# Chabot-Las Positas Community College District
# Chancellor's Council

Tuesday, October 13, 2026
3:00 p.m. to 4:30 p.m.
ConferZoom

**Attendees:**

| | | |
|---|---|---|
| ☒ Ron Gerhard | ☒ Dyrell Foster | ☒ Rajinder Samra |
| ☒ Mona Abdoun | ☒ Heike Gecox | ☒ Tyson Tieu |
| ☒ Jamal Cooks | ☒ Suzanne Kohler | ☒ Chasity Whiteside |
| ☒ Thomas Dowrie | ☒ Ashley McHale | |
| ☒ Phyllis Essandoh | ☒ Osibisa Roseby | |

**Guests:** Daniela Ballif, Sienna Dalton, Brian Goo, Maisha Jameson, Owen Letcher, Na Liu, Dionicia Ramos, Kirti Reddy, Robyn Tornay, Melinda Trammell, Rachel Ugale, Jeanne Wilson

DRAFT MINUTES

Chancellor Ron Gerhard started the meeting at 3:04 p.m.

1. **Review and Approval of the October 13, 2026 Agenda**
   The agenda was approved as presented. **(Samra/Whiteside) All in Favor.**

2. **<u>Approval of Minutes from the September 8, 2026 Meeting</u>**
   The minutes were approved as presented. **(Rajinder/Gecox) All in Favor. Kohler and Essandoh abstained.**

3. **Information Items**
   - **3.1. Board Docs Transition to Diligent Community**
     Maisha Jameson, as the Board Coordinator, presented to Council on the transition from BoardDocs to Diligent Community. BoardDocs is currently used to manage Board of Trustees and governance group meetings, including agendas, minutes, and related materials. Both BoardDocs and Community are owned by the same parent company, Diligent.

     About a year and a half ago, the district was notified that Diligent would be transitioning all clients from BoardDocs to Community. The district was able to negotiate a reasonable timeline for the transition, with January 2027 meetings being the first to fully transition to Community. The same updates have been shared with IPBM committees, as they also currently use BoardDocs. Community offers a more user-friendly interface, a cleaner look, and improved search capabilities.

     Training is being planned for November and early December, and anyone who works in BoardDocs or submits agenda items will receive training. The last Board of Trustees and IPBM committee meetings using BoardDocs will take place in December 2026.

MJameson also provided a brief overview of the new system, including its layout, navigation, and features. The district is also working on single sign-on access through the employee portal.

**3.2. <u>District Data Integrity and Governance</u>**

RGerhard presented a proposal to reclassify the existing Directors of Research, Planning, and Institutional Effectiveness positions to Vice Presidents of Research, Planning, and Institutional Effectiveness at each college.

He explained that the district has experienced challenges with data governance, including inconsistent data definitions, reporting, and data collection practices across the colleges. These challenges have resulted in additional work to validate and correct data and have affected the accuracy and timeliness of reporting. With the Student-Centered Funding Formula, having accurate and reliable data is increasingly important, as it directly impacts district funding.

The proposed reclassification would elevate the existing director positions to the vice president level, with additional responsibilities for establishing common data definitions, data standards, and governance practices across the district. These positions would remain at the colleges and continue overseeing their existing research teams while working collaboratively on districtwide data governance.

RGerhard emphasized that this proposal would not create additional positions. The estimated cost of reclassifying both positions would be approximately $60,000 annually, compared to more than $250,000 for creating a new district-level position with salary and benefits. He also explained that keeping these positions at the colleges would allow them to remain closely connected to students, programs, and the work taking place on each campus.

Mona Abdoun asked whether the existing research teams would continue reporting to the new vice presidents. RGerhard confirmed that the reporting structure would remain the same, with additional districtwide responsibilities added to the positions.

Suzanne Kohler asked whether additional positions would be created to support the new vice presidents. RGerhard explained that no additional positions are currently being considered as part of this proposal, but future needs could be evaluated once the positions are established.

Chasity Whiteside asked whether the requested feedback should focus on the job description or how the positions would be implemented. RGerhard stated that feedback on both would be welcome, but he was particularly interested in how the new positions could support the work of employees and departments throughout the district.

RGerhard encouraged Council members to review the proposal and provide feedback, particularly regarding how the new positions could support data governance and the work being done across the colleges.

### 3.3. First Reading of Board Policies

RGerhard presented the following six Board Policies for first reading:

- **BP 6250 Budget Management**
- **BP 7210 Academic Employees (Faculty Members)**
- **BP 7230 Classified Employees**
- **BP 7240 Confidential Employees**
- **BP 7250 Educational Administrators**
- **BP 7260 Classified Administrators**

Council members were asked to review the policies with their respective constituencies and bring any feedback to the November 10 Chancellor's Council meeting for second reading.

MAbdoun asked for clarification regarding language in the employee policies requiring consultation with Human Resources before providing letters of recommendation. Melinda Trammell explained that the requirement applies to formal letters of recommendation for employees, including faculty, classified professionals, and administrators. Before providing a letter, the supervisor or administrator would need to consult with HR to determine whether there are any restrictions related to sexual harassment complaints. She clarified that HR would not disclose confidential personnel information but would advise whether the letter could be provided.

### 3.4. First Reading of Administrative Procedures

RGerhard presented the following two Administrative Procedures for first reading:

- **AP 7126 Applicant Background Checks**
- **AP 7240 Confidential Employees**

Council members were asked to review the procedures with their constituencies and provide feedback before the November 10 meeting.

MAbdoun expressed support for the changes to the applicant background check process, particularly the efforts to obtain information regarding previous sexual harassment complaints or findings involving applicants.

