



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

Tuesday, May 10, 2016

3:00-4:30 pm

District Office, Conference Room 1

cccConfer available

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1. Chancellor Updates - (JJackson)
 - a. Introduction of VC Johns
 - b. EEO Plan - Board of Trustees Meeting 5/17/16
 - c. CCLC CEO's Meeting
 - Accreditation
 - Budget
 - Legislative Update

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2. Administrative Policy 7400 - (LLegaspi)

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3. Bond Update - (LLegaspi)

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4. Classified Professional Leadership Program Update - (JJackson)

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5. ITS Involvement in Screening/Preventing 67% Law Violations - (JMethe/CLofft)

6. AP 4020 Curriculum Development - (MKorber/KJohns)

7. Administrator's Evaluations - (MKorber)

8. BP Hiring Procedures - (LDockter)

9. OEI Taskforce - (LDockter)

10. Other

Next Meeting: September 13, 2016
3:00-4:30pm
District Office Conference Room 1

Future Agenda Items:

- 1.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S COUNCIL

MINUTES

Meeting of May 10, 2016

Attendance: Jannett Jackson
Noell Adams
Joanne Wilbur-Bishop (Teleconference)
Laurie Dockter
Wyman Fong
Cathy Gould
Krista Johns
Melissa Korber (Teleconference)
Charlotte Lofft
Jeannine Methe
Barry Russell (Teleconference)
Susan Sperling (Teleconference)
Rachel Ugale
Yvonne Wu Craig

Handouts: 1) CCLC Letter Re. Proposed 2016-17 California Community College Budget
2) CCLC Re. Community College Base Augmentation
3) CCLC Government Relations April 2016 Newsletter
4) Workgroups:
I. Improving ACCJC Structure, Function, and Relations;
II. Western Region Higher Education Accreditation Model

I. Chancellor Updates

- a. Chancellor Jackson introduced Vice Chancellor Dr. Krista Johns, Educational Services and Student Support, and highlighted her extensive accomplishments.
- b. EEO Plan – Chancellor Jackson reported that the EEO Plan was handed out at the last meeting; and she did not get any feedback. She reported it will go to the Board of Trustees at their meeting of May 17, 2016. The approval of the Board will allow the District to be eligible for state funding. She again reported on the source of this funding as she reported at the last Council Meeting.
- c. CCLC CEO Meeting - Chancellor Jackson reported that she is on the CEO Board.

- Accreditation
Handouts were shared about the two accreditation working groups (I. Improving ACCJC Structure, Function, and Relations; and II. Western Region Higher Education Accreditation Model) which are currently exploring short-term and long-term goals for accreditation. It was noted that President Sperling is on Workgroup II.
- Budget and Legislative Update
Chancellor Jackson provided handouts and an update on the state budget and the need to support augmentation of base funding; and about pending legislation that may impact community colleges. Chancellor Jackson also noted that the May Revise for next year was expected to be announced May 13; and June 15 is the deadline for finalizing the state budget.

d. Chancellor Jackson reported that last week she escorted Trustee Mrs. Dvorsky to the California Community Colleges Trustees Association where she received well-deserved recognition for 31 years of service.

Chancellor Jackson excused herself at this point to attend a meeting in Oakland; and asked Dr. Johns to facilitate the remainder of the meeting. Dr. Sperling also excused herself to attend the same meeting.

II. **Administrative Policy 7400**

This agenda item was postponed as presenter Vice Chancellor Legaspi was unable to attend.

III. **Bond Update**

Dr. Johns noted that we are getting close to the June election date for the bond measure A. She reported that surveys show that between 75% and 77% of the public support the bond. The District is trying to get information out to the public to remind them to vote in support of the bond measure. She reported that the committee is trying to raise funds roughly between \$200,000 and \$250,000 to get at least three flyers out, and ideally in most languages.

Dr. Lofft reported that the Faculty Association mailed approximately 420 letters to full and part-time faculty with cooperation of the Bond Committee. She reported that no District funds or supplies/equipment were used. She reported that the Faculty Association contributed \$2500.

Ms. Yvonne Wu Craig reported that the Administrators Association provided a donation for mailers and social media posts.

