



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

**MINUTES**  
**August 18, 2015**

**PLACE**

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

**CALL TO ORDER**

The regular meeting was called to order at 5:01 p.m. by Trustee Gelles. Recording Secretary Beverly Bailey called the roll. Trustees Dr. Cedillo and Mr. Vecchiarelli were absent at the time of roll.

**ADJOURN TO CLOSED SESSION**

The Board immediately adjourned to a Closed Session, which ended at 6:25 p.m.

**OPEN SESSION**

The Board readjourned in Open Session at 6:30 p.m. Recording Secretary Beverly Bailey called the roll. Student Trustee Ms. Quincy Taylor was absent at the time of roll.

**ATTENDANCE**

Members Present: Trustee Dr. Arnulfo Cedillo (arrived at 5:10 p.m.)  
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 (arrived at 5:10 p.m.)  
Student Trustee Ms. Nancy Kang

Members Absent: Student Trustee Ms. Quincy Taylor

Recording Secretary: Ms. Beverly Bailey

Managers Present:

Dr. Jannett N. Jackson, Chancellor  
Dr. Susan Sperling, President, Chabot College  
Dr. Barry Russell, President, Las Positas College  
Ms. Rhiz Agcaoili  
Mr. Ken Agustin  
Ms. Lori Benetti  
Ms. Roanna Bennie  
Mr. David Betts  
Mr. Walter Blevins  
Ms. Corinna Calica  
Ms. Vanessa Cormier  
Ms. Julia Dozier  
Mr. Wyman Fong  
Mr. Doug Horner  
Mr. Jeffrey Kingston  
Dr. Matthew Kritscher  
Mr. Lorenzo Legaspi  
Ms. Jeannine Methe  
Ms. Barbara Morrissey  
Dr. Celia Esposito-Noy  
Ms. Lydia Penaflor  
Ms. Diana Rodriguez  
Dr. Stacy Thompson  
Dr. Carla Walter  
Ms. Barbara Yesnosky

Others Present:

Ms. Noell Adams, President, Chabot College Classified  
Senate  
Mrs. Helen Bridge, C.A.R.E.  
Mr. Les Bridge  
Ms. Laurie Dockter, President, Chabot College Faculty  
Senate  
Mr. Michael Kapetanich, President, Associated Students of  
Las Positas College  
Ms. Karen Kit, District Services  
Ms. Melissa Korber, President, Las Positas College Faculty  
Senate  
Dr. Charlotte Lofft, President, Chabot-Las Positas Faculty  
Association  
Mr. Scott Miner, Las Positas College  
Ms. Guisielle Nunez, Incoming Director of Public Relations,  
Marketing and Governmental Relations

Mr. Sean Prather, Las Positas College  
Ms. Zina Rosen-Simon, Las Positas College

### **PLEDGE TO FLAG**

Mr. Lorenzo Legaspi led the pledge to the flag.

### **PUBLIC COMMENTS**

Ms. Zina Rosen-Simon, Las Positas College Faculty Member, spoke to the Board regarding the Early Childhood Education Center. She briefly shared the educational purpose of the Child Development Center – serving the education goals of students; serving the educational goals of our community; and serving the education goals of the institution. She reported that participation in the Centers is an essential component in the attainment of these goals. She expressed that she is hopeful that the Board's future decision-making will reflect respect towards the educational work carried out in the Centers; and create parity with other educational labs that comprehensively educate students for success in their future. She shared updated numbers for Certificates and Degrees awarded.

Ms. Helen Bridge, representing Chabot-Las Positas Association of Retired Employees (CARE), provided the Board with a copy of the CARE Fund Special Projects Grant Program Update. She reported that the small grant program (individual grants of \$1,500 or less) is intended to stimulate and support special projects that improve service to the colleges. The grant program is supported by CARE member donations to the CARE Fund, the source of CARE's charitable activities. She reported that in the four years of the grant program's operation, \$11,429 has been awarded to successful applicants through the District.

### **CONSENT CALENDAR**

#### Motion No. 1

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

Motion carried unanimously, 7-0.