Osibisa Roseby asked for clarification regarding the process for denying an employee a letter of recommendation and whether an employee could request an explanation for the denial. MTrammell explained that the new legal requirements specifically address sexual harassment matters. She stated that HR would review situations individually and consult with the appropriate parties while maintaining confidentiality of personnel information.

### 3.5. BP 4250 Probation, Dismissal, and Readmission

### 3.6. AP 4250 Probation, Dismissal, and Readmission

*Items 3.5 and 3.6 were discussed together.*

RGerhard reviewed proposed changes to BP and AP 4250, explaining that the revisions are required due to changes in Title 5 regulations adopted by the California Community Colleges Board of Governors. The state established an implementation deadline of October 15, 2026.

Due to the required implementation date, the district would not be able to take the BP and AP through the customary first and second reading process. Instead, the items were presented to Council for information and would be brought to the Board of Trustees on October 20 for ratification.

RGerhard explained that the changes are primarily regulatory and that the tracked changes identify the revisions required under Title 5. He also stated that Council members could still provide feedback and that future revisions could be considered through the normal governance process.

MAbdoun expressed appreciation for the changes to the probation language, noting that the previous terminology was punitive and that the revised language was more appropriate for an educational institution.

### 3.7. BP 3775 Responsible Use of Artificial Intelligence

RGerhard provided an update on draft BP 3775 Responsible Use of Artificial Intelligence. He explained that the district had received a significant amount of feedback from faculty and other constituency groups in the days leading up to the meeting. While some suggestions had been incorporated into the draft, additional time was needed to review and consider the remaining feedback.

RGerhard emphasized that the policy was being presented as an information item and was not yet going through the formal first or second reading process. The draft would return to Chancellor's Council on November 10 after the feedback had been reviewed and incorporated where appropriate.

Ashley McHale shared that faculty had significant concerns regarding portions of the proposed policy and had submitted seven pages of feedback for consideration.

MAbdoun asked about changes in the policy language from "shall" to "may," particularly regarding human oversight and decision-making authority. She expressed concern that the revised language could suggest that human decision-makers might not retain authority over decisions involving AI.

RGerhard explained that some faculty feedback recommended using more permissive language to preserve faculty discretion in determining whether AI would be permitted in their classrooms. He acknowledged that the wording could be interpreted differently and that further discussion would be needed to ensure the language reflected the intended principles.

RGerhard thanked Council members for their feedback and reiterated that the draft would return for further discussion at the November meeting.

## 4. Action Items

### 4.1. Second Reading of Board Policies

RGerhard presented the following two Board Policies for second reading:

- **BP 2365 Recording**
- **BP 2710 Conflict of Interest**

RGerhard explained that the revisions were largely related to legal and regulatory updates. No additional questions or feedback were raised.

A motion was made to move both policies forward to the Board of Trustees for approval. **(McHale/Dowrie) All in favor.**

### 4.2. Second Reading of Administrative Procedures

RGerhard presented the following three Administrative Procedures for second reading:

- **AP 2325 Teleconferenced Meetings**
- **AP 2710 Conflict of Interest**
- **AP 6600 Capital Construction**

No additional questions or feedback were raised.

A motion was made to move all three administrative procedures forward for Board review. **(McHale/Abdoun) All in favor.**

## 5. District and College Resolutions / Report Outs

### 5.1. Report Out from the Senates and Unions

**Ashley McHale, LPC Academic Senate President:** Reported that the Academic Senate passed two resolutions related to AB 1705. The first addresses revisiting default placement rules for math, and the second focuses on clarifying math requirements for transfer students. Both resolutions were presented at the ASCCC meeting and will be considered at the Fall Plenary Session in November.

She also mentioned that a third resolution regarding support for proctoring centers is scheduled for a second reading at the upcoming Academic Senate meeting. The resolution focuses on encouraging additional resources and support for proctoring centers at both colleges.

**Thomas Dowrie, Chabot Classified Senate President:** Reported that the Classified Senate appointed two representatives to the Educational Master Plan Task Force, pending approval at their upcoming meeting. The Senate is also reviewing its classified position prioritization process and has updated the position request form from a PDF to a Microsoft Word document.

He also shared information about a new initiative called 4CS Cares, which focuses on increasing classified professional engagement with students through more personalized assistance and warm handoffs to appropriate services.

**Osibisa Roseby, SEIU President:** Expressed appreciation for the updated language in BP 4250, noting that moving away from punitive terminology creates a more positive and supportive approach for students.

He also discussed the addition of Diversity, Equity, Inclusion, Accessibility, and Belonging (DEIAB) criteria to classified employee evaluations. He stated that SEIU and Classified Senate are prepared to work collaboratively on training for managers and classified professionals to support implementation of the updated evaluation process.

**Mona Abdoun, Chabot Faculty Senate President:** Reported that the Faculty Senate is considering supporting the LPC Academic Senate resolution regarding proctoring centers. They are also continuing to gather faculty feedback on SSB 9 and hope to share the results with district colleagues.

She also mentioned discussions related to Open Educational Resources (OER), including a possible resolution to change the low textbook cost designation from $50 to $30. Additional work includes curriculum updates related to the transition from TOP codes to ZIP codes and the development of draft AI guidelines.

**Phyllis Essandoh, Chabot Student Senate President:** Reported that the Student Senate recently added 10 new members, bringing its membership to 17 students.

She also shared that the Senate is considering revisions to its bylaws to increase student participation. The Senate has experienced challenges recruiting students through the regular election process but has seen greater interest when students are allowed to apply for open positions during the fall semester. The proposed changes would help create additional opportunities for students to participate in student government.

6. **Future Agenda Items**
   - BP 3775 Responsible Use of Artificial Intelligence

4. **Adjourn the October 13, 2026 Meeting**
   The meeting was adjourned at 4:23 p.m.

The next Chancellor's Council meeting will take place on Tuesday, November 10, 2026, in person.