

OFFICIAL COPY



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

MINUTES
August 20, 2019

PLACE

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

CALL TO ORDER

The regular meeting was called to order at 5:00 p.m. by President Maduli, Recording Secretary Debra Nascimento called the roll.

PUBLIC COMMENTS

There were no Public Comments offered at this time.

CLOSED SESSION

Motion No. 1

Motion made by Trustee Gin and seconded by Trustee Mitzman, the Board immediately adjourned to Closed Session at 5:05 p.m.

Motion carried unanimously, 7-0.

OPEN SESSION

The Board re-adjourned in Open Session at 6:35 p.m. Recording Secretary Debra Nascimento called the roll.

ATTENDANCE

Members Present:

Trustee Dr. Hal G. Gin
Trustee Linda Granger
Trustee Maria Heredia
Trustee Mr. Edralin "Ed" Maduli
Trustee Ms. Genevieve Randolph
Trustee Mr. Tim Sbranti

Student Trustee Geraldine (Gee) Molo
Student Trustee Valeria Gavino Pena

Recording Secretary: Ms. Debra Nascimento

Managers Present: Mr. Ronald Gerhard, Interim Chancellor
Dr. Susan Sperling, President, Chabot College
Ms. Roanna Bennie, Interim President, Las Positas College
Mr. David Betts
Ms. Diane Brady
Ms. Julia Dozier
Ms. Jennifer Druley
Mr. William Garcia
Mr. Bruce Griffin
Dr. Matthew Kritscher
Mr. Owen Letcher
Ms. Guisselle Nunez
Mr. Doug Roberts

Others Present: Ms. Sarah Thompson, President, Las Positas College Faculty Senate
Mr. Miguel Colon, President, Chabot College Faculty Senate
Ms. Noell Adams, President, Chabot College Classified Senate
Mr. David Rodrigues, President, Las Positas College Classified Senate
Ms. Donna Alaoen
Mr. Gregory Correa
Mr. Dave Fouquet
Ms. LaVaughn Hart
Ms. Ann Kroll
Ms. Dawn Neideffer
Mr. Arnold Paguio
Ms. Sara Parker
Mr. Gregory Rees
Ms. Sandi Perry-Rees
Ms. Danita Romero
Ms. Rosalie Roque
Mr. Todd Steffan
Mr. Jeff Swinyer
Ms. Debbie Trigg
Ms. Rachel Ugale
Ms. Barbara Yesnosky

REPORT OUT: ACTION TAKEN IN CLOSED SESSION

President Maduli reported the following action was taken in Closed Session: The Board voted unanimously to deny the Tort Claim submitted by Ms. Diane Buffington against the Chabot-Las Positas CCD for money damages related to her employment.

1.5 PLEDGE TO FLAG

Interim Vice Chancellor of Business Services Mr. Doug Roberts led the pledge.

1.6 PUBLIC COMMENTS

Mr. Gregory Rees stated he is demanding an investigation regarding the reported lewd act and sexual harassment perpetrated against his wife Ms. Sandi Perry-Rees.

Mr. Gregory Correa thanked Interim Chancellor Gerhard for allowing him to speak at the Classified Luncheon and VP Thompson for all her hard work. He expressed his disappointment with the District.

Mr. Todd Steffan invited everyone September 11th to the Special Tribute event at Las Positas College honoring Mr. Edward Guerrero, City of Oakland Fire Captain, USMC Veteran.

1.7 APPROVE CONSENT ITEMS (cc)

Motion No. 2

Trustee Mitzman made a motion, seconded by Trustee Gin, to approve the Consent Calendar.

Motion carried unanimously, 7-0.

The following items were approved on the Consent Calendar:

GENERAL FUNCTIONS

1.8 APPROVAL OF MINUTES OF JUNE 18, 2019 REGULAR MEETING APPROVAL OF MINUTES OF JULY 16, 2019 REGULAR MEETING

3.0 PERSONNEL

- (cc) 3.1 Classified Personnel
- (cc) 3.2 Faculty Personnel
- (cc) 3.3 Management Personnel

4.0 EDUCATIONAL SERVICES

- (cc) 4.1 Acceptance of an Augmentation to Grant Award - U.S. Department of Education, TRIO Student Support Services ASPIRE Program (P042A151205 - 19), Chabot – Las Positas Community College District, Chabot College

- (cc) 4.2 Acceptance of an Augmentation to Grant Award - U.S. Department of Education, TRIO Educational Talent Search (ETS) Program (P044A160820 – 19), Chabot –Las Positas Community College District, Chabot College
- (cc) 4.3 Acceptance of an Augmentation to Grant Award - U.S. Department of Education, TRIO Student Support Services EXCEL ESL Program (P042A151212 - 19), Chabot –Las Positas Community College District, Chabot College
- (cc) 4.4 Acceptance of an Augmentation to Grant Award - U.S. Department of Education, TRIO Student Support Services (SSS) Science, Technology, Engineering and Math (STEM) Program (P044A160820 – 19), Chabot – Las Positas Community College District, Chabot College
- (cc) 4.5 Approval of Grant Contract — Alameda County Social Services Agency, Children and Family Services for the Resource Family Approval (RFA) Program, Chabot Las Positas Community College District, Chabot and Las Positas Colleges
- (cc) 4.6 Approval of Renew Agreement - State of California, Bureau of Automotive Repair Smog Referee and Student Training Program with the Foundation for California Community Colleges at Chabot-Las Positas Community College District, Las Positas College
- (cc) 4.7 Approval of Contract Award Renewal— Alameda County Social Services Agency, Children and Family Services for the Community Action to Reach Out to Infants (CARI) Program, Chabot-Las Positas Community College District, Chabot College
- (cc) 4.8 Approval of College and Career Access Pathways Partnership Agreement for Dual Enrollment between New Haven Unified School District and Chabot Las-Positas Community College District, Chabot College
- (cc) 4.9 Approval of the Grant Agreement between Kaiser Permanente and Chabot-Las Positas Community College District, Chabot College, in support of the “RISE Program” (Grant Agreement No.: 9470)
- (cc) 4.10 Approval of Agreement - Set-Building Partnership with City of Pleasanton and Chabot-Las Positas Community College District, Las Positas College Theater Arts Department