The following items were approved on the consent calendar:

#### General Functions

1.8 Approval of Minutes of July 21, 2015 Regular Meeting

### Personnel

- 3.1 Classified Personnel
- 3.2 Faculty Personnel
- 3.3 Management Personnel

### Educational Services

- 4.1 Approval of Contract Renewal – First 5 Alameda County Every Child Counts Program, Contract No. CB2015-2016-07, Chabot College
- 4.2 Approval of Contract Renewal – First 5 Alameda County Every Child Counts Program, Contract No. CB2015-2016-08, Las Positas College
- 4.3 Approval of Amendment to the Agreement – Chamberlain College of Nursing and Chabot College Nursing Program
- 4.4 Approval of Transfer Opportunity Program Agreement Between the Chabot-Las Positas Community College District and University of California, Davis
- 4.5 Approval of an Addendum to the Memorandum of Understanding (MOU) – Career Pathway Trust Partnership Agreement with the Peralta Community College District
- 4.6 Approval of License Agreement – Alameda County Fire Department and Chabot College
- 4.7 Acceptance of a Grant Sub-Agreement between Cabrillo Community College District and Chabot-Las Positas Community College District, Chabot College
- 4.8 Approval to Renew Agreement – State of California, Bureau of Automotive Repair Smog Referee and Student Training Program with the Foundation for California Community Colleges at Las Positas College

### Business Services

- 5.1 Approval of Commercial Warrant Registers
- 5.2 Approval of Payroll Warrant Registers

### Economic Development/Contract Education

- 7.1 Acceptance of a Workforce Investment Act (WIA) Grant Award – Alameda County Workforce Investment Board (ACWIB) to the Tri-Valley One Stop Career Center for the Adult and Dislocated Workers' Program, District – Economic Development
- 7.2 Approval to Renew Memorandum of Understanding (MOU) – Maricopa County Community College District, for Gateway Community College, District – Economic Development
- 7.3 Approval to Renew Memorandum of Understanding (MOU) – Technical Employment Training, Incorporated, District – Economic Development
- 7.4 Approval to Renew Memorandum of Understanding (MOU) – Safety Center, Incorporated, District – Economic Development: OSHA Training Center

- 7.5 Acceptance of Grant Funding – City of Dublin for Employment and Training Services through the Tri-Valley One Stop (TVOS) Career Center, District – Economic Development

Other Action Items

- 9.1 Adoption of Governing Board Policies – Chapter 2000: Board of Trustees  
BP 2610 Presentation of Initial Collective Bargaining Proposals
- 9.2 Adoption of Governing Board Policies – Chapter 3000: General Institution  
BP 3050 Institutional Code of Ethics  
BP 3550 Drug Free Environment and Drug Prevention Program  
BP 3560 Alcoholic Beverages  
BP 3720 Computer and Network Use  
BP 3900 Speech: Time, Place, and Manner
- 9.3 Adoption of Governing Board Policies – Chapter 7000: Human Resources  
BP 7120 Recruitment and Selection  
BP 7130 Compensation  
BP 7140 Collective Bargaining  
BP 7150 Evaluation  
BP 7160 Professional Development  
BP 7216 Academic Employees: Grievance Procedure for Contract Decisions  
BP 7230 Classified Employees  
BP 7232 Classification and Reclassification Review  
BP 7245 Confidential and Supervisory Employee Complaints  
BP 7250 Educational Administrators  
BP 7260 Classified Administrators  
BP 7265 Management Personnel Complaints  
BP 7270 Student Workers  
BP 7360 Discipline and Dismissal: Academic Employees  
BP 7365 Discipline and Dismissal: Classified Employees  
BP 7380 Retiree Health Benefits  
BP 7800 Faculty, Managers, Trustees, and Staff Emeriti

**PRESENTATIONS: CHILD DEVELOPMENT CENTER AND EARLY CHILDHOOD EDUCATION, CHABOT COLLEGE AND LAS POSITAS COLLEGE**

Dr. Celia Esposito-Noy introduced the presentations – an update on the Early Childhood Development Programs, including the lab schools. She reported that each college would provide a summary of the academic program for the Early Childhood Development (ECD), including the FTES and Apportionment generated by the students in these programs and the costs and revenue associated with the labs. She reported that each presentation will touch on the status of the Child Care Centers as a service as well; however, a detailed

update of this will be presented at a future Board Meeting. She believes that it will be helpful to separate the ECD instructional program from the Child Care Center services and provide separate presentations for each.

