

**Chabot Las Positas Association of Retired Employees
Board Meeting
July 18, 2019**

Present: Jane Church, Gay Connor, Tom Gerrits, Rachel Maldonado Aziminia, JoAnne Neu, Wayne Phillips, Mark Symthe, Art Tenbrink, Bill Threlfall, Sharon Trethan

Absent: Shirley Pejman, Irene Plunkett

Guests: Helen Bridge, Les Bridge, Ron Trethan

GREETINGS AND CHECK-IN - Tom

The meeting began at 11:05 a.m. Gerrits welcomed everyone and the guests in attendance. The board introduced themselves to the guests.

AGENDA CHANGES/ADDITIONS

Threlfall spoke to Carlo Vecchiarelli, former Board of Trustee, and he is not doing well. A card was passed around for the board to sign.

APPROVAL OF BOARD MINUTES OF MARCH 14, 2019

M/S/P (Symthe/Connor) to approve the March 14, 2019, minutes.

BUSINESS

Review of Board Composition

Threlfall reported that Tenbrink worked diligently to recruit a retiree to serve on the board as the Las Positas College Liaison and that he spoke to Carol Edson about the liaison position and she agreed to join the board and serve as the LPC Liaison.

Distribution of Updated Board Roster

Trethan distributed an updated roster of the CARE board and if there are any corrections to be made to let her know.

Reunion Committee Report

Tenbrink reported on the Reunion Committee meeting. He referred to the notes that Gerrits had forwarded to the board. Threlfall stated that he had drafted the notes and that the committee could use them as a reference point. One proposal was to provide music before the luncheon. Phillips volunteered to speak to Jon Palacio, a music instructor at Chabot College. It was recommended that he contact and discuss this with Pejman before he contacts Palacio. In addition, the committee is looking into other venues such as Frankie, Johnnie, & Luigi Too! in Dublin and Acqua E' Farina in Hayward. It was recommended that the committee determine the venue by early August. The tentative dates for the reunion are January 23 or 30, 2019. If the board members have any suggestions, they should contact the committee.

2019 CARE Grants

Threlfall reported on the 2019 CARE grants. Threlfall proposed that \$2,500 be allocated for the grants.

M/S/P (Threlfall/Tenbrinks) that the Board approve an allocation of \$2,500 for 2019 CARE grants.

The following were appointed to the CARE Grants committee: Edson, Phillips, Smythe, Threlfall, and Trethan. Most of the work will be done in the month of November. Advertising of the CARE grants has been done by coordinating with the District's Public Information Officer who puts information in the Chancellor's newsletter as well as working with the college's President's offices. Church will assist in advertising the CARE grants at Chabot. The grants have been awarded to all personnel at both colleges and the district.

Winter 2019 Newsletter Suggestions and Writing Assignments

Threlfall reported on the newsletter. The key article will be the 2020 Reunion. It can be a full page if the committee so wishes. Art volunteered to write the article for the newsletter. In addition, there will be a board biography, Irene Plunkett. Detailed assignments will be assigned at the October meeting.

Communications Report: Website Activity, Directory Participation

Threlfall reviewed the CARE website activity in the past year—the top ten pages and the number of views. The website had a total 4,762 views. There are 214 participants in the CARE directory and 231 email addresses. He reviewed the annual cost and the DNS (Domain Name Service) has been prepaid through January 2022.

District Notifications and Verifications - Paper vs. Electronic

Smythe does not want to impact the workload of the district employees in regards to district notifications and verifications. Because the information is already public information, Symthe questioned whether it could be provided to CARE members through the CARE newsletter. Threlfall's concern was providing accurate information and recommended that the district provide the information to put into the newsletter. Symthe agreed that this could be coordinated with the Human Resources department.

Discussion of Board Policy 7800 "Emeritus"

Smythe read a portion of Board Policy 7800, Faculty, Managers, Trustees and Staff Emeriti:

Recognition and Privileges

Upon recommendation of the Chancellor and by action of the Governing Board, qualified retirees shall have the title "Emeritus" conferred upon them and shall have lifetime continuation of their names in the college catalog. Faculty, Managers, and Staff Emeriti also shall be provided appropriate privileges consistent with Board policy and tradition.

He questioned what the phrase "appropriate privileges consistent with Board policy and tradition" meant. Threlfall believes that it is boiler plate language that was provided by a consultant who reviewed the District board policies.

Discussion of the possibility of adding benefits info to newsletter

No further discussion.

Other business

No other business.

TREASURER'S REPORT

Trethan distributed reported on the Treasurer's report. The CARE Fund is under the District's Foundation and its nonprofit status and donations are tax deductible.

OTHER/ANNOUNCEMENTS

President: Gerrits' band will be performing at an event.

Past President: Plunkett, no report.

Vice President: Phillips, no report.

Secretary: Maldonado Aziminia, no report.

CARE Fund Manager: Trethan, no report

Chabot Liaison: Church was struggling with what to report as the Chabot Liaison, but now has a better understanding of her role. It was recommended that she may want to review past CARE newsletters to see what was reported by past liaisons.

Las Positas Liaison: No report.

District Liaison: Trethan reported on the resignation of a benefits employee and on her discussion with David A. Betts, Director, Employee and Labor Relations, about the employee's replacement. He suggested that CARE have a representative on the hiring committee. Symthe was appointed as the representative. It was suggested that once hired the employee could be interviewed for the newsletter.

Newsletter Editor: Threlfall, no report.

Communications Director: Threlfall reported that he likes the fact that Carol Edson has agreed to serve on the board.

At Large Member: Smythe, no report.

REVIEW OF TASK ASSIGNED TO BOARD MEMBERS

Tasks assigned to board members are:

1. The Reunion Committee will meet and develop a venue and program plan and will send via email to the full board for consideration.
2. Trethan will contact David Betts to advise that CARE has appointed Smythe as the CARE representative to the hiring committee for the Benefits Specialist.
3. Threlfall will send backup data to Phillips.

SUGGESTIONS FOR NEXT AGENDA

An agenda item is the final decision on all aspects of the reunion.

NEXT MEETING DATE AND VENUE

The next CARE meeting date is Thursday, October 10, 2019, at the District Office Conference Room.

OTHER/GOOD OF THE ORDER

No other good of the order

ADJOURNMENT

The meeting adjourned at 12:17 p.m.

Respectfully Submitted
Rachel Maldonado Aziminia