and Trustee Maduli), are involved in looking at this Funding Formula and advising the Chancellor, State Chancellor and Department of Finance.

Board Comments:

Chancellor Jackson stated, the college presidents and herself attended the CEO Summit. She stated during the summit there was discussion centered on the New Budget Allocation Model as well as the new 115th on-line college. She stated the CEOs that attended the Summit are pushing for 2 years Hold Harmless, not 1 year. She stated were ahead of the curve on the Roll Back. She stated VC Legaspi spoke about the Pell Grant which was recommended that is not a metric that is used we should look at Bog Waivers or other metrics. She stated if we

go with this model it will have an effect on the 50% Law and Academic Senate is weighing hard and heavy on that and subsequently it will affect our Faculty Obligation numbers.

VC Legaspi stated we try to prepare for the worse in building our Rainy Day Fund as the next recession is not a matter of if, but when. He stated we didn't realize a new Funding Formula from the state level would affect us so quickly. He stated as a District, we will continue to build our reserve, which we have 6% above our 8% minimum reserve. We continue to manage our expenditures which is the reason why we offered the SERP. The SERP will provide savings on the salary side; and lastly, we look to Measure A to see if we can shift some of the General Fund Expenses to Measure A to manage General Fund expenses so we can be prepared- not just for the next recession but anything that the state might impose upon us.

Chancellor Jackson stated Agenda Item 3.4 Draft CLPCCD Support of DACA, was proposed back in November when we approved the campus sanctuary resolutions by consensus. She, Trustee Maduli and Student Trustee Juliet Garcia Gutierrez agreed to draft a District wide Resolution. She stated the draft document was shared with the Trustees for first review and based upon the feedback received from Trustee Maduli and Student Trustee Garcia Gutierrez she is hopeful to have a draft to the Board at the March 20th meeting.

President Mitzman asked for an update on the News Clips that are in the Newsletter, to whom Chancellor Jackson answered she has received correspondences from different individuals and it also came up during the Listening Sessions at Chabot regarding some of the news clips and links to external sites that are included in our weekly newsletter. She stated all the news clip links have been removed going all the way back to the beginning of when we started production of the newsletter.

ADJOURNMENT

Motion No.2

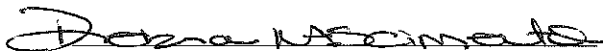
Trustee Vecchiarelli made a motion, seconded by Trustee Gin to adjourn the meeting at 8:24 p.m.

Motion carried unanimously, 6-0, with Trustees Gelles absent.

NEXT MEETING

The next Meeting of the Board is a Regular Meeting scheduled for March 20, 2018 at the District Office.

Minutes prepared by:



Debra Nascimento
Recording Secretary



Secretary, Board of Trustees
Chabot Las Positas Community College District