### Las Positas College

Ms. Roanna Bennie, Vice President, Academic Services, provided a PowerPoint Presentation update of the Las Positas College Child Development Center. She reviewed the 2014-15 Awards in comparison with the 2013-14 Awards as follows:

	2014-15	2013-14
AA	24	15
AA-Transfer	5	1
Certificate	101	54
<b>Total</b>	<b>130</b>	<b>70</b>

Ms. Bennie reported that at Las Positas College, Declared Majors for Fall 2014 was 446. She also reviewed the Enrollments and Apportionment Generated for Early Childhood Development Laboratory Courses (ECD 63, 69, 90, 95, and 96) for 2014-15. She reported that all five laboratory courses generated 129 FTES and \$603,204 in apportionment funds.

Ms. Bennie reviewed the Center's capacity for children and the number of children served beginning in 2012-13. She reported that this is the first Summer that the Center offered a Summer Program, serving 26 children. She also reviewed the Center's revenue/expense comparison for 2013-14 and 2014-15 (2013-14 – fees \$257,775 and expenses \$399,577; 2014-15 - fees \$297,725 and expenses \$455,949).

Ms. Bennie reviewed the Child Development Center's current support from the General Fund since 2011-12 as follows:

	Apportionment Funding Supporting the CDC	Janitorial Charges
2011-12	\$218,646	\$0
2012-13	\$211,464	\$47,346
2013-14	\$188,835	\$47,033
2014-15	\$158,224	\$35,992
2015-16	Projected	\$0

In summary, Ms. Bennie reported that the CDC is an enterprise based inside of an Instructional Program; and noted that the program is healthy and growing. She reported that the amount from the General Fund has decreased each year but always expects that there will be some expenditures because it is an instructional activity. She reported that the

College is learning how to allocate funding to support the CDC because of its instructional activity and remembering that the instructional activity is covered by the apportionment funding.

#### Board Questions/Comments

Trustee Dr. Mitzman requested further explanation of parents fees and where those fees are used. Ms. Bennie drew the Board's attention to a slide in her presentation entitled "Revenue/Expense Comparison" that showed CDC Fees or Revenue at \$297,725; and CDC Expenses at \$455,949 for 2014-15.

Trustee Dr. Mitzman also questioned how the amount paid by the parent is determined, i.e. by the day, hour, or semester. Ms. Bennie reported that the fee is determined by the number of days. She reported that there are lots of different rate plans – a reduced rate for faculty and staff, and the 2 Gen Fund from the Las Positas College Foundation.

In response to additional inquiries from Trustee Dr. Mitzman, Ms. Bennie reported that there is more need for care facilities for the younger children. She reported the College Center serves 18 months to 5 years; and offers classes for Toddler, Preschool, and recently started an Early Preschool class. She reported that there is a waiting list for the Center. She also explained further the Supervisory/Child ratio (Toddler 2/12 and Preschool 1/12).

Trustee Mr. Gelles requested that at a future Board Meeting a financial breakdown presentation be provided to the Board, including the number of children of faculty/staff. Ms. Bennie reported that the College is operating the lab through apportionment funding.

#### Chabot College

Dr. Stacy Thompson, Vice President, Academic Affairs, provided a PowerPoint Presentation update of the Chabot College Child Development Center. She recognized the work and contributions to the Presentation of Dr. Carla Walter, Ms. Vanessa Cormier, Dr. Carolyn Arnold, Dr. Susan Sperling, and Dr. Celia Esposito-Noy.

Dr. Thompson shared the ECD Degrees and Certificates awarded in 2012-2014 – AA Degrees 42; Certificates 41. She noted that ECD is the 5<sup>th</sup> largest major among students planning to transfer; and the 2<sup>nd</sup> largest major among students planning to work.

Dr. Thompson reported that a total of 12,960 Contact Hours was generated by the ECD Laboratory Capstone Courses in 2013-2014 (ECD 63, ECD 90, and ECD 95); generating a total of 68.85 FTES and \$319,189. She noted that Capstone Courses are required at the end of the students' course of study.