5.0 BUSINESS SERVICES

- (cc) 5.1 Approval of Commercial Warrant Registers
- (cc) 5.2 Approval of Payroll Warrant Registers
- (cc) 5.3 District Participation in the 2020 Chancellor’s Office Tax Offset Program (COTOP)
- (cc) 5.4 Approval of Declaration of Surplus Property to be Sold at Public Auction Sale and Donation or Disposal of Any Items Not Sold
- (cc) 5.5 Approval of Declaration of Surplus Property to be Donated to Non-Profit Organization
- (cc) 5.6 Approve the Award of a Piggyback Contract for District-Wide Office Supplies via Office Depot through National Intergovernmental Purchasing Alliance Company (“National IPA”) Office and Educational Supplies

6.0 FACILITIES PLANNING AND DEVELOPMENT (No Items)

7.0 ECONOMIC DEVELOPMNET/CONTRACT EDUCATION

- (cc) 7.1 Acceptance of Grant Funding - City of Livermore Human Services Committee (HSC) Funds to District - Economic Development, Tri-Valley Career Center (TVCC)
- (cc) 7.2 Acceptance of Grant Funding, City of Pleasanton Volunteer Income Tax Assistance (VITA) Funds to District - Economic Development, Tri-Valley Career Center
- (cc) 7.3 Acceptance of Grant Funding - City of Pleasanton Human Services Committee(HSC) Funds to District - Economic Development, Tri-Valley Career Center
- (cc) 7.4 Acceptance of Grant Agreement No. 19-051-001 Educational Services and Support Student Financial Assistance Program (SFAP) - California Community Colleges Chancellor's Office (CCCCO), District-Economic Development
- (cc) 7.5 Acceptance of Grant Agreement No. 19-065-001 Umoja Programs – California Community Colleges Chancellor's Office (CCCCO), District-Economic Development
- (cc) 7.6 Amendment to Grant Agreement No. 18-065-001 Umoja Programs- California Community Colleges Chancellor's Office (CCCCO), District-Economic Development

8.0

INFORMATION AND DISCUSSION ITEMS (No Action)

- 8.1 Informational Personnel Reports
- 8.2 2018-19 Annual Distance Education Report, Chabot College
- 8.3 2018-19 Annual Distance Education Report, Las Positas College

9.0 OTHER ACTION ITEMS

- 9.1 Approval of Chabot College Accreditation Mid Term Report
- 9.2 Approval of Las Positas College Accreditation Mid Term Report

1.9 PRESENTATION: 2019-20 PROPOSED FINAL BUDGET: GENERAL FUND, CAFETERIA FUND, CHILD DEVELOPMENT FUND, CAPITAL PROJECTS FUND, SELF-INSURANCE (RUMBLE) FUND AND MEASURE B FUND

Interim Chancellor Gerhard introduced VC of Business Services Mr. Doug Roberts who presented the 2019-20 Budget. He stated this is the First Reading, a Special Board Meeting is scheduled for September 10th where the Board will take action before the statutory date of September 15th.

PRESENTATION SUMMARY

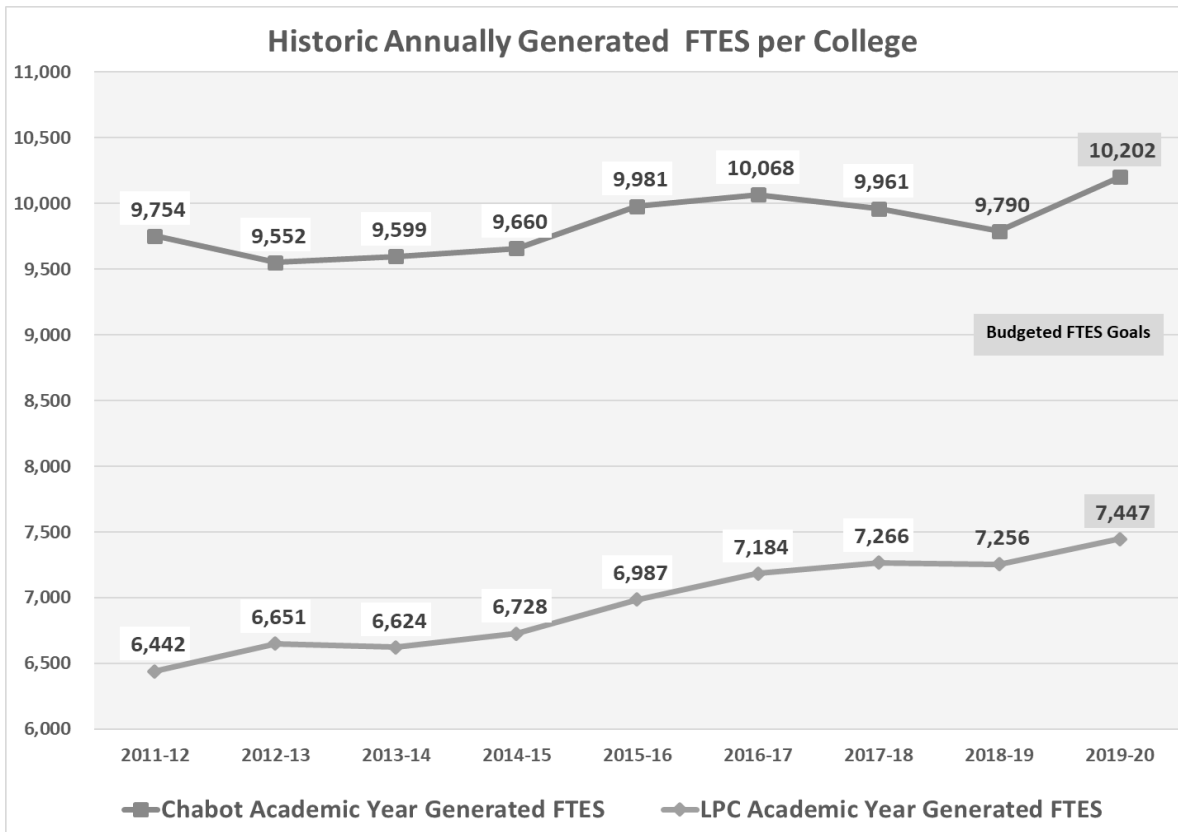
- Budget Requirement
- Student Enrollment Data
- 2019-20 Student Centered Funding Formula (SCFF)
- 2018-19 Districts Funded through “Hold Harmless”
- 2019-20 CLPCCD Funding-Hold Harmless vs. SCFF
- Major Revenue & Expenditure Assumptions
- Budget Allocation Model Summary

