



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

Tuesday, November 10, 2015

3:00-4:30 pm

District Office, Conference Room 1

cccConfer available

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1. Review and Approval of Minutes - October 13, 2015 - (JJackson)

2. Chancellor Updates - (JJackson)

a. Enrollment Management Targets

b. CEO Leadership Development

c. CCLC Conference

d. IEPI Specialized Training Award

e. District-wide Strategic Plan/College Ed. Master Plans -
November 17, 2015 board meeting

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3. Tracking for 67% Law - (CLofft)

4. Other

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Next Meeting: December 8, 2015

3:00-4:30pm

District Office Conference Room 1

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Future Agenda Items:

1.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S COUNCIL

MINUTES

Meeting of November 10, 2015

Attendance: Jannett N. Jackson
Noell Adams (Teleconference)
Cathy Gould
Melissa Korber (Teleconference)
Charlotte Lofft
Celia Esposito-Noy (Teleconference)
Barry Russell
Susan Sperling

I. **Review and Approval of Minutes – October 13, 2015**

The minutes of October 13, 2015 were approved by consensus.

II. **Chancellor Updates**

Enrollment Management Targets

Chancellor Jackson provided the Committee with copies of a DEMC handout on enrollments. She reported that DEMC met on October 16 and made preliminary recommendations on a FTES target for the 2016-17 academic year. The committee recommended two FTES targets: 1) 17,191 as the FTES target for budgeting; and 2) 17,362 as a FTES “stretch goal” with discussion about the activities that we would need to implement in order to reach that target. The DEMC recommendation was brought to SLT for review. SLT considered the data DEMC had reviewed in order to put forward the FTES target and “stretch goal” including the actual FTES targets that have been met over the past four years. SLT considered that district-wide we had not exceeded 16,250 and that the greatest percent increase in FTES per year was no more than 1% over the previous year’s target. SLT came to consensus on a FTES target for 2016-17 that allowed for growth and did not seem unattainable. That number is 16,867. The Chancellor notified the Board and DEMC was advised on November 6, 2015.

Chancellor Jackson reported that some individuals in DEMC believe money is being left on the table; however, the target goals may increase contingent on spring census numbers.

Dr. Lofft reported for the record that the Faculty Association does not agree with the established target goal. She reported that although some FA leadership members are

concerned about the process and consultation, she did note that the Faculty understand that the Chancellor has the authority to set the FTES target.

Chancellor Jackson reported that LPC is down 5% in the Fall from their target and Chabot is a little over its target. Chancellor Jackson reported that the District can't go after growth money when it is not meeting its current target and continue to borrow from future enrollment.

Dr. Esposito-Noy reported that the actual earned FTES numbers were presented and acknowledged at DEMC, which are reflected in the above percentages.

In response to a question raised by Ms. Adams, Dr. Jackson reported that the expanded Senior Leadership (SLT), which reviewed DEMC's recommendation, consisted of the 2 Presidents, 2 VPs of Student Services, 2 VPs of Academic Affairs, VC of HR, VC of Business Services, Chief Technology Officer, and VC of Educational Services and Student Success. The regular SLT does not include the College Vice Presidents. She reported that at the recent meeting all were present with the exception of the College Vice Presidents of Administrative Services.

Dr. Sperling reported that there has been significant discussion in a number of different forums on the target issue and believes that there has been quite a bit of consultation. She reported that the Chancellor makes the final decision on this issue.

Dr. Russell reported that the group present at DEMC agreed to move forward. He reported that Faculty were concerned that it was more a message that could be extracted externally by restricting downward the enrollment and it makes us go back to our schedule which is built on 17,491.

Chancellor Jackson reported that we are trying to "right size" this District for the future. She reported that we already have the money projected for next year and the rollover funds to the Colleges to more than cover the projected enrollment growth.

Dr. Esposito-Noy reported that Ms. LaVaughn Hart questioned where she got her numbers as they don't agree with Ms. Hart's numbers. Dr. Esposito-Noy reported that at LPC they had projected numbers for Spring 2016 taking into consideration the Sheriff's Academy, which is finishing up, and there is an academy scheduled for the Summer as well.

CEO Leadership Development

Chancellor Jackson reported that at the last California Community College CEO Board Meeting they discussed the need for professional development for CEOs. There has been a tendency for California CEOs to average only a couple of years and much of this has to do with the lack of tools to be successful. She reported that a proposal has been submitted from CCLC, ACCCA and the Chancellor's Office, which she distributed and

reviewed. She reported that she will email this document to the Council Members. The proposal builds a pathway for CEOs similar to the AB 86 pathway for students. It also builds a pathway for faculty members that might want to become CEOs, Administrators, Deans, etc. She reported that the CEOs endorsed the proposal, and now it will go to ACCCA for formal approval. The proposal will be presented at the Board of Governors Meeting as an informational item.

