



# Chabot-Las Positas Community College District

## Chancellor’s Council

Tuesday, March 13, 2024

3:00 p.m. to 4:30 p.m.

Zoom

### Attendees:

|   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Ron Gerhard       | <input checked="" type="checkbox"/> Katrin Field    | <input checked="" type="checkbox"/> Brody Price  |
| <input checked="" type="checkbox"/> Mona Abdoun       | <input checked="" type="checkbox"/> Dyrell Foster   | <input type="checkbox"/> Aubrie Ross             |
| <input type="checkbox"/> Joanne Bishop-Wilbur         | <input checked="" type="checkbox"/> Dave Fouquet    | <input checked="" type="checkbox"/> Ashley Young |
| <input checked="" type="checkbox"/> Jamal Cooks       | <input checked="" type="checkbox"/> Joel Gagnon     |  |
| <input checked="" type="checkbox"/> Virginia Criswell | <input checked="" type="checkbox"/> Theresa Pedrosa |  |

**Guests:** Julia Dozier, Theresa Fleischer Rowland, Josue Hernandez, Terra Lee, Owen Letcher, Cheree Manicki, Jonah Nicholas, Kirti Reddy, Elsa Saenz

### DRAFT MINUTES

Chancellor Gerhard started the meeting at 3:05 p.m. without a quorum.

### 3. Information and Discussion Items

#### 3.1. First Reading CLPCCD Work Experience Education Plan

Theresa Fleischer Rowland stated that a work experience education plan has to be on file with the state system. There are some changes in Title V where work experience is now allowed. We can offer work experience in non-credit. There are changes to equalize the number of hours whether the experience is paid or unpaid. It also used to be called cooperative work experience. What is great is the advancement and thinking about work experience and how that integrates into students’ pathways and planning. We are not just thinking about it related to career and technical education, but we are thinking about that for all students.

Julia Dozier stated that they went through the previous plan and switching out the regulations that needed to be updated. We have added a piece throughout the plan that refers to what we used to do. We keep records of where these students are working. We have to track it all. Program sponsors, which are the organizations that oversee the local apprenticeship programs, have to have relationships with the employers. To avoid duplication, we are continuing the model where the program sponsor can serve as the record keeper.

The process included meeting with VPs Ho and Forbes, Deans McElderry and Coleman and asking them to review the plans and then also review with their deans and faculty. It will now go for a first and second reading at Chancellor’s Council before moving forward to the Board of Trustees for approval. Once approved, it will be sent to the State Chancellor’s Office.

#### 1. Review and Approval of the April 9, 2024 Agenda

The agenda was approved as presented. **(Young, Pedrosa) All in favor.**

2. [Review and Approval of the Minutes from the March 12 Meeting](#)

The minutes from the March 12, 2024 meeting were approved with the date correction. (Pedrosa, Young) All in favor.

3. Information and Discussion Items

3.2. Continue Discussion: Part-Time Faculty Informational Meeting

Ashley Young mentioned this item will get tabled until next year. There will be a smaller meeting that only includes the insurance for part timers. There will be a report out on the May agenda.

4. Board Policies and Administrative Procedures

Jonah Nicholas stated that within the board policies from chapter 6, there is only one change from the League in BP 6250 Budget Management.

4.2. First Reading of Board Policies

4.2.1. [BP 5015 Residence Determination](#)

4.2.2. [BP 5035 Withholding of Student Records](#)

4.2.3. [BP 5410 Associated Students Elections](#)

AYoung questioned the change from the word *both* to *any* in the following statement, "Any student elected as an officer in the Associated Students shall meet *any* of the following requirements." RGerhard stated that he checked Ed Code 76061 and the term *any* is in Ed Code. TFleischerRowland stated that you could be a non-credit student and still qualify. Brody Price brought up some concerns. One concern is that there is a student leader in their club that is now also a permanent classified staff member. This would create the opportunity for that person to be part of multiple groups within shared governance. RGerhard mentioned that he would take it back to legal counsel. Joel Gagnon mentioned that there are other instances of this with other classifications. For example, there are classified professionals who hold faculty positions. This is slightly different but it does exist.

Another concern was with the standards of scholarship as it could not be found where it is defined in the policy. Josue stated that the GPA is not stated within Ed Code. Is this something that we need to define in a board policy? TFleischerRowland stated one thing to consider is that it allows non-credit students to be a part of student elections. Non-credit is a structure where students do not get grades, so requiring a GPA would not work out. BPrice mentioned that it would be good to define it somewhere.

The last concern is that faculty on campus have been talking to students on campus and complaining how they are holding elections. They have contacted administration to try and get us to change our elections code.