- Budgets for Major District Funds
- Unrestricted General Fund- Fund Balance Break-out
- Looking Ahead- Opportunities and Budget Risks

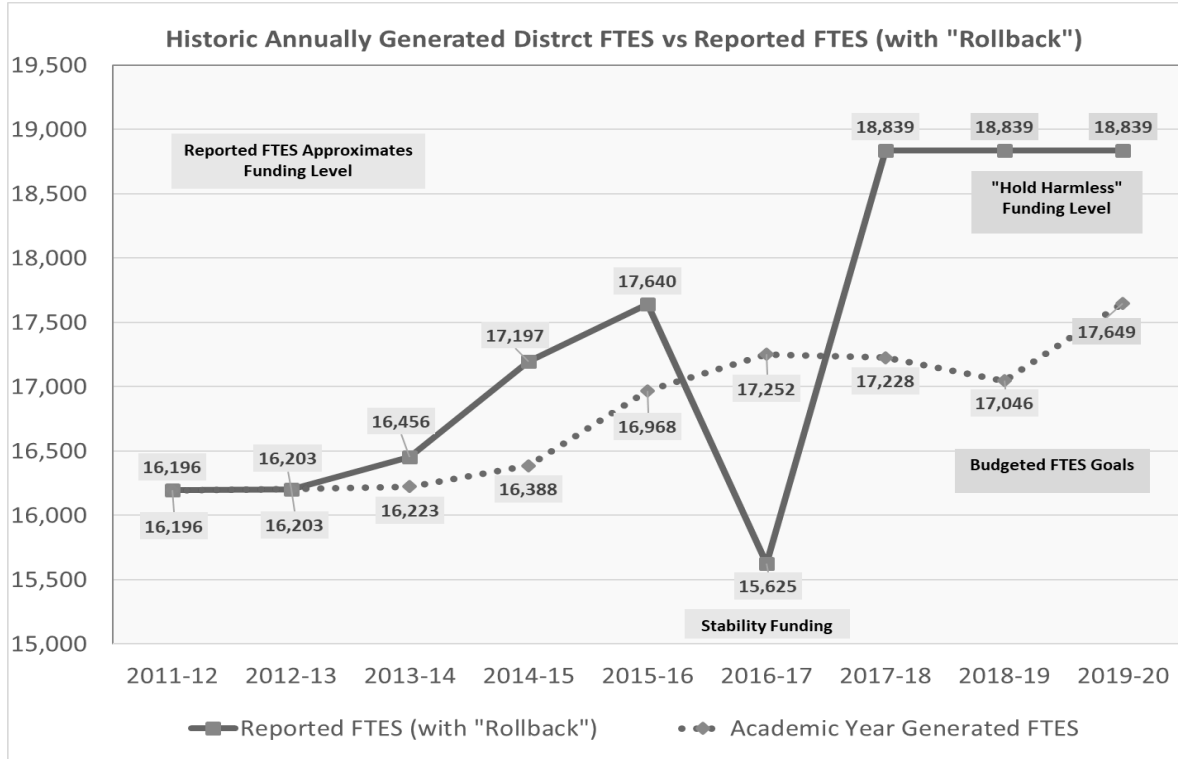
BUDGET REQUIREMENT

- Title 5 § Section 58305 of the California Code Regulations requires community college districts to adopt a tentative budget on or before the first day of July each year
- The same code requires that the governing board adopt a final budget on or before September 15th
- The Adopted Budget will be voted on by the Board at a Public Hearing on September 10th at 6:30 p.m. in the District Office Board room.

COLLEGE ANNUALLY GENERATED FTES



DISTRICT FTES (GENERATED & REPORTED)



STUDENT CENTERED FUNDING FORMULA (SCFF)

Implemented to Support the Six Goals of the California Community Colleges' Vision for Success:

- Increase awarded Degrees, Certificates and Credentials by 20%
- Increase the number of Student Transfers to UC and CSU by 35%
- Decrease the average number of units accumulated by the students earning associated degrees from 87 total units to 79 total units
- Increase percentage of CTE students getting employed in their field from 60% to 76%
- Reduce "Equity Gaps" across all of the above measures through faster improvements among traditionally underrepresented student groups by 40% in 5 years, closing the gaps in 10 years
- Reduce "Regional Achievement Gaps" across all of the above measures through faster improvements among colleges in regions with the lowest educational attainment of adults

STUDENT CENTERED FUNDING FORMULA (SCFF)

- A “Base Allocation” based on a districts colleges and the FTES at those colleges...plus funding for FTES (similar to previous SB361 model, but a lowered rate per credit FTES)
- A “Supplemental Allocation” based on the number of PELL and Promise Grant recipients, plus AB 540 students
- A “Success Allocation” based on the number of students: awarded degrees, certificates, and transfers; completing transfer level Math and English, competing 9 units of CTE units, and attaining a regional living wage

The model allows for “Hold Harmless” Funding (through 2021-22) equal to prior year funding plus COLA.