IV. **Classified Professional Leadership Program (CLIP) Update**

Dr. Johns reviewed the CLIP Board Presentation which was made at the April 19 Board Meeting; and next steps under development were discussed. Ms. Adams provided supporting comments on the status of the first cohort of 13 over the Summer. Several Council Members expressed interest in seeing how the program develops in its inaugural year.

Ms. Wu Craig expressed that she would like to see Administrators have the opportunity to nominate individuals for the program.

V. **ITS Involvement in Screening/Preventing 67% Law Violations**

Dr. Lofft reported that this continuing agenda item has been discussed with Ms. Methe and now has been worked out. It was reported that systems are in place for the VPIs and Deans to review the load of part-time faculty across a 3-year span. Charts are prepared for review in two formats: alphabetically, across all part-time faculty; and sorted by division (still provided full load of all listed part-time faculty). Our data system does not have the capacity to automatically block the inputting of load if a faculty member is running afoul of the 67% Law. However, the reports are available one semester in advance, to help ensure that corrective and preventive action can be taken in a timely manner.

VI. **Administrative Procedure 4020 – Curriculum Development**

Ms. Korber provided background on this agenda item. As part of review of processes at Las Positas College, it was discovered that AP 4020 does not reflect actual practices. It is recommended that the Board Policy and Administrative Procedure be reviewed to ensure currency with existing organizational structures and practices. Dr. Johns reported that she would be happy to meet with Ms. Korber to discuss possible revisions. She asked Committee Members if there were additional items needing review, to which Ms. Korber noted that the next two items on the agenda- Administrators Evaluations, and BP Hiring Procedures.

VII. **Administrators Evaluations**

Ms. Korber reported that concerns were raised about consistency in implementation of administrator evaluations across the District, as well as about certain aspects of the process. One cited item was the method for finalizing the list of 25 evaluators who provide input during an administrator's comprehensive evaluation. Dr. Johns reported that after this was raised at the previous Council meeting, the Chancellor spoke with the Management Association about this. While there was a sense that the concerns are actually addressed in the evaluation process, it was realized there may be the need to provide further explanation of the process in order to address various questions. Vice

Chancellor Fong reported that the conversation will continue with the Management Association for consideration whether any clarification to the Management Evaluation procedure language is needed. Vice Chancellor Fong will report back to this committee at a future meeting.

VIII. **Board Policy Hiring Procedures**

Ms. Dockter reported that with the massive amount of hiring this past year, hiring committee adherence to procedures was felt to be somewhat varied. In addition, issues with the way hiring procedures were written came to light. It was recommended that the procedures, and implementation of the procedures, be examined. Vice Chancellor Fong recommended that the examination begin with the faculty hiring procedures, as his office had identified several items needing to be updated in that procedure. The group agreed that constituent input and questions could be gathered to present to Vice Chancellor Fong for use by a to-be-formed task force on the BP hiring procedures.

IX. **OEI Taskforce**

The OEI Task Force completed its charged with the submission of its report to the Chancellor (and also to the colleges). The discussion was about what the next steps were, leading to a decision. The Chabot DE task force felt it was premature to bring a recommendation to the Chancellor about the Canvas course management system. Other comments by Council members: do not hold one college back if it is ready to proceed, pending the ongoing discussion at the other college; remember there has been a request to negotiate professional development and similar issues related to the impact of moving to Canvas (if that is the direction taken); if a college wishes to have further discussion, there really isn't time to complete that discussion this semester. There was a related discussion about whether selection of a learning management system was within the purview/charge of the Chancellor's Council. Ultimately, it was agreed that these comments from Council Members would be relayed to the Chancellor for her consideration along with the OEI Task Force report.

X. **Other**

Ms. Adams reported that there was a previous discussion about the need to update Policies, specifically 2510 related to governance, and questioned the status. This is something that is needed as Chabot College completes its own work updating campus governance processes. If the work hasn't yet begun, there are Council Members who would like to be part of a subcommittee. She questioned if the process would begin prior to the next meeting in September; and requested an email response to this question.

XI. **Next Meeting**

September 13, 2016, 3:00 p.m., District Office

XII. **Adjournment**

Dr. Johns adjourned the meeting.

XIII. **Future Agenda Items**

1. Administrators Evaluations
2. AP 7400

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