4.2.4. [BP 6100 Delegation of Authority](#)

4.2.5. [BP 6150 Designation of Authorized Signatures](#)

4.2.6. [BP 6200 Budget Preparation](#)

- 4.2.7. [BP 6250 Budget Management](#)
- 4.2.8. [BP 6300 Fiscal Management](#)
- 4.2.9. [BP 6320 Investments](#)
- 4.2.10. [BP 6330 Purchasing](#)
- 4.2.11. [BP 6400 Audits](#)
- 4.2.12. [BP 6450 Wireless or Cellular Telephone Use](#)
- 4.2.13. [BP 6500 Property Management](#)
- 4.2.14. [BP 6520 Security for District Property](#)
- 4.2.15. [BP 6550 Disposal of Property](#)
- 4.2.16. [BP 6600 Capital Construction](#)
- 4.2.17. [BP 6720 Debt Management](#)

Katrin Field asked what the process is for the edits on these policies and procedures. RGerhard stated that we have a policy on policies that states that any member of our community can put forward a recommendation to change, modify, delete, or create a new policy if one does not exist. The policy states that those requests would come directly to the Chancellor's Office. It is then reviewed with the legal perspective in mind. After it is found that the changes are permissible legally, it is discussed with the Senior Leadership Team and then comes to Chancellor's Council for review and discussion. We belong to a legal subscription service that monitors new legislation. They inform us if there are any changes needed due to a new law passing. Ninety percent of the changes that come through Chancellor's Council are due to a change in Title V, Ed Code, or Federal legislative changes.

Mona Abdoun asked a question regarding BP 5035 Withholding of Student Records stating that we can hold a diploma. JNicholas stated that several years ago it used to be a good way to get students to pay their outstanding debts. We have to release transcripts regardless, but we can hold their diploma.

#### **4.3. First Reading of Administrative Procedures**

##### **4.3.1. [AP 3950 Flag Raising](#)**

MAbdoun stated there were faculty that were concerned that the procedure states that ceremonial flags will be flown wherever there are sufficient posts to do so. The last sentence states that federal, state, and ceremonial flags shall not be flown on a single pole of any height. Does that mean they cannot be together? Owen Letcher brought this procedure forward to accompany the board policy that we have had for years. The intent is to allow the flying of any ceremony flag. Under the flag code, the US flag and California flag have precedent. RGerhard stated that this would not change what historical practice has been. We need to install more flags.

Jamal Cooks mentioned there is a work group to discuss the flag poles at Chabot. OLetcher mentioned that if we keep the flag poles under 35 feet, they will not need DSA approval for install.

##### **4.3.2. [AP 4103 Work Experience](#)**

##### **4.3.3. [AP 5015 Residence Determination](#)**

- 4.3.4. [AP 6300 Fiscal Management](#)
- 4.3.5. [AP 6305 Reserves](#)
- 4.3.6. [AP 6310 Accounting](#)
- 4.3.7. [AP 6312 Participant Support Costs](#)
- 4.3.8. [AP 6315 Warrants](#)
- 4.3.9. [AP 6320 Investments](#)
- 4.3.10. [AP 6322 Employee Indemnity Bonds](#)
- 4.3.11. [AP 6325 Payroll](#)
- 4.3.12. [AP 6330 Purchasing](#)
- 4.3.13. [AP 6345 Informal Bids and Contracts](#)
- 4.3.14. [AP 6350 Contracts - Construction](#)
- 4.3.15. [AP 6360 Contracts - Electronic Systems and Materials](#)
- 4.3.16. [AP 6365 Contracts - Accessibility of Information Technology](#)
- 4.3.17. [AP 6400 Audits](#)
- 4.3.18. [AP 6450 Wireless and Cellular Telephone Use](#)
- 4.3.19. [AP 6500 Property Management](#)
- 4.3.20. [AP 6520 Security for District Property](#)
- 4.3.21. [AP 6530 District Vehicles](#)
- 4.3.22. [AP 6535 Use of District Equipment](#)
- 4.3.23. [AP 6550 Disposal of Property](#)
- 4.3.24. [AP 6600 Capital Construction](#)

#### 4.4. Second Reading of Board Policies

- 4.4.1. [BP 5500 Standards of Student Conduct](#)

There was a motion to recommend moving forward BP 5500. **(Pedrosa/Young) All in favor.**

#### 4.5. Second Reading of Administrative Procedures

- 4.5.1. [AP 4100 Graduation Requirements for Degrees and Certificates](#)
- 4.5.2. [AP 4250 Probation Dismissal and Readmission](#)

This item will also be tabled for further review.

There was a motion to recommend moving forward AP 4100 and AP 4250 to the board. **(Young/Pedrosa). All in favor.**

### 5. College Resolutions/Report Outs

AYoung mentioned that since we are in a budget crunch, why do we hire outside contractors. JNicholas stated that many consultants are hired with categorical funds, not general funds. RGerhard stated that using Kennedy & Company as an example, we really look at the outcome that we are trying to achieve. For this example, we are trying to improve enrollment by having an independent assessment to show us where students are stopping in the process. In touch economic times, we will need to scale back on use of outside consultants. JNicholas stated that in some cases it is more cost efficient to bring in outside consultants or contractors as opposed to hiring.

Dave Fouquet mentioned that this is his second to last meeting serving as President of the Faculty Association.

MAbdoun mentioned that some faculty would like to see the district hire a consultant for a safety audit. RGerhard asked what would be included in the audit. Emergency crisis response was asked for, not an accessibility audit.

BPrice mentioned the student government elections opened yesterday morning and closes Sunday night. Theresa Pedrosa stated that the Chabot student elections take place the following week.

**6. Future Agenda Items**

- BP/AP 4300 Field Trips and Excursions
- BP 4232 Pass/No Pass
- Part-time Faculty Event

**7. Adjourn**

The meeting was adjourned at 4:40 p.m.

The next meeting is May 14, 2024.

DRAFT