



Chabot-Las Positas Community College District

Chancellor’s Council

Tuesday, May 14, 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

MINUTES

Chancellor Gerhard started the meeting at 3:02 p.m.

1. Review and Approval of the May 14, 2024 Agenda

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

2. Review and Approval of the April 9, 2024 Meeting Minutes

The minutes from the April 9, 2024 meeting were approved as presented. **(Pedrosa, Gagnon) All in favor.**

3. Information and Discussion Items

3.1. Review and Update of 2024-2025 Council Members

Council membership was presented for the upcoming year.

4. Action Items

4.1. Second Reading CLPCCD Work Experience Education Plan

Vice Chancellor Fleischer Rowland mentioned this plan has been through both colleges shared governance process. It is now the work experience plan. Previous terminology was cooperative work experience. Every district is required to have one to follow the Title V regulations. What has opened up in work experience are credit and non-credit opportunities for students and not just a focus on career education students. The plan reflects the approved process that went through the College Deans and Academic Senates. This is the second reading for the Chancellor’s Council.

There was a motion to approve the CLPCCD Work Experience Education Plan. **(Young/Pedrosa). All in favor.**

4.2. Approval of 2024-2025 Council Meeting Dates

RGerhard presented next year’s meeting dates. KCostello stated that the September meeting is the same day as the board meeting. The December meeting had to be moved

back by one week due to the December board meeting taking place at an earlier time than normal. The April meeting fell during the week of spring break. If there will be an April meeting, it will have to take place on April 1.

It was questioned whether the meetings would take place in person or through Zoom. RGerhard stated that we could have the September meeting in person and discuss at the first meeting if the council would like to meet on the same rotating basis as we have during this current year.

It was asked if it is appropriate to send a proxy in place of a council member if there is a conflict with a meeting date. RGerhard agreed that a council member can send a proxy.

There was a motion to approve the 2024-25 Chancellor's Council Meeting dates. **(Pedrosa/Young). All in favor.**

5. Board Policies and Administrative Procedures

5.1. First Reading of Board Policies

5.1.1. BP 5040 Student Records, Directory Information, and Privacy

TFleischerRowland stated that the policy and the procedure (next agenda item) are legally required. There was a joint review with both colleges through the A&R Department. The League language was used, which is standard.

5.2. First Reading of Administrative Procedures

5.2.1. AP 5040 Student Records, Directory Information, and Privacy

RGerhard stated that BP and AP 5040 are here for a first reading and will come back to council for a second reading in September.

Mona Abdoun asked to make sure that the BP or AP for chosen name or preferred name aligns with the student records policy and procedure. TFleischerRowland mentioned that if anyone would like to cross-reference, the procedure in question is AP 5041 Student Records Chosen Name and Gender.

5.3. Second Reading of Board Policies

RGerhard presented the following board policies, which are back for a second reading.

5.3.1. BP 5015 Residence Determination

5.3.2. BP 5035 Withholding of Student Records

5.3.3. BP 5410 Associated Students Elections

5.3.4. BP 6100 Delegation of Authority

5.3.5. BP 6150 Designation of Authorized Signatures

5.3.6. BP 6200 Budget Preparation

5.3.7. BP 6250 Budget Management

5.3.8. BP 6300 Fiscal Management

5.3.9. BP 6320 Investments

5.3.10. BP 6330 Purchasing

- 5.3.11. BP 6400 Audits**
- 5.3.12. BP 6450 Wireless or Cellular Telephone Use**
- 5.3.13. BP 6500 Property Management**
- 5.3.14. BP 6520 Security for District Property**
- 5.3.15. BP 6550 Disposal of Property**
- 5.3.16. BP 6600 Capital Construction**
- 5.3.17. BP 6720 Debt Management**

Brody Price mentioned that he sent feedback on BP 5410 and the Chancellor's Office mentioned that it should be vetted with both student senates prior to coming forward as a recommendation. RGerhard stated that BP 5410 would be tabled for today and could come back in September after being discussed with both student senates. Our goal is to bring items forward once vetted through the senates at both colleges.