GOVERNOR’S BUDGET FY2019-20

- Student Centered Funding Formula (FY 2019-20)
 - 70% for the Base Allocation
 - 20% for the Supplemental Allocation
 - 10% for the Student Success Allocation
- Funding rates (for 2019-20) will be the 2018-19 rates increased for COLA
- Student Success Allocation is capped at 10% (over 2018-19 totals)
- “Transfers” for the student success allocation would only count if the student completed 12 or more units in the district in the year prior to transfer

SCFF FUNDING RATE

BASIC ALLOCATION	
Funding Categories	Dollars Per Unit Funding for 2019-20
Multi-College Per College Funding	
$\geq 10,000$ & $\leq 20,000$ FTES	4,719,730
$\leq 10,000$ FTES	4,045,480
FTES Funding	
Credit	3,848.50
Special Admit Credit	5,634.56
Incarcerated Credit	5,634.56
CDCP	5,634.56
Noncredit	3,456.62

SCFF FUNDING RATES

SUPPLEMENTAL ALLOCATION	
Funding Categories	Dollars Per Unit Funding for 2019-20
Pell Grants Recipients	948.96
AB 540 Students	948.96
California Promise Students	

SCFF FUNDING RATES

STUDENT SUCCESS ALLOCATION			
	Dollars Per Unit Funding For 2019-20		
		Pell Grant	Promise Grant
	All Students	Recipients	Recipients
Funding Categories	(Base)	(Added Premium)	(Added Premium)
Associate Degrees for Transfer	1,817.38	687.71	458.47
Associate Degrees	1,363.03	515.78	343.86
Baccalaureate Degrees	1,363.03	515.78	343.86
Credit Certificates	908.69	343.86	229.24
Transfer Level Math & English	908.69	343.86	229.24
Transfer	681.52	257.89	171.93
Nine or More CTE Units	454.34	171.93	114.62
Regional Living Wage	454.34	171.93	114.62

CLPCCD FUNDING- HOLD HARMLESS VS. SCFF

Funding for 2019-20- (The Higher of Option #1 or Option #2)	
Option #1- Funding per SCFF	
Section I- Base Allocation	
FTES Revenue	\$66,827,795
FTES Growth	-
Basic/Foundation	8,765,210
Total	75,593,004
Section II-Supplemental Allocation*	16,169,742
Section II-Student Success Allocation*	10,420,920
SCFF Total	\$102,183,666
Option#2- Funding per "Hold Harmless"	
2018-19 Total Available Revenue (TAR)	\$110,597,916
2019-20 COLA= 3.26%	3,605,492
Hold Harmless Total	\$114,203,408
Based on the ratio of Allocation funding per "Generated" FTES for 2017-18	

SYSTEM FUNDING-HOLD HARMLESS DISTRICTS

2018-19 State Funding for Community Colleges
The 26 Districts that Maintain Total Funding Through “Hold Harmless” at P-2

District	Hold Harmless Funding above SCFF (in Millions)	District	Hold Harmless Funding above SCFF (in Millions)
Cabrillo	3.5	Palomar	4.3
Chabot-Las Positas	14.7	Peralta	3.4
Compton	1.2	San Francisco	5.5
Contra Costa	13.8	San Luis Obispo	1.4
Foothill De Anza	10.2	San Mateo	3.6
Gavilan	0.2	Santa Clarita	1.1
Glendale	3.1	Santa Monica	3.8
Long Beach	2.0	Sierra Joint	3.4
Marin	2.3	Solano	4.2
Mendocino-Lake	0.2	Sonoma	5.9
Monterey	1.4	South Orange	3.0
North Orange	14.1	Southwestern	1.7
Ohlone	7.7	West Valley	6.5

MAJOR REVENUE ASSUMPTIONS

ASSUMPTION	AMOUNT
Higher of SCFF Calculation Amount or Hold Harmless	\$114,203,408
Lottery Revenue	\$2,737,328
Mandated Cost Block Grant	\$533,380
Part Time Faculty Allocation	\$394,245
Non-Resident Tuition	\$2,434,490

MAJOR EXPENDITURE ASSUMPTIONS

- Based on serving 17,649 FTES
- Step/column and longevity included
- Premium increases for health & welfare, assumes status quo employee contributions
- Retiree Health Benefits budget of \$7,377,725 is based on the 2018 actuarial study and represents an increase of 39% over the prior year's budget
- STRS/PERS increased rates from 16.28% to 17.10% and 18.06% to 19.72% respectively
- Property & Liability Insurance budget of \$650,028 (\$519,605 base + \$130,423 due to SCFF-Rollback FTES increase)
- Utilities budget (electricity, natural gas, water, and disposal services) of \$2,909,678

BUDGET ALLOCATION MODEL-CALCULATIONS

BUDGET ALLOCATION MODEL

Full Time Equivalent Students (FTES) determined by District	
↓	
Calculate State Funding Apportionment, COLA, Lottery, Mandated Costs, Other State Revenues	\$109,549,042
↓	
Fund District-wide Expenses Contractual, Regulatory, Retiree Health Benefits, Insurance, Utilities & Audit	\$13,098,458
↓	
Fund District Office @ 10.48%	\$10,107,812
Fund Maintenance and Operations @ 8.53%	\$8,227,064
↓	
Allocated Balance of Funds to Colleges Based on FTES	
Chabot College @ 57.80%	\$45,552,687
Las Positas College @ 42.20%	\$33,353,311
↓	
Local Site Revenues to be Added	

ADOPTED BUDGET 2019-2020-UNRESTRICTED

REVENUE	
State General Apportionment, State/Local/Federal Revenue and Transfers	\$144,375,417
EXPENDITURES	
Total Expenditures	\$137,165,026
Net Increase/(Decrease) in Fund Balance	\$7,210,391
Beginning Balance	\$30,963,249
Ending Balance	\$38,173,640

ADOPTED BUDGET 2019-2020- RESTRICTED

REVENUE	
State General Apportionment, State/Local/Federal Revenue and Transfers	\$164,090,636
EXPENDITURES	
Total Expenditures	\$163,368,770
Net Increase/(Decrease) in Fund Balance	\$721,866
Beginning Balance	\$5,592,737
Ending Balance	\$6,314,603

ADOPTED BUDGET 2019-2020-SELF INSURANCE FUND (RUMBLE)

REVENUE	
State General Apportionment, State/Local/Federal Revenue and Transfers	\$7,417,725
EXPENDITURES	
Total Expenditures	\$7,377,725
Net Increase/(Decrease) in Fund Balance	\$40,000
Beginning Balance	\$1,568,585
Ending Balance	\$1,608,585

Per the 6/30/19 GASB 74/75 Actuarial Report, the District's Unfunded Liability for Retiree Health Benefits is \$200,280,667

ADOPTED BUDGET 2019-2020- BOND FUND

REVENUE	
Interest & Proceeds-Sale of Capital Assets	\$2,336,641
EXPENDITURES	
Total Expenditures	\$75,478,862
Net Increase/(Decrease) in Fund Balance	\$(73,142,221)
Beginning Balance	\$127,007,754
Ending Balance	\$53,865,533

