



Chabot-Las Positas Community College District

Chancellor's Council

Tuesday, September 9, 2025

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

District Office, Conference Room 1

Attendees:

☒ Ron Gerhard	☒ Heike Gecox	☐ Aubrie Ross
☒ Mona Abdoun	☒ Naomi Mangini	☒ Chasity Whiteside
☒ Jamal Cooks	☒ Ashley Young	☒ Jeanne Wilson
☒ Thomas Dowrie	☒ Theresa Pedrosa	
☒ Dyrell Foster	☒ Osibisa Roseby	

Guests: Jennifer Druley, Bruce Griffin, Carra Moore (Zoom), Kirti Reddy (Zoom)

MINUTES

Chancellor Ron Gerhard started the meeting at 3:00 p.m.

1. Introductions/2025-2026 Council Members

Chancellor Gerhard presented the membership listing. Council members and guests introduced themselves around the room.

2. Review and Approval of the September 9, 2025 Agenda

The agenda was approved as presented. (Young/Pedrosa)

RGerhard mentioned that there is always an agenda item for the Senates and Unions to report out. It is asked that if there are resolutions being discussed that would have a district impact, it should be brought forward to council to discuss.

3. Review and Approval of the May 13, 2025 Meeting Minutes

The minutes from the May 13, 2025 meeting were approved as presented.
(Foster/Whiteside) Dowrie, Mangini, Wilson, Young Abstained

4. Information and Discussion Items

4.1. Chancellor's Council Meeting Calendar 2025-26

At the May Chancellor's Council meeting, the meeting calendar was approved, which follows the pattern of the 2nd Tuesday of the month. The last two years, we have alternated in person and Zoom meetings. The next meeting, in October, would be held via Zoom.

4.2. Review of IPBM Structure and Council's Charge

RGerhard went through an orientation and reminder of what Chancellor's Council is and is not. AP 2510 Participation in District and College Governance was gone over in detail.

“The Board of Trustees is committed to participatory governance. This administrative procedure is intended to ensure that faculty, classified professionals, and students have the right and opportunity to participate effectively in district and college governance. This procedure also ensures the right of the Academic Senates to assume primary responsibility for making recommendations in the areas of academic and professional matters.” This policy is intended to ensure that faculty, classified professionals, and students have the opportunity and the right to engage in conversation related to district policy and policies that impact respective constituency groups.

“The Board and its designee receive advice and recommendations from faculty, classified professionals, and students through the district and college participatory governance systems, collegial consultation, and mutual agreement with constituent groups, and the drafting or revising of written policy and procedures.” Council’s agenda item on report outs from Senates and Unions will always be included to get information and feedback. Chancellor’s Council is the central role in policy issues throughout the district. While we do not tend to get into the minutiae of the governance systems at the respective colleges, but more of our district committees, which are our IPBM committees: Technology Committee, Facilities Committee, and Planning and Budget Committee. There used to be another IPBM committee, ESS, but there was a recommendation to put that on hiatus, which was done about four years ago.

“The composition of the Chancellor’s Council shall be as follows: Chancellor, College Presidents, Academic/Faculty Senate Presidents, Classified Senate Presidents, Student Senate Presidents, President of the faculty exclusive representative, and President of the classified exclusive representative, and one representative from the Administrative Association. Changes to this composition must be jointly agreed upon by the Chancellor and the Academic, Classified, and Student Senates.”

What does this mean for faculty, classified professionals, and students?

“Collegial Consultation with Academic/Faculty Senates:

The Board recognizes the Academic/Faculty Senates of the colleges as the bodies that represent the faculty in collegial consultation related to academic and professional matters. “Academic and professional matters” means the following policy development and implementation matters:

- *Curriculum, including establishing prerequisites and placing courses within disciplines;*
- *Degree and certificate requirements;*
- *Grading policies;*
- *Educational program development;*
- *Standards or policies regarding student preparation and success;*
- *District and college governance structures, as related to faculty roles;*
- *Faculty roles and involvement in accreditation processes, including self-study and annual reports;*
- *Policies for faculty professional development activities;*

- *Processes for program review;*
- *Processes for institutional planning and budget development; and*
- *Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate."*

We call these the 10+1, with the understanding that in the history of our district, the plus one is related to facility planning and facility matters. These items are largely grounded in state laws. Every board policy and administrative procedure has a citation/reference included, if applicable. The 10+1 can be found within Title V in Ed. Code. Many times, our flexibility as a district is limited because of the legal citations.