There was a motion to approve the second reading of board policies, minus BP 5410. **(Young/Foster) All in favor.**

5.4. Second Reading of Administrative Procedures

- 5.4.1. AP 3950 Flag Raising**
- 5.4.2. AP 4103 Work Experience**
- 5.4.3. AP 5015 Residence Determination**
- 5.4.4. AP 6300 Fiscal Management**
- 5.4.5. AP 6305 Reserves**
- 5.4.6. AP 6310 Accounting**
- 5.4.7. AP 6312 Participant Support Costs**
- 5.4.8. AP 6315 Warrants**
- 5.4.9. AP 6320 Investments**
- 5.4.10. AP 6322 Employee Indemnity Bonds**
- 5.4.11. AP 6325 Payroll**
- 5.4.12. AP 6330 Purchasing**
- 5.4.13. AP 6345 Informal Bids and Contracts**
- 5.4.14. AP 6350 Contracts - Construction**
- 5.4.15. AP 6360 Contracts - Electronic Systems and Materials**
- 5.4.16. AP 6365 Contracts - Accessibility of Information Technology**
- 5.4.17. AP 6400 Audits**
- 5.4.18. AP 6450 Wireless and Cellular Telephone Use**
- 5.4.19. AP 6500 Property Management**
- 5.4.20. AP 6520 Security for District Property**
- 5.4.21. AP 6530 District Vehicles**
- 5.4.22. AP 6535 Use of District Equipment**
- 5.4.23. AP 6550 Disposal of Property**
- 5.4.24. AP 6600 Capital Construction**

Owen Letcher mentioned that the Academic Senate at Chabot College asked for a friendly amendment to AP 3950 Flag Raising in paragraph one to add, when sufficient polls do not exist, the college may continue to display flags on the existing polls.

There was a motion to approve the second reading of administrative procedures, with the modification of AP 3950. **(Pedrosa/Young) All in favor.**

5.5. First and Only Reading of Board Policies

RGerhard emailed council members two weeks prior to this meeting asking council members to come prepared to essentially do a first and second reading at the same meeting today to move the following two board policies forward.

5.5.1. BP 4232 Pass/No Pass

Craig Kutil stated that they wanted to have the flexibility for the campuses to determine how much pass/no pass they should be able to allow on degrees. It has currently been 12 units. The CSU system had its limit but does not have a limit on us being able to send pass/no pass to them. UCs would accept 14-semester units from a community college. The idea was to delete it from the board policy and address it in the college catalog, which we have.

5.5.2. BP 5030 Fees

RGerhard stated that as a district, one of our priorities has been, and continues to be, providing more access to concurrent, enrolled, or special admit high school students. In talking to high school students and our K-12 partners, the tuition fees are waived but there is nothing in our BP or AP that also provides the same exemption for ancillary fees, like the health fee and student representation fee. This has been an issue for these students.

5.6. First and Only Reading of Administrative Procedures

5.6.1. AP 4232 Pass/No Pass

TFleischerRowland stated the procedure includes the League updates plus clarifying language was added on the cautions.

Instead of reading, “students pursuing an associate degree for transfer should refer to...”, it should read, “students intending to transfer should refer to their transfer institution’s policies regarding acceptance of “pass-no-pass” units prior to ...”

5.6.2. AP 4235 Credit for Prior Learning

CKutil mentioned that there were some simple updates TFleischerRowland stated that the we are not moving the board policy forward. On page 2 in the AP, there is a clarification on process that came up on the review with the colleges. On page three, there was a request to clarify the language regarding the limitations of what percent of units required for an associate degree might be awarded through credit for prior learning.

Instead of reading, “students pursuing an associate degree for transfer should refer to...”, it should read, “students intending to transfer should refer to their transfer institution’s policies regarding acceptance of “pass-no-pass” units prior to ...”