ADOPTED BUDGET 2019-2020-CAPITAL PROJECTS FUND

REVENUE	
State/Local/Federal Revenue and Transfers	\$910,000
EXPENDITURES	
Expenditures	\$787,000
Net Increase/(Decrease) in Fund Balance	\$123,000
Beginning Balance	\$10,559,809
Ending Balance	\$10,682,809

A WORD ABOUT FUND BALANCE

8% Reserve	\$10,310,848
SCFF Reserve	\$3,211,259
Chabot	-\$2,745,299
M&O	\$2,826,197
EDCE	\$1,447,934
EDCE-Due to RUMBL	\$3,619,835
EDCE-Due to District	\$2,171,901

LOOKING AHEAD- BUDGET OPPORTUNITIES AND RISKS

- What is Working for Us:
 - Rollback Money to fund SCFF Metrics Increases (FFC/PBC Efforts)
 - Time to Improve SCFF Metrics during Hold Harmless Period (Thru 2021-22)

- What is Working Against Us:

Known Cost Increases	2020-21	2021-22	Cumulative
STRS & PERS	1,161,348	369,111	1,530,459
OPEB	469,966	394,633	864,599
Step/Column/Longevity	986,482	999,345	1,985,827
Total	2,617,796	1,763,089	4,380,885

- Economy/Recession- (10% of the State's Current Revenue is Dependent on Capital Gains)
- The SCFF-Cliff- (In 2022-23 the District is no longer on "Hold Harmless")

Questions and Comments

Trustee Mitzman asked what is being done to address college's deficit spending. VC Roberts stated this is a complex issue and that the district and colleges are working on it. He stated we are trying to bring our expenditures for our personnel inline to what is being distributed to the colleges. He added that part of the issue has to do with our Funding Formula, with which we are working on with our consulting firm Cambridge West, to look at the adequacy of our Funding Formula, and to ensure that what is being provided to each of the colleges is a fair and equitable distribution. Lastly, he stated that the District's funding formula this has a lot of moving parts and, as the colleges are aware, the District is working diligently on this issue. Interim Chancellor Gerhard added in 2017 when the deficit first occurred a five-year plan was brought to the Board and since then Chabot College has built within that plan. He stated until the books are fully closed, we won't know if we are still on that five-year plan. He stated that we will have a discussion in October with the Board and bring the 311 financial statements to provide the Board an update. He reassured the Board things are being done consistent with that plan. Trustee Mitzman asked where are we presently with the five-year plan. Interim Chancellor Gerhard stated in 2015-16 (not quite five years ago) Chabot College ended with a deficit of 3.4 million. He stated the first year a surplus was given to lessen that deficit by six hundred thousand, the 2018-19 Budget had a surplus of four to five hundred thousand. He stated when we close the books 2018-19 we will evaluate and assess those numbers on that five-year plan. He added, two of the five years are complete as we are in the third year. Trustee Mitzman asked if we are going in the right direction. Interim Chancellor Gerhard stated yes, the Unrestricted General Fund for Chabot College is approximately 50 million dollars. He stated addressing a deficit of 3.4 million is significant in relevance to the size of the budget. He stated the five-year plan was presented so there wouldn't be drastic reductions to the colleges, and that there was really no way to do deficit reduction, within one or two years, without negatively impacting programs and services. He stated this was a more moderate approach that had been supported.

President Maduli stated he is concerned with the budgeted deficit, and the moving in the wrong direction, with regards to the Child Development Program ending balance. VC Roberts stated he is aware of the Board's concern as a result of the concern raised at the Tentative Budget. He stated the Presidents of both colleges are aware of this issue, and they have reduced the amount of funding that has been required from the General Fund in years

past. He stated that everyone is being mindful but to also keep in mind that the Child Care Program also serves as a lab for which we do get FTES revenue, which does not show up in this budget. Trustee Sbranti asked what are the long term strategies and obligations regarding our Pension Liability. VC Roberts stated that, of the net revenue that EDC is producing over its expenses, 50% of that is being dedicated to offsetting our overall liability. He stated the financials have yet to be closed, but early calculations show we will be adding another 3-4 million dollars to the funding of that liability. He stated we are making progress, this will bring our funding to 10 million dollars at the end of 2019-20, as compared to the end of 2017-18 we had 2 million. Trustee Sbranti stated 4 million is not a big amount however, if we maintain this strategy and the “growth-mind-set” to use EDC funds to help with the Long Term Obligation, that will be good. Trustee Granger thanked VC Roberts for the presentation and stated it would be helpful at the September 10th Special Meeting to see an updated Budget Allocations Model Slide and any shifts that have happened. Trustee Randolph stated she too would like to see an updated Budget Allocations Model Slide at the next meeting.

1.10 PRESENTATION MID TERM ACCREDITATION REPORTS

a. Las Positas College

b. Chabot College

Interim Chancellor Gerhard stated this evenings presentations are on the Mid Term Accreditation reports that are required by the state.

Las Positas College Vice President of Academic Services, Dr. Kristina Whalen and Dr. John Ruys presented the following presentation:

I. CLPCCD ACCREDITATION TIMELINE

- **Institutional Self Evaluation Reports (ISERs) were submitted in July 2015**
 - Visiting Team site visit October 2015
 - Team Evaluation Reports delivered to Colleges February 2016; follow-up report required
- **Follow-up Reports were submitted in March 2017**
 - Visiting Team follow-up site visits occurred
 - Accreditation reaffirmed until next regular evaluation cycle
- **Midterm Reports due October 2019**
 - Addressing SI action and continuous improvement plans
 - Addressing Team recommendations for improvement

I. ACCJC STANDARDS

- Midterm Reports address 2002 ACCJC Standards
- Next Review Cycle will use 2014 ACCJC Standards
 - Streamlined numbering
 - Institutional integrity emphasized
 - Use of data emphasized
 - Linkages between goals and resources allocation emphasized

II. LPC MIDTERM REPORT: ACTION PLANS

- Action Plan #1-3: SLO process, participation, and staff development improvements
Status: Addressed fully in Follow-up Report
- Action Plan #4: Information consistency and accuracy
Status: Complete: Hired Webmaster, New content management system, Event Calendar, Custom search feature
- Action Plan #5: Link SLO to evaluation process
Status: Complete: Professional responsibility language added to faculty contract
- Action Plan #6: Integrate physical resources in planning
Status: Ongoing: Program Review, College-wide surveys, Facilities and Sustainability Committee
- Action Plan #7: District Function Map, EMP, District Strategic Plan
Status: Complete: District Strategic Plan adopted 2015, Educational Master Plan reviewed 2015, including District Function Map
- Action Plan #8-9: Assessment & standard evaluation of District Services
Status: Complete: Program Review process implemented 2016-17, District Committee assessment, User Groups

22 Self-Identified Continuous Improvement Plans Identified

Status: Complete and/or on-going

Topics include: Curriculum process improvements, Degree audit system, Service Area Outcome Development, Library resources, Budget and staffing improvements.

