



**Chabot-Las Positas Community College District**

**Chancellor's Council**

Tuesday, July 28, 2020

3:00 p.m. – 4:30 p.m.

ConferZoom

Meeting Minutes

Present: Ron Gerhard, Noell Adams, Miguel Colon, Dave Fouquet, Dyrell Foster, David Rodriguez, Sarah Thompson, Rachel Ugale, Chasity Whiteside

Guests: Mike Alvarez, Theresa Fleischer Rowland, Owen Letcher, Guisselle Nunez, Kirti Reddy

Chancellor RGerhard called the meeting to order at 3:05 p.m.

I. Review and Approval of the June 3, 2020 Meeting Minutes

Add Rachel Ugale and Chasity Whiteside will be added to the names that were present. In light of William Garcia being there on behalf of Dr. Foster, we should add Dr. Foster to the list of absentees. NAdams asked to make a correction on page 4 in the second paragraph, 5<sup>th</sup> line from the bottom, it should be a degree, the word dual should be stricken.

Motion to approve. **(Colon/Rodriguez)** All in favor.

II. Convocation

RGerhard mentioned that Convocation being held on the 13<sup>th</sup> of August. It is being held virtually. KCostello mentioned that we are on a tight timeline to get all of the meetings and Zoom links added to the agenda. Hopefully, we will have a welcome letter and agenda sent out on Monday. Classified Senate information is needed as soon as possible.

KCostello mentioned that Dave Fouquet asked if he could move the FA meeting to the 4 p.m. time slot, but he seems to be getting some push back on that. Mentioning it to make it aware to RUgale for the SEIU meeting, in case they wanted to do the same, although it does not appear to be a viable option for FA.

RGerhard stated that the Chancellor's program will be streamed. There will not be a zoom meeting ID or password because of the limitations on Zoom, it will be live streamed. President Foster will do a welcome as the host college this year and the Board Chair will make a few remarks. The event is being structured as best we can like a normal environment. There will be a segment led by President Foster and President Sperling on diversity and

equity. There will also be a budget discussion. There has been communication that there is need for discussion and dialogue on the budget realities. There is either a lack of awareness of what the budget environment looks like or some disbelief in terms of reality. Convocation is the beginning of a number of town halls and open forums. DRodriguez asked that the presentation not be like a board presentation. Not everyone is accustomed to board reports, so it should be relatable. MColon mentioned that most people will confront those financials and be confused. I think we need to present it in a way that they can understand. SThompson added that the message needs to be clear and not glossed over. Simple is fine, but no rose-colored glasses. Set the stage for the hard conversations that will have to take place at division meetings and DEMC. Explain why we are not hiring anyone this year. RGerhard appreciated the feedback, which is be simple, be clear, be hard hitting and factual.

DRodriguez asked if the breakouts will be the same as in past year. KCostello mentioned that most of the sessions are the same, but student services breakouts are slightly different than last year.

### III. Board Policies/Administrative Procedures (standing item)

#### a. First Reading

##### 1. BP 2100 Board Elections

Although, this is outside the cycle of the ones being worked on. It was identified that this board policy has an error in it, which is shown with track changes. It was noticed that in the way a trustee left a number of years ago and an appointment of another trustee, it threw the cycle off. DRodriguez asked if we could update all of the years to the latest. RGerhard mentioned that we are moving forward from the election cycle, and then we move forward every four years. RUgale asked about Trustee Randolph's appointment. RGerhard mentioned the appointee can either remain during the term of the trustee she's replacing or until the next election cycle, whichever one comes first. Randolph's area is really the reason why we are looking into this because in the original version of this, her year was incorrect. The four seats up for this November are 7, 5, 4, and 1. So, it is believed, area 3 should be 2018 and area 4 should be 2020.

##### 2. AP 4102 Career and Technical Education Programs

##### 3. AP 4103 Work Experience

##### 4. BP 4104 Contract Education

##### 5. AP 4104 Contract Education

##### 6. BP 4105 Distance Education

##### 7. AP 4105 Distance Education

##### 8. BP 4110 Honorary Degrees

##### 9. BP 4220 Standards of Scholarship

##### 10. AP 4222 Remedial Coursework

##### 11. BP 4225 Course Repetition

##### 12. AP 4225 Course Repetition

##### 13. BP 4226 Multiple and Overlapping Enrollments

##### 14. AP 4226 Multiple and Overlapping Enrollments

##### 15. AP 4227 Repeatable Courses

##### 16. AP 4228 Course Repetition – Significant Lapse of Time

## 17. AP 4229 Course Repetition – Variable Units

TFleischerRowland mentioned that chapter 4 board policies and administrative procedures are moving through the process. The league changes have been added in here. One to note is BP 4225 has been updated with some suggestions. A new AP 4225 was added. It would be a neater package if all the course repetition would be near each other in the sequencing, but there is not much room. SThompson requested retitling. KCostello mentioned that there are multiple documents, but the agenda has all of the backup items in the order that they are on the agenda. The word documents are there for you to bring them back to your constituencies. MColon mentioned that you want to look at the word document to see the changes that were made. KCostello mentioned that there were strikethroughs shown in the PDF version.