"Collegial Consultation with Classified Professionals:

The district recognizes the Classified Senates of the colleges and district office as the bodies that represent classified professionals on all non-collective bargaining matters that have or will have a significant effect on classified professionals. The district shall ensure that the Classified Senates are provided the opportunity to actively and effectively participate in the formulation and development of policies and procedures related to the following matters:

- a. Standards, policies, and procedures regarding student support and success, as related to classified professional roles;*
- b. College and district governance structures, as related to classified professional roles;*
- c. Standards, policies, and procedures regarding implementation and integration of technology systems, as related to classified professional roles;*
- d. Professional development policies and activities;*
- e. Processes for program review, as related to classified professional roles; Processes for institutional planning and budget development;*
- f. Classified professional roles and involvement in accreditation processes;*
- g. Classified professional roles and involvement in program planning, development, and staffing;*
- h. Classified professional roles and involvement in facilities planning and development; Any other district or college policy, procedure, or related matters that have or will have a significant effect on classified professionals.*

Except for unforeseeable, emergency situations, the district shall not take any action on these matters until the Classified Senate has been provided the appropriate opportunity to participate in the formulation and development of these matters through appropriate structures or procedures. Even in such unforeseeable, emergency situations, the Board and the district will make every effort to communicate with the leaders of the Classified Senate before such action is taken."

This was done once before with a policy during COVID-19, but it was brought back to Chancellor's Council for vetting and dialogue.

“To effectively support our Classified Senates’ ability to represent and engage in participatory governance, each college classified senate president is allocated up to 16 hours per week for activities related to:

- *Classified Senate (meetings, events, and activities)*
- *Governing/Governance/President/Chancellor’s Council*
- *Meetings with college and district leadership (president/chancellor)*
- *College Council*
- *Board of Trustee meetings*
- *Shared governance committee meetings (district and college)*
- *College/Town meetings*
- *4CS events and activities”*

The Classified Senate President and Classified Senate Executive Committee has a lot of autonomy, flexibility to allocate the time as they deem fit, but it is up to 16 hours per week.

“Collegial Consultation with Student Senates:

The district recognizes the Student Senates of the colleges as the bodies that represent students on matters having a significant effect on students. The district shall ensure that the Student Senates are provided the opportunity to actively and effectively participate in the formulation and development of policies and procedures related to the following matters:

- *Grading policies;*
- *Codes of student conduct;*
- *Academic disciplinary policies;*
- *Curriculum development;*
- *Courses or programs which should be initiated or discontinued;*
- *Processes for institutional planning and budget development;*
- *Standards and policies regarding student preparation and success;*
- *Student services planning and development;*
- *Student fees within the authority of the district to adopt; and*
- *Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.”*

Hopefully, this refreshes memory for folks that are continuing and clarifies for new members what the council’s role is within the district.

4.3. IPBM Survey Results

For the last four years, a survey has gone out to the IPBM committee members to solicit and encourage feedback about what is working well and what could we look to improve. There were approximately 23 respondents, some serving on multiple committees. Of those respondents, most either responded strongly agree or agree that our committees were functioning in accordance with their charter or charge, i.e. getting meeting agendas out on time, publishing background materials, disseminating information to our

constituency representatives, etc. For every question in the survey, there is an opportunity to provide more information or comments. If Council has any questions or feedback, please send to the Chancellor's Office.

The District Enrollment Management Committee is not an IPBM committee because it is not a shared governance committee. It exists by virtue of our collective bargaining group.

5. Board Policies and Administrative Procedures

RGerhard explained that we have a policy on policies, which states that as a district, and an accreditation requirement, we have to have a cycle where we evaluate and review for currency and accuracy all of our policies every 10 years.