LPC MID TERM REPORT RECOMMENDATIONS

- The External Evaluation Report provided four recommendations that were necessary for the College to meet accreditation standards.
Status: All fully addressed in Follow-Up Report
- The External Evaluation Report provided recommendations for continuous improvement
Status: All fully addressed in Midterm Report: Improved linkage between mission & integrated planning. Developed library collection development plan. Needs assessment of Library, Tutoring & RAW Center complete and on-going.

Trustee Randolph asked what each acronym stands for.

Chabot College Vice President of Academic Services Dr. Stacy Thompson presented the following presentation:

THREE SELF-IDENTIFIED IMPROVEMENT PLANS

1. The College committed to completing the work on the shared governance committee structure and document in the 2015-2016 Academic Year. Following our work with the IEPI we revised our Shared Governance Structure. It was adopted Fall 2018 leading the development of the Director of IR position. The revised structure will be assessed Fall 2019.
Outcome: Completed
2. Ongoing Assessment of Student Learning Outcomes (SLO)
Outcome: Documented in the 2017 follow up report
3. The College commits to developing ways to address the shortfall in equipment and library materials funding for when the Bond funding runs out.
Outcome: Through the Shared Governance process it was decided to use Measure A funds to address library needs.

RECOMMENDATION #1 IN ORDER TO MEET THE STANDARD

- Student learning outcomes for all courses and programs are clearly, accurately, and consistently available to students and the public in both print and electronic documents, including course syllabi and the catalog
Outcome: This recommendation was fully met in the follow-up report, 2017.
- Document ongoing Service Area Outcomes (SAO) assessments and the appropriate measures implemented to improve services to students in all areas of the College.
Status: Complete
- Complete, document, and communicate the new Shared Governance structure and evaluate the effectiveness to make needed improvements.
Status: Complete
- The College should evaluate its process for prioritization of classified staff positions and administrative positions.
Status: Complete
- Update committee webpages to reflect current information.
Status: Complete
- Provide ongoing professional development for faculty, staff, and administrators to develop a clear understanding of the relationship between outcome assessment results and program review.
Status: All recommendations have been met

DISTRICT RECOMMENDATION #1, 2 & 3

The Board needs to establish a regular evaluation cycle of its policies and procedures, inclusively revise them as necessary, and make them available to the public.

The Board clearly defines and implement improvement outcomes from the established Board self-evaluation process as a mechanism for improving Board performance.

The District and College regularly evaluate role delineation and governance and division-making structures and processes to assure their integrity and effectiveness in assisting the Colleges in meeting educational goals.

Outcome: All recommendations have been met

Interim Chancellor Gerhard provided an update on the three recommendations that have been discussed at the Board level the past eight months. He stated regarding recommendation number 1, there will be a lot of progress/activity in the coming year; evidence we are following our Board Policies. He stated recommendation number 2 has been the Board's main focus over the past few months referencing to establishing annual goals and priorities; which will cumulate into the Board evaluation in late Fall. He stated recommendation number 3 is an evaluation and delineation of goals by District governance committees which were done in planning/budget council, facilities and education success committees. He stated in the 2017-18 report there was a large effort underway to evaluate within the Budget Council to evaluate our Resource Allocation Model, the fruits of that evaluation was certain recommendations were made. He stated EDC was referenced tonight interns of the Resource Allocation Model. He stated those details were included in the Report that the District and Colleges are evaluating and delineating all responsibilities that ultimately reflect upon changes of self-improvement.

NEXT STEPS

Next comprehensive report due 2022.

Starting now: Both colleges connecting our shared governance committees to accreditation standards.

Thank you to all faculty, staff, administrators and classified professionals at both colleges for their input & support on this document.

Questions and Comments

Trustee Gin asked if ACCJC has given accommodations to our District in the past. Mr. Ruy stated yes, at LPC there are a variety of ones; Veterans First Program, Campus Change, Diversity Network and several Student Orientated Programs. Vice President Dr. Thompson

stated Chabot College has too received accommodations. She stated the ones that resonated most for her are the Art Project and UMOJA Striving Black Brothers.

Trustee Randolph stated ACCJC standards now require a Quality Focus Essay, what will be the focus of your essay. Mr. Ruy stated Student Learning Outcome could potentially be the topic but people have yet to be gathered to have that discussion to move forward. Dr. Thompson agreed conversation has not happened yet and it is something that should rise organically from the committees that are involved with writing the report. She stated Integrated Planning and Shared Governance Processes could potentially be the topics.

Trustee Heredia asked how the Administrative Prioritization process is structured. Dr. Thompson stated the process involves a lot of integration of budget and timing. She stated there were several iterations which that went through the Shared Governance Process Fall 2018, and rolled out Spring 2019. The process involves having all the Administrators at an all Administrators meeting: President of Classified senate, President of Academic senate, SEIU Representative and FA Representative. She stated if an Administrator is requested, it must go through the Program Review Process.

Trustee Sbranti commended Chabot and Las Positas College on their commitment to Shared Governance. He asked who is part of the Shared Governance committees and how does Shared Governance work, what is the mechanism you use to analyze effectiveness. Dr. Thompson stated requests for resources come out of the Program Review Process where they look at programs and courses and make decisions based on what is needed to increase effectiveness.

Trustee Granger thanked both colleges for their level of commitment to the process and continuous improvement. She asked with the new standards we are held to for accreditation and Vision for Success what is the alignment between expectations and outcomes. Mr. Ruy stated at Las Positas they have started to look at these metrics. Dr. Thompson agreed Chabot College is as well.