Dr. Thompson reviewed a FTES comparison of Nursing, Dental Hygiene, and ECD Laboratory School for 2013-2014 based on \$4,634.6 per FTES as follows:

Nursing – 147.22 FTES	\$ 682,306
Dental Hygiene – 60.57	\$ 280,681
Early Childhood – 229.70	\$1,644,430

Dr. Thompson highlighted the importance of the ECD Laboratory School as follows:

- Practicum experience is essential to a viable candidate for local jobs;
- The lab school is a priority for ECD students' academic integrity;
- Supports student success by providing wrap-around services for all eligible Chabot students.

Dr. Thompson highlighted the benefits of the ECD Laboratory School as follows:

- Permit for child development teacher is awarded by the California Commission on Teacher Credentialing;
- ECD 95 (Work Experience) provides supervised hours and units for the permit;
- 85 colleges statewide that offer ECD are approved under the Curriculum Alignment Project (CAP);
- ECD 63 (Early Childhood Curriculum) and ECD 90 (Practicum: Supervised Experience) have a lab component and are aligned;
- Transfer rates;
- Job placements;
- Retention and Completion rates.

Dr. Thompson highlighted the benefits to non-ECD courses that use the ECD Lab School as follows:

- Nursing Program has a rotation for observation/healthy child body checks;
- Dental Hygiene students provide dental education for children and parents;
- Service Learning students volunteer hours for their class in Lab school;
- Other courses e.g. Psychology, English, Journalism, Photography.

Trustee Mr. Gelles requested that Chabot College also present at an upcoming meeting a follow-up to the Board, including a financial breakdown, revenue and expenses, and the Director and Supervisory costs. In addition, he requested the follow-up include the number of students and ages.

## **PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES FACULTY SENATES**

Ms. Laurie Dockter, President, Chabot College Faculty Senate, reported that she recently attended a National Institute of Health (NIH) Program at UC Berkeley. She reported that eight students from Chabot College participated; working with researchers in Biochemistry



and Bio cell biology. She also reported that she was excited to start her first class of STEM 1 today.

Ms. Melissa Korber, President, Las Positas College Faculty Senate, expressed appreciation to the presenters this evening, noting that her son attended the Child Development Center and can personally attest to the quality and importance of the program. She reported that the College is off to a strong start with the orientation for new part-time and full-time faculty. She reported that the first Academic Senate Meeting of the year will be held next week, and will focus on accreditation. She reported that she enjoyed Convocation and College Day and especially enjoyed Dr. Tinto's presentation. She reported that College Day workshops focused on Program Review, Student Success, SLOs, Advisory Committees, and the Educational Master Plan. She also highlighted the presentation of the Reed L. Buffington Award to Faculty Member and AGS Advisor Randy Taylor. She also reported that Flex Day is scheduled for September.

#### **PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES AND DISTRICT CLASSIFIED SENATES**

Ms. Noell Adams, President, Chabot College Classified Senate, reported that the 2014-15 Linda and Bob Carlson Classified Professional of the Year Award was presented to Ms. Chasity Whiteside. She also reported that the Classified Senate held its retreat on July 29 where they reviewed their accomplishments for 2014-15, including revising and implementing the Classified Prioritization Process. In addition, they planned for 2015-16 activities and set a goal of trying to get more shared governance participation. Also another focus for this year is professional development.

Las Positas College Classified Senate had no representation at this meeting.

District Classified Senate had no representation at this meeting.

#### **PRESIDENT OF STUDENT SENATE OF CHABOT AND PRESIDENT OF ASSOCIATED STUDENTS OF LAS POSITAS COLLEGES**

Student Senate of Chabot College had no representation at this meeting.

Mr. Michael Kapetanich, President, Associated Students of Las Positas College briefly introduced himself. He reported on the success of the Student Textbook Loaner Program, stressing the challenge students have with the price of textbooks. He reported that it is anticipated that 200 books will be loaned this semester, and noted that the program is growing. He also reported that transportation is a concern to many students and ASLPC offers a bus pass program for \$10. He reported that Club Rush Day is scheduled for clubs to recruit members, noting that currently there are 37 clubs on campus. He also reported that September 17 is designated as "Constitution Day" on campus.