CCLC Conference

Chancellor Jackson reported that she has been asked to co-chair the Veterans Joint Caucus for the state. She also reported that a Board Meeting and Reception will be hosted by the African American California Community College Trustee (AACCT), Asian Pacific Islander Trustee and Administrators (APITA) and Veterans at the CCLC Conference on November 20. She shared a copy of the flyer with the Council. She reported that at a recent conference in Monterey, each group had their break-out sessions and the recommendation that came out of that was that they would share their concerns jointly.

IEPI Specialized Training Award

Chancellor Jackson reported that Ms. Julia Dozier, Economic Development/Workforce Development, submitted a proposal to the State Chancellor's Office to act as fiscal agent for the Institutional Effectiveness Partnership Initiative (IEPI); and received notification recently that the District was awarded the (\$12 million) grant.

Dr. Esposito-Noy noted that this is the largest grant that the Office of Economic Development/Workforce Development has received. She recognized the work of Ms. Dozier in securing this grant.

District-wide Strategic Plan/College Educational Master Plans

Chancellor Jackson reported that the District-wide Strategic Plan/College Educational Master Plans will be presented to the Board at its meeting of November 17, 2015 to be held at Chabot College. In addition, she reported that the Plans will be on the website. She also reported that there will be a presentation of the Grants Update at that same Board Meeting.

Ms. Korber reported that the Faculty spent hours reviewing the District-wide Strategic Plan and presented feedback and questioned its status. Dr. Esposito-Noy reported that she met with the Chancellor and reviewed Las Positas College's feedback. She reported that some of the recommendations have been made and the document is now being finalized. Ms. Korber reported that a Taskforce of Chabot Academic Senate (lead) and Las Positas College Academic Senate reviewed the document and their biggest concern was the potential future plans and felt some were problematical, i.e. things that don't exist.

The Chancellor and Dr. Esposito-Noy reported that the document would be shared with Ms. Korber.

The Chancellor reported that there may be some things that we agree to disagree on.

III. **Tracking for 67% Law**

Dr. Lofft requested that Ms. Jeannine Methe be present for this discussion but would talk to her separately.

Chancellor Jackson reported that there was an issue that came up in 2013 with two individuals that exceeded the 67% Law. Dr. Lofft reported that there were four challenges; two were successful. She reported that as a result, a joint idea between Dr. Jackson and herself was discussed. The idea is for a tracking system using a spreadsheet to track a part-time instructor's load, whether they taught at LPC and/or Chabot. Since that time, she understands that a spreadsheet was developed; although she hasn't seen it. She has also found a better way, Data Mining System, and suggested that it would be prudent if the District tracked the information both ways. She reported that the Data Mining System electronically keeps track of what an instructor teaches from semester to semester; and if they go over 67% for two semesters, it would alert the administrators repeatedly so that it doesn't happen a third semester.

Dr. Jackson reported that she believes the Data Mining System was part of the District spreadsheet being used; and to her knowledge, administrators are being alerted since the issue came to light. The uniqueness of special assignment faculty and counselors was discussed. Vice Chancellor Fong noted that a feature of the Data Mining is it will block administrators from adding hours until a special exception is obtained.

Dr. Lofft noted that she would like this feature and would like to discuss this issue again when Ms. Methe was present.

In addition, Chancellor Jackson reported that she would discuss this issue at a future SLT Meeting.

IV. **Classified Professional Leadership Program Update**

Chancellor Jackson reported that she and a group representing the three Classified Senates had a very successful road trip. They will now put a proposal together and send it out for feedback. It is her hope to have a kickoff in the Spring. She reported that an update would be provided at the next Council Meeting. She would have her assistant, Ms. Audrey Ching, schedule a meeting of the group.

V. **Other**

Dr. Sperling reported that she spoke her Ms. Laurie Dockter, President, Chabot College Academic Senate about attending Council Meetings and understands that Ms. Dockter has a class in conflict. She will suggest that the Senate appoint a representative.

Dr. Jackson also reported that it is also important to get students to appoint a representative for these meetings as well.

VI. **Future Agenda Items**

1. 67% Rule – ITO, Jeannine Methe
2. Classified Professional Leadership Program

VII. **Adjournment**

Chancellor Jackson adjourned the meeting.

VIII. **Next Meeting**

February 9, 2016, 3:00 – 4:30 p.m., District Office Conference Room 1.

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Approved: February 9, 2016