Trustee Mitzman stated what a difference 11 years makes, today we are celebrating a collaboration between the two colleges working together. He stated he is proud to be a part of the Accreditation.

Trustee Maduli stated in regards to integrated planning, what is the total cost of ownership and is that an area that is being looked into. VC Letcher stated the District has adopted the total cost of ownership plan that has been put in place 2017-18 which it does address the new Accreditation standards. He stated the next step is to get it through the Funding Formula Committee.

9.1 APPROVAL OF CHABOT COLLEGE ACCREDITATION MID TERM REPORT

Motion No. 3

Trustee Mitzman made a motion, seconded by Trustee Heredia, to approve the Chabot College Accreditation Mid Term Report.

Motion carried unanimously, 7-0.

9.2 APPROVAL OF LAS POSITAS COLLEGE ACCREDITATION MID TERM REPORT

Motion No. 4

Trustee Mitzman made a motion, seconded by Trustee Heredia, to approve the Las Positas College Accreditation Mid Term Report.

Motion carried unanimously, 7-0.

2.0 REPORTS, FACULTY, CLASSIFIED AND STUDENT SENATES

2.1 PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES FACULTY SENATES

Las Positas College Academic Senate President, Ms. Sarah Thompson reported on the following items:

She stated she presented at Convocation, College Day and at the New Faculty Orientation. She congratulated Ms. La Vaughn Hart for receiving this year's Reed Buffington Award. She stated she can't think of anyone on campus who has shown the level of leadership over the past two decades. She thanked her Colleagues and Dean who covered for her while she was seeing her daughter off to college.

She provided an update on the Senate Presidential 2019-20 Goals:

1. BAM and Funding Formula reconstruction
 - a. Work with college and district committees towards a more effective allocation model
Status: NA meeting was cancelled
 - b. Finding talented faculty to serve
Status: All committee assignments complete
 - c. Need to data clean-up make sure we are accurately reporting and accurately receiving all metric points possible
Status: N/A not a senate level yet
2. FFC Requests, Funding and Implementation

- a. Work with district and college committees to identify priority needs while maintaining necessary reserves.
Status: N/A meeting was cancelled
- 3. Faculty Diversification (statewide goal)
 - a. Full Time Faculty
Status: Senate may recommend/request additional training from HR
 - b. Both colleges struggle with diversification with part time faculty- this will take some serious MOU action with the union as their actions affect the retention of part time faculty
Status: No action yet
- 4. Guided Pathways Goals
 - a. Work towards better paths not just for individual disciplines, but across discipline lines
Status: Attended Guided Pathways Retreat to see how senate can support this year's goals
 - b. Collaborate with CEMC re: Strategic Scheduling
Status: Meeting Friday, August 23rd
- 5. AB705 Outcomes
 - a. Senate Task Force to Evaluate Process and Outcomes
Status: Math and English Faculty have carved out a lunchtime meeting to discuss how they'd like to proceed
- 6. Brown Act Roberts Rules Orientation
 - a. Training, Standardization, and AB2257 Compliance
Status: Had initial training from Parliamentarian on College Day. Parliamentarian will attend all senate meetings
 - b. Chancellor's Proposed Districtwide Training
Status: Still eager for details-has universal senate support
- 7. Explore a "District Plenary"
 - a. Effective communication in multi-college districts
 - b. Ways of finding common ground with Chabot senate/faculty
 - c. This would include both workshops and resolution proposals
- 8. Resurrection of LPC Olympics
 - a. Approached last Olympics coordinator, Ms. Julie Thornberg

Chabot College Academic Senate President, Mr. Miguel Colon reported on the following items:

He reported he took office in July, their Senate got a late start and the presidential election did not take place until June. He stated he is excited for the new year; two lawyers will be involved. He stated all senate members will receive a copy of Roberts Rules at Thursdays meeting. He stated as a senate he wants to begin looking at enrollment, SCFF in a more holistic way and increase the level of collaboration on campus. He stated problems that face the college will not be solved by faculty, classified or administrators, the problem will be solved with one Chabot. Lastly, he stated his objective this year is to have a joint meeting of all the senates.

2.2 PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES AND DISTRICT CLASSIFIED SENATES

Chabot College Classified Senate President, Ms. Noell Adams provided the following report:

She stated Ms. Cheryl Sannebeck was presented with the Linda and Robert Carlson Classified Professional of the Year award at Convocation. This award was established in 2008 and is given each year to honor one classified or classified confidential employee for outstanding job performance and service to Chabot College and its community. This year's winner, Ms. Sannebeck, has been working fulltime at Chabot since July 2007, and she serves as the Senior Administrative Assistant to the Social Sciences Division. She has been an active participant in the Classified senate and has represented her colleagues on many shared governance and hiring committees through the years.

She stated Mr. David Rodrigues and herself facilitated a session for classified professionals entitled "Classified Professionals: Making Your Case." For this session, we asked participants to team up with their colleagues from across the district to "make the case" for needed resources in their areas (office, department, division). As part of the task, participants reviewed data related to disproportionately impacted student groups on our campuses as well as information related to the SCFF, Guided Pathways, and our colleges' strategic plans.

Lastly, she reported the Classified Senate Governing Council Retreat was held on July 25th. Per our post-retreat evaluation, all participants felt that the retreat was well organized, the facilitators and presenters were knowledgeable, and the material was presented in an interesting manner. Additionally, all participants stated that the retreat met their expectations.

Las Positas College Classified Senate President, Mr. David Rodrigues provided the following report:

He stated the Classified Senate Governing Council Retreat was a great success. He stated the goal was to give Classified Professionals experience into putting forward ideas that supported innovation and the betterment of our institutions. He stated their goal is to develop leaders and provide equitable participation into these structures. He stated he is excited that progress has been made with developing goals. He stated four out of five Classified Professionals want to participate in senate, 16% are familiar with the structure in how community colleges are governed and structured. He stated they had a Planning Retreat with the Governing Council which they identified four goals: improve communication, develop relevant dialogue, support professional development, promote networking and wellness activities. He stated there are additional topics that rolled into these; Emergency Preparedness, College Funding and Budget Issues and Student Equity and Achievement. Lastly, he stated they are finalizing their committee assignments.