**GOOD OF THE ORDER**

Dr. Charlotte Lofft reported that the Faculty Association would like to meet with the ASLPC President to discuss ways the Faculty Association could help students with some of the issues he brought up in his report. She expressed appreciation to the District Negotiating Team for its professionalism in negotiations. She also expressed the value of the Early Child Development Center facilities for the children, students and community; expressing that there is nothing that we do as a society that is more important than educating our children.

**INFORMATIONAL PERSONNEL REPORT (Agenda Item 8.1)**

The Board accepted without discussion the Informational Personnel Report.

**ACCEPTANCE OF QUARTERLY FINANCIAL STATUS REPORT CCSF-311Q,  
FOR THE PERIOD ENDING JUNE 30, 2015 (Agenda Item 8.2)**

The Board accepted without discussion the Quarterly Financial Status Report CCSF-311Q, for the Period Ending June 30, 2015.

**FIRST READING: GOVERNING BOARD POLICIES – CHAPTER 3000:  
GENERAL INSTITUTION (Agenda Item 8.3)**

The Board accepted without discussion the First Reading of the following Governing Board Policies – Chapter 3000: General Institution.

- BP 3300 Public Records
- BP 3310 Records Retention and Destruction
- BP 3500 Campus Safety
- BP 3501 Campus Security and Access
- BP 3505 Emergency Preparedness Plan
- BP 3510 Workplace Violence Plan
- BP 3515 Reporting of Crimes
- BP 3518 Child Abuse Reporting
- BP 3530 Weapons on Campus
- BP 3540 Sexual and Other Assaults on Campus
- BP 3710 Securing of Copyright
- BP 3715 Intellectual Property
- BP 3820 Gifts
- BP 3950 Flag Raising

**FIRST READING: GOVERNING BOARD POLICIES – CHAPTER 4000:  
ACADEMIC AFFAIRS (Agenda Item 8.4)**

The Board accepted without discussion the First Reading of the following Governing Board Policies – Chapter 4000: Academic Affairs.

BP 4225 Course Repetition

**FIRST READING: GOVERNING BOARD POLICIES – CHAPTER 6000:  
BUSINESS AND FISCAL AFFAIRS (Agenda Item 8.5)**

The Board accepted without discussion the First Reading of the following Governing Board Policies – Chapter 6000: Business and Fiscal Affairs.

BP 6250 Budget Management  
BP 6520 Security for District Property  
BP 6600 Capital Construction  
BP 6700 Civic Center and Other Facilities Use  
BP 6740 Citizens' Bond Oversight Committee  
BP 6800 Occupational Safety  
BP 6900 Bookstore(s)

**FIRST READING: GOVERNING BOARD POLICIES – CHAPTER 7000:  
HUMAN RESOURCES (Agenda Item 8.6)**

The Board accepted without discussion the First Reading of the following Governing Board Policies – Chapter 7000: Human Resources.

BP 7100 Commitment to Diversity

**FIRST READING: ADMINISTRATIVE PROCEDURES – CHAPTER 3000:  
GENERAL INSTITUTION (Agenda Item 8.7)**

The Board accepted without discussion the First Reading of the following Administrative Procedures – Chapter 3000: General Institution.

AP 3500 Campus Safety  
AP 3501 Campus Security and Access  
AP 3505 Emergency Preparedness Plan  
AP 3510 Workplace Violence Plan  
AP 3515 Reporting of Crimes  
AP 3516 Registered Sex Offender Information  
AP 3518 Child Abuse Reporting  
AP 3530 Weapons on Campus  
AP 3540 Sexual and Other Assaults on Campus

**FIRST READING: ADMINISTRATIVE PROCEDURES – CHAPTER 6000: BUSINESS AND FISCAL AFFAIRS (Agenda Item 8.8)**

The Board accepted without discussion the First Reading of the following Administrative Procedures – Chapter 6000: Business and Fiscal Affairs.

- AP 6520 Security for District Property
- AP 6600 Capital Construction
- AP 6700 Civic Center and Other Facilities Use
- AP 6740 Citizens' Bond Oversight Committee
- AP 6800 Occupational Safety
- AP 6900 Bookstore(s)

**FIRST READING: ADMINISTRATIVE PROCEDURES – CHAPTER 7000: HUMAN RESOURCES (Agenda Item 8.9)**

The Board accepted without discussion the First Reading of the following Administrative Procedures – Chapter 7000: Human Resources.

