

**Chabot Las Positas Association of Retired Employees
Board Meeting
October 20, 2014**

MINUTES

Present: Linda Barde-Zimmerling, Shanon Christiansen, Helen Bridge, Gay Connor, Tom Gerrits, Rachel Maldonado Aziminia, JoAnne Neu, Don Nilson, Sophie Rheinheimer, Dee Roshong, Art Tenbrink, Bill Threlfall, Sharon Trethan

Absent: Dick Albert, Clyde Allen, Art Larson, Chet Rhoan, Bob Wiseman

CALL TO ORDER

Bridge called the meeting to order at 11:07 a.m.

APPROVAL OF MARCH 24, 2014 MINUTES

M/S/P (Threlfall/Bridge) to approve the July 21, 2014 minutes with correction, adding absent Board members.

UPDATE ON CARE PRESIDENT

Threlfall provided an update on CARE President Chet Rhoan who is recovering from his illness. Rhoan is currently hospitalized and Threlfall is not sure of his prognosis, but Rhoan expressed his interest in sustaining an active role in CARE. He is thinking about the Board and stated that he intends to write the President Message for the Winter 2014 CARE newsletter.

CARE NEWSLETTER

Threlfall distributed a copy of a note from Art Larson regarding a possible resource of revenue for CARE, the establishment of a memoriam for donations to CARE. It was decided that it should be discussed when Clyde Allen is present and closer to the January meeting. Threlfall recommended that the Board approve in principle this concept if it decides to pursue this matter.

Threlfall distributed the assignments for the CARE Winter 2014 Newsletter. The assignments are due November 10, 2014. There will not be a Board member biography because of the article on Reed Buffington. CARE will pay for the cost of printing and mailing the newsletter that will be approximately \$600 per issue.

He distributed the *Remembering Reed Buffington* article that includes brief anecdotes about Buffington's character as a leader. Several current Board members contributed these anecdotes; the article will appear in the winter newsletter.

When space is available, Threlfall proposed to include brief articles on such items as the CARE constitution and bylaws or how to access library books on Kindle.

REPORTS

Treasurer's Report

Trethan distributed and reviewed the Treasurer's Report. She reported that she had reviewed the collection of dues since 2010 and that approximately \$1,500 has been collected each year. CARE dues would cover the cost of the newsletter.

CARE Fund Report

No report.

Activities Report

Connor reported that the actual cost of the luncheon is \$25.00 and last year the attendees only paid \$22.00. It was decided that the cost of the luncheon will remain at \$22.00 and CARE will cover the remaining \$3.00. She also requested volunteers to buy the raffle prizes for the annual CARE luncheon. Gerrits and Christiansen volunteered.

Chabot Liaison Report

No report.

Las Positas Liaison Report

Rheinheimer reported that at the LPC Convocation there was a dedication of the Tony Costello Court. The LPC Foundation received a donation of \$500,000 from a former Sociology instructor, Judy Porta, that will be allocated to the Child Development Center. It will be known as the 2 GEN Fund. Janice Noble has retired as the Vice President of Academic Services and Rene Kilmer is the Interim Vice President. Peggy Riley, former English instructor, passed away. Chancellor Jannett Jackson, LPC vice presidents, deans and coaches participated in the Ice Bucket Challenge. This activity can be viewed on You-Tube.

District Liaison Report

No report.

Communication Director Report

Threlfall reported that he is working to eliminate [SPAM] tag being added to the subject line of mass e-mail from CARE. He will switch to private addresses to eliminate forwarding. The directory has 191 participants. The website has 1,475 page views and the homepage, directory, and grants are the most popular pages viewed.

Directors At Large Reports

Nilson reported that he has the history disks ready for the January luncheon, but will need a projector. Gerrits, Tenbrink, and Roshong provided brief updates on their current activities.

Acting President Report

Bridge reported that Melinda Matsuda informed her of the Retiree Affinity Group, the name of an emerging organization of the Chabot College Foundation. Matsuda has been assigned to head this group. Threlfall also shared emails he had

received from Matsuda. It is not clear on what type of relationship the Affinity Group wants to establish with CARE.

A discussion ensued on the relationship CARE should have with this group:

1. For many board members, it was important that the Matsuda and Maria Ochoa, Director of the Foundation, understand there already exists an official organization—CARE—that represents the retirees of the district.
2. Some proposed to invite Matsuda and Ochoa to make a presentation on their proposal at the next Board meeting.
3. It was understood mailing information on CARE members will not be shared with any organization other than Chabot College that mails the newsletter.
4. It was suggested the Board should respond immediately to the article in the Foundation newsletter and that the word *Retiree* be removed from the group's name.

Also a discussion ensued on proposed guidelines for CARE's collaboration with external organization submitted for review and approval by Threlfall.

M/S/P (Threlfall/Tenbrink) to approve guidelines for CARE collaboration with external organizations:

- I. **Collaboration shall**
 - a. **Be consistent with CARE's purposes, constitution, bylaws, and privacy policy;**
 - b. **Be balanced equally across the Colleges, if they are involved;**
 - c. **Clearly identify and distinguish CARE's activities and initiatives from those of the external organization.**
- II. **Any discussion with external organizations regarding collaboration shall involve the CARE President and/or officers designated by the President. Any resulting plans shall be subject to approval by the CARE Board.**

Bridge requested that Threlfall take lead in following up with Matsuda and Ochoa. He agreed and will draft a response and will share with the Board and Art Larson.

CARE GRANTS

Threlfall reported that the 2013-14 grants' outcome reports are now available at http://care-news.org/grants/grant_winners.htm.

He further reported the 2014-15 grant award implementation will follow the standard Chabot Las Positas Community College District business practice, by agreement with Lorenzo Legaspi, Vice Chancellor, Business Services. Grant proceeds will be payable to the College/District, be accepted by the Board of Trustees, and expended following the normal CLPCCD purchasing process. Purchased items will become property of the College/District.

Applications are due November 14, 2014 and awards will be announced December 1, 2014. Per Threlfall's request, Barde sent an email to both campuses and the district on August 21 and 28. On September 18, Threlfall sent an email to

each dean, director, and manager throughout the district encouraging discussion of the grant opportunity at their next staff meeting. He again requested that Barde send out a final internal email to all colleagues reminding them of the November 14, 2014, deadline and encouraging them to apply. She agreed to his request.

NEXT MEETING DATE

The CARE retreat will be held on December 16 at Helen's home and the next Board meeting will be held on March 16 at 11:00 a.m. at the San Ramon Country Club.

ADJOURNMENT

The meeting adjourned at 1:25 p.m.

Respectfully Submitted
Rachel Maldonado Aziminia