To help us stay current with the evolving landscape of California laws that impact our district, we subscribe to a legal service through the Community College League of California. Their team of attorneys monitors changes in Education Code and Title V. Typically, updates are issued twice per year based on laws signed by the governor. This is also why you may sometimes see policies and procedures come up for review prior to the 10-year cycle.

5.1. Policies and Procedures Reference Update(s) Only

The following board policies and administrative procedures are coming to Council as information only because there are only updates to references.

5.1.1. AP 4022 Course Approval

5.1.2. AP 5017 Responding to Inquiries of Immigration Status

5.1.3. AP 5130 Financial Aid

5.1.4. BP 5500 Standards of Student Conduct

5.1.5. AP 5500 Standards of Student Conduct

5.2. First Reading of Board Policies

The following board policies are brought forward to council for a first reading. It is asked that council take these back to their constituencies for review and discussion. If you receive feedback, send to the Chancellor's Office for review and can add to the meeting materials for a future meeting.

5.2.1. BP 2305 Annual Organizational Meeting

5.2.2. BP 2315 Closed Sessions

5.2.3. BP 3200 Accreditation

5.2.4. BP 4100 Graduation Requirements for Degrees and Certificates

5.2.5. BP 7340 Leaves

There are times when an update may be tabled rather than reviewed. A good example is when one college's student senate brings forward a suggested change to a procedure without review and feedback from the other college's student senate. Since we have one set of policies as a district, both constituency groups need to coordinate and

communicate any proposed modifications with each other before bringing them to Council.

5.3. First Reading of Administrative Procedures

The following administrative procedures are brought forward to council for a first reading. It is asked that council take these back to their constituencies for review and discussion. They are usually taken through the process with their corresponding board policy.

5.3.1. AP 2320 Special and Emergency Meetings

5.3.2. AP 2325 Teleconferenced Meetings

5.3.3. AP 3200 Accreditation

5.3.4. AP 3580 Sustainability

Mona Abdoun asked to see where that list of sustainability goals. It is understood that it is based on climate action, but something regarding minimizing the use of single use plastics would be helpful since it is one of the main causes of pollution. Vice Chancellor Owen Letcher would be the best to answer those questions but is not present. It was asked to send the question for further review and Owen Letcher will be invited to come to the next meeting to discuss.

5.3.5. AP 4100 Graduation Requirements for Degrees and Certificates

5.3.6. AP 5015 Residence Determination

5.3.7. AP 5030 Fees

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

5.3.9. AP 5203 Lactation Accommodation

5.3.10. AP 7126 Applicant Background Checks

5.3.11. AP 7340 Leaves

Mona Abdoun asked if mental health is encompassed when talking about leaves for illness. Jennifer Druley stated that it includes all medical, so it would be included.

5.3.12. AP 7348 Accommodations

5.4. Second Reading of Board Policies

5.4.1. BP 3810 Claims Against the District

This is a new policy for our district. It is very similar to the administrative procedure. There will be a claim form included.

This is legally required board policy according to the league, so this one is moving forward today as a first reading.

Required to have a policy on letting the public know how to send in a claim against the district. There is some time sensitivity.

There was a motion to approve the board policy second readings. **(Cooks/Gecox) All in favor.**

6. District and College Resolutions / Report Outs

MAbdoun mentioned that there was an email in early August about Federal Financial Aid updates. One of the bullet points was accountability for student loan programs. Will that affect us? It went on to say, that undergraduate programs may lose access to federal student loans if most graduates earn less than the median high school graduate in their state for 2 or 3 years. It also states that what it means for our district is we may need stronger tracking of graduate earnings and program return on investment. I know this is being prompted by federal changes but I hope we advocate against this in whatever way we can.

7. Future Agenda Items

It was asked to email any items that the Council wishes to add to the next agenda to the Chancellor's Office.

8. Adjourn

The meeting was adjourned at 3:49 p.m.

The next meeting is scheduled for October 14, 2025, via Zoom.