- AP 7240 Confidential Employees
- AP 7330 Communicable Disease
- AP 7336 Certification of Freedom from Tuberculosis
- AP 7380 Retiree Health Benefits

**PRESIDENTS OF CHABOT AND LAS POSITAS COLLEGES**

Dr. Susan Sperling, President of Chabot College, provided a written President's Report to the Board. She reported that New Staff Orientation, Convocation and College Day were well received, and she considered the week a success. She recognized the work of the Staff Development Committee for its part in making the week a success. She also reported that the first two days of the semester went well and recognized Mr. Blevins and Maintenance and Operations for the beautiful campus grounds. She also reported that a ribbon cutting will be scheduled soon for the first floor of the Library Building, which is a state-of-the art collaborative teaching and learning center. She also reported that the Hesperian Blvd. Landscaping Project is coming together. Further, she expressed appreciation to Dr. Stacy Thompson for the presentation this evening as well as the contributions of Dr. Carla Walters and Ms. Vanessa Cormier.

Dr. Barry Russell, President of Las Positas College, provided a written report to the Board "Las Positas Connection." He reported that student headcount is up from last year, with 8,700 students enrolled. He reported that there are 130 International Students from 35 different countries. He reported the Veterans' Program is growing, with approximately 400 Veterans. He reported the College has been discussing how it can strategically grow the Veterans Program moving forward, and not grow by more than it can serve. Further, he

reported that Flex Day is scheduled for September 15, and will discuss topics such as Student Learning Outcomes, Program Review, and Accreditation.

### **CHANCELLOR REPORT**

Chancellor Jackson expressed appreciation to Board Members who attended Convocation. She also expressed appreciation to Dr. Barry Russell for recommending the keynote speaker, Dr. Vincent Tinto, who did an outstanding job. She noted that she hopes to implement some of his ideas. She reported that she recently attended with the Student Trustees the Student Trustee Conference in Costa Mesa. She also reported that on behalf of the Board and District a letter of support was sent to Congressman Eric Swalwell who was an early co-sponsor of the House of Representative Bill 2962, the Americas College Promise Act for universal access for students for the first two years of college. She also recognized Mr. Randy Taylor for receiving the Reed L. Buffington Award. She reported that representatives of the Wuxi City College of Vocational Technology will visit Sister College Chabot College as well as Las Positas College on August 25.

### **TRUSTEE REPORTS AND/OR OFFICIAL COMMUNICATIONS**

Student Trustee Ms. Nancy Kang reported that she recently attended the Student Trustee Conference in Costa Mesa. She also reported that she will attend the Wuxi City College delegation on August 25. She reported that parking is a problem at Las Positas College. She also noted the success of the Textbook Loaner Program and the Bus Pass Program. She is hopeful that a program with Wheels can be arranged which would assist the students, and also be a savings for the Associated Students (AS) organization.

### **GOOD OF THE ORDER - INTRODUCTIONS**

Chancellor Jackson expressed appreciation to the Board for its support for filling the position of Director of Public Relations, Marketing, and Governmental Relations. She introduced Ms. Guisselle Nunez who will begin on September 8. Ms. Nunez briefly introduced herself.

Ms. Roanna Bennie, Vice President, Academic Services, Las Positas College, was also introduced, and briefly introduced herself.

### **ADJOURNMENT**

#### Motion No. 2

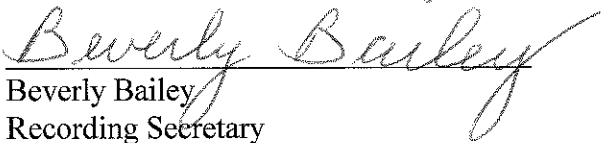
Trustee Dr. Gin made a motion, seconded by Trustee Mrs. Dvorsky, to adjourn the meeting at 7:40 p.m.

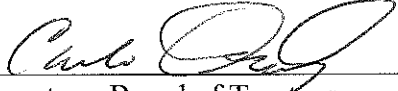
Motion carried unanimously, 7-0.

**NEXT MEETING**

The next Meeting of the Board is a Regular Meeting scheduled for September 15, 2015 at the District Office.

Minutes prepared by:

  
Beverly Bailey  
Recording Secretary

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