PRESIDENT OF STUDENT SENATE OF CHABOT AND PRESIDENT OF ASSOCIATED STUDENTS OF LAS POSITAS COLLEGE

Las Positas College Student Senate President, Ms. Blessing Nkrumah reported on the following items:

She stated last week the Executive Board along with herself met with Board of Governors Community Colleges Representative Mr. Darius Anderson to openly ask questions on several topics. She stated she attended the Guided Pathways Retreat where she was able to speak on behalf of students. She stated this week the senate set up a table in front of Student Life welcoming incoming freshman. She stated Thursday they will hold their first senate meeting. Lastly, she stated the Market will be open August 27th.

Chabot College Student Senate Vice President, Mr. Joan Cortez reported on the following items:

Vice President Mr. Cortez stated the President position is vacant as well as three Executive positions. He stated a schedule has been identified for the elections. He stated conversations are developing about a Retreat in October. Lastly, he stated there is continued concerns about AC Transit.

GOOD OF THE ORDER

Ms. Rachel Ugale, Chapter President SEIU, stated the General Membership meeting was well attended at Convocation. She added members of the Executive Board were in attendance along with their school's team. She stated SEIU members wore their t-shirts representing solidarity and unity. She stated in addition to their bargaining update they put a call for volunteers to serve on their chapters' election committee and they are also in the process of forming a Bi-laws Committee. Lastly, she stated they will return to the bargaining table August 30th.

Mr. David Fouquet, President, Chabot-Las Positas Faculty Association, congratulated Ms. LaVaughn Hart for being the Reed Buffington recipient. He added Ms. Hart was a long time Grievance Officer and Vice President for the FA and her contributions were robust and significant. He stated there were long days leading up to the Provisional Tentative Agreement TA with the District. He stated they had their general meeting at Convocation where they learned about the new Tentative Agreement TA. He stated they are going through the process of cleaning up the articles to be reviewed by the constituents in hopes of leading to ratification later on this semester. He stated he met with Board of Governors Community Colleges Representative Mr. Darius Anderson regarding the SCFF. He stated he had conversation recently with Las Positas College Researcher Mr. Rajinder Samra regarding economically disadvantage students. Lastly, he stated yesterday he met with a Math 31 class.

10.0 REPORTS- SENIOR LEADERSHIP AND TRUSTEES

10.1 PRESIDENT OF CHABOT AND LAS POSITAS COLLEGES

Dr. Susan Sperling, President, Chabot College reported on the following items:

She stated it was an honor to host Convocation. She stated she thought there was a sense of “New start” both with the presentations which characterized our Interim Chancellor Gerhard and Acting VC Roberts. She shared photos from the New Employee Orientation. She also shared a publication from Center for Educational Partnerships, University of Berkeley highlighting seven Chabot College National Institutes of Health Bridges to Baccalaureate Scholars, she added 1 scholar is shared with Las Positas. She added, she is very proud of the students that worked during the summers on the presentations and high end science. She welcomed newly elected Academic President “Master of the Elevator Pitch” Mr. Miguel Colon. She also thanked Senate Vice President Mr. Cortez for taking the time to represent the senate. Lastly, she thanked Ms. Adams for her continuous leadership and articulation of the Classified Senate.

Ms. Roanna Bennie, Interim President, Las Positas College reported on the following items:

She thanked the Board for attending Convocation and for inviting Dr. Sperling and herself to their Retreat. She thanked the students that participated in the meeting with Board of Governors Community Colleges Representative Mr. Darius Anderson. She highlighted the Las Positas Connection, adding the Math Jam continuation did not make the publication. Lastly, she thanked Vice President Dr. Whalen.

4.11 ADOPTION OF RESOLUTION NO. 13-1819- CHILD DEVELOPMENT STATE PRESCHOOL CONTRACT NO. CSPP-9007 PROJECT NO. 01-6131-00-9 AND APPROVAL OF THE ASSOCIATED CONTRACT NUMBER CSPP-9007, CHABOT AND LAS POSITAS COLLEGE

Motion No. 5

Trustee Gin made a motion, seconded by Trustee Mitzman, Adoption of Resolution No. 13-1819-Child Development State Preschool Contract No. 01-6131-00-9 and Approval of the Associated Contract Number CSPP-9007, Chabot and Las Positas College.

Motion carried by the following roll call vote:

AYES: Gin, Granger, Heredia, Maduli, Mitzman, Randolph, Sbranti
 NOES:
 ABSENT:
 ABSENTIONS:

10.3 CHANCELLOR REPORT

Interim Chancellor Gerhard recognized and thanked the college presidents for hosting Community Colleges Board of Governor Representative Mr. Darius Anderson. He recognized and thanked Ms. Natasha Lang, Business Director, Las Positas College for her service as she recently gave her resignation.

TRUSTEE REPORT AND/OR OFFICIAL COMMUNICATIONS

Trustee Granger stated it was great to see everyone and hear the great presentations.

Trustee Randolph wished all the student best of luck and is looking forward to the upcoming activities at the colleges.

Trustee Gin stated the format of Convocation was great and wished the students a great academic year.

President Maduli thanked all Trustees for attending Convocation.

ADJOURNMENT

President Maduli adjourned the meeting in memory of Emeritus Trustee Ms. Isobel Dvorsky.

Motion No. 6

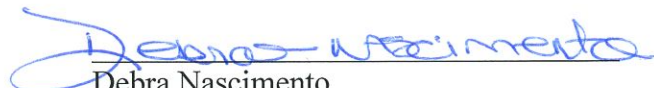
Trustee Gin made a motion, seconded by Trustee Mitzman to adjourn the meeting at 8:45 p.m.

Motion carried unanimously, 7-0.

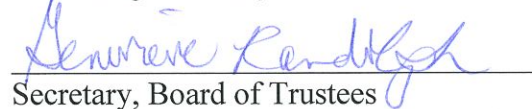
NEXT MEETING

The next meeting of the Board is a Special Meeting scheduled for September 10, 2019 at the District Office, Dublin.

Minutes prepared by:


Debra Nascimento

Recording Secretary


Secretary, Board of Trustees

Chabot-Las Positas Community College District