DRodriguez discussed that 4102 refers to gainful employment that the regulations from the federal government rescinded. It may be of concern that we are going through accreditation soon and this may put us in a position of us not complying with something that our administrative procedure states we are doing. TFleischerRowland mentioned that it was run by the Financial Aid leads and they agreed that it is ok as is.

DFoster mentioned 4228 on course repetition. LPC had a potential student who was interested in enrolling in the fall. The student had graduated from LPC previously and completed Spanish 1A about 5 year ago and is currently working. He had an opportunity for promotion if he could demonstrate he was bilingual. He was interested in taking it again but based on our current policy there is no way we could support him in his interest in doing that. It is being brought forward for consideration. I feel that we need to have a little bit more flexibility on how we can support these types of requests and needs as a district. MColon mentioned that there will be a lot of past students that will want to do the same thing. We have to have a way to accommodate. RGerhard mentioned that we had that conversation at a past council meeting and we started looking at other districts that allow auditing and what does that look like and how does it impact us. Options will be looked into.

MColon mentioned 4110 and 4220, relying primarily on the academic senate was removed. In the past, we have restored those. Scrolling through, those are the two I see.

### b. Second Reading

#### 1. AP 4050 Articulation

MColon mentioned that the articulation officer has an area that should be removed in the first paragraph under the transfer articulation section. UC transfer should be removed. TFleischerRowland mentioned it is in the subheading of articulation with post-secondary institutions. Strike UC transfer so that the last sentence in that sentence would read, “the articulation officer shall prepare and propose articulation for course to course, major preparation and transfer major preparation and general education.”

Motion to approve AP 4050 with the deletion of “UC Transfer.” (Foster/Colon).  
**Fouquet will abstain.**

2. AP XXX Personal Use of Credit Cards

RGerhard mentioned that this AP is yet to be numbered. NAdams mentioned that it states that before making a purchase on behalf of the district with your own personal credit card, you have to read this. The way it reads, it appears that there may be cases in which there will be approval to use a personal credit card, but there is nothing in the procedure that explains. If an employee is authorized, then wouldn't they receive a reimbursement? It states further into the AP that the district is under no obligation to reimburse employees for purchases made on behalf of the district with a personal credit card. It should be further clarified. DRodriguez would like to look at it more closely. I do not want it to be a burden on someone to get professional development or attend a conference.

This one is coming from Business Services. We can hold off until DRoberts is back. This was coming forward in regard to a crackdown on taxing agencies, largely the IRS. There was some change to the Internal Revenue Code in terms of taxation on those benefits. It would provide a financial benefit to the employee and there could be some tax consequences to both the employee and the district. We have employees that do have annual long standing habits of using their personal credit card to buy instruction supplies or office equipment and it is not uncommon to use their card and then at the end of the year submit for reimbursement all of those expenses. The other piece of this too that we are trying to do, we had some history not entirely appropriate use of procurement cards. Therefore, the board took swift and appropriate action to scale those back. The board is now comfortable with rolling those p-cards out instead of reimbursing employees. This AP is coming out in conjunction with a renewed effort to roll back out those procurement cards. This will be tabled, and we will discuss with DRoberts. SThompson mentioned that this reads as very punitive but not offering an alternative. MColon mentioned it seems like you are using this to solve a different problem. RGerhard mentioned that it is not just the IRS code, it's a number of things.

IV. Future Agenda Items

RGerhard mentioned the AP on auditing, community education and travel will come back to the September meeting. The one on graduation requirements will come back as well. DRodriguez asked for more time. Second readings in September would be helpful. It was also asked to get a schedule for the year so that we can better manage that. TFleischerRowland mentioned that she will map out Chapter 4.

Evaluation of our IPBM structure should be something to discuss.

RUgale asked if we can go back to Convocation since DFouquet is in attendance. DFouquet mentioned that it was mentioned that the meetings were working better later in the afternoon, but there is some pushback from the FA folks. It will be sorted out by tomorrow. RUgale mentioned that since they usually happen at the same time, she wanted

to put it out to the leadership team if that time would work as well. NAdams mentioned that senates are speaking about using that time as well.

RGerhard mentioned that there is a special PBC meeting taking place tomorrow. The meeting will be laying the groundwork on this lengthy year long conversation.

V. Next Meeting: September 8, 2020

Meeting adjourned at 4:17 p.m.