5.6.3. AP 5030 Fees

In the AP (below), you’ll see that we included under the ancillary fees, new language that would give this exemption. We do not have too many students that this affects compared to our general student population, so the financial effects would be rather minimal. The enrollments and the revenue from the enrollment in terms of the FTES would far surpass or make up for any negative financial impact of waiving these fees. The reason why we are asking the council to do a first and second reading today is that we would like to get the AP in place so that we can have it operative for both the summer term and fall 2024. There is a time limit element and sensitivity of these, which is the reason why we are asking for somewhat unusual action on the part of the council.

It was asked if the middle college population would still be able to access these services if they were exempt from the fees. DFoster stated that he wants to make sure internally that for middle college high school students we have a process to ensure that these students will still receive services.

There was a motion to move forward BP 4232, BP 5030, AP 5030, and AP 4232 and AP 4235 with the changes noted. **(Young/Pedrosa). All in favor.**

6. College Resolutions/Report Outs

6.1. Report Out

Mona Abdoun mentioned that there were some faculty concerns about the workload, especially in one-person departments, where the workload is really heavy and they also have to apply to get some minimal reassigned time. There is one faculty member going on sabbatical next year, and on top of everything he’s doing in his one-person program, he also had to mentor one of the part-timers in order to do his work for the following year, when he is on sabbatical. This came up as a result of the 250 CAH that are in the FA contract related to coordination. They felt it was odd to have to provide a rationale for a one-person department, when the reasoning is obvious.

Dave Fouquet stated that this is his last Chancellor’s Council as FA President. Heike Gecox will take over the role. He also mentioned that enrollments at both colleges show a considerable spike compared to fall of last year. It is going to raise the question of how much of this is real versus how much of it is fraud.

Bruce Griffin shared that fraud was discussed at the Technology Coordinating Committee last week and at Chabot’s IST meeting this morning. The fraud tactics have changed this year and they are continuing to be able to get into classes. We are really focused on getting fraudulent applications out of the virtual classroom, since they are all online. In response to what we did last term, their tactics have changed and now

basically spamming into classes. We are working further upstream and taking steps to make it more difficult to get in. There is some trial software being applied as well as working with A&R to identify patterns.

DFouquet asked if this is all coming from CCCApply. What is the impact in our district as compared to the impact in other districts? BGriffin stated that Chabot was attacked particularly hard and LPC less so. Small rural districts are safer because they only have a handful of online asynchronous classes. This is a statewide problem.

DFouquet asked if there was any more information about the SCFF Coalition. RGerhard stated that they are growing and there was a discussion at the last CEO's Funding Policy Taskforce Meeting that there are more and more folks joining the coalition. The advocacy seems to be focused on extending hold harmless.

6.2. LPCSG Suggested Revisions to BP 2105 Student Members

Brody Price mentioned that the Las Positas College Student Government discussed the student elections process. There was thought that the elections should be split up for student government elections and the student trustee election. It is difficult for both colleges to stay on a similar timeline. It also puts a lot of pressure on our students to have to campaign at Chabot as well as for Chabot students having to campaign at Las Positas.

RGerhard asked if there is a functioning student government council. BPrice mentioned that we do not have an official one that meets in person, but there are discussions had online. It is beneficial for the colleges to have their own elections committee, but maybe one at the district is not as helpful.

RGerhard stated that the recommendations that are being brought forward is really to align the policy with what actually happens. BPrice agreed and stated that the Student Government Coordinating Council has never really met and, in his experience, has not seen students from Las Positas go to Chabot to campaign.

RGerhard mentioned that this is an information item at this time. Once both student senates have discussed and agreed to the changes, it will be brought back to a future Council meeting for review and approval.

BPrice also stated that this is his last Chancellor's Council meeting as well and thanked everyone for the opportunity and support throughout the past year.

7. Future Agenda Items

None noted.

8. Adjourn

The meeting was adjourned at 4:53 p.m.

The next meeting is September 10, 2024.