

**Report to Trustees of the Chabot-Las Positas Community College District:
CARE Fund Special Projects Grant Program
August 18, 2015**

The Chabot-Las Positas Association of Retired Employees

CARE, the Chabot-Las Positas Association of Retired Employees, is an independent adjunct organization which was formally recognized by the Board of Trustees at its meeting on March 19, 1985. Upon retirement, each CLPCCD retiree becomes a member of CARE, which has a membership now numbering more than 450.

Grants Program

Recently, CARE implemented a small grant program intended to stimulate and support special projects that improve service to the colleges. We want to help employees do a better job of serving our students, staff, and institutions. The grant program is supported by CARE member donations to the CARE Fund, the source of CARE's charitable activities.

The grants are relatively small, but the effort required to apply is similarly small, requiring only a one-page fill-in online application form. Any board-appointed employee of the Chabot-Las Positas Community College District may apply. In the four years of the grant program's operation, we have awarded \$11,429 to successful applicants throughout the District, although individual grants have never exceeded \$1,500. Applications are judged by this criterion: "How will the project improve service to the colleges in your area of work responsibility?"

The grants program is further described at <http://care-news.org/grants/>

Outcomes

The merits of the program are best seen in this selected sample of projects on the following pages of this report:

2014-2015

- Screencasts: Technology Support for DE Courses
- Let's get Organized
- Business Services Guide

2013-2014

- Dental Hygiene Community Outreach
- CalWORKs Children's Play/Waiting Area
- Free Standing White Boards for Tutorial Center

2012-2013

- Student Health 101 Digital Wellness Magazine
- Fermentation Room Temperature Control System
- Operation Whiteboard Erasers

2011-2012

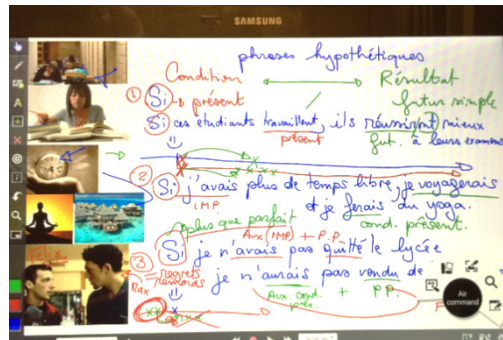
- Clear boxes for Display Minerals
- Transfer Student Web Services
- Back-up Hard Drive

A full presentation of all grant awards and outcomes is available at http://care-news.org/grants/grant_winners.htm.

Screencasts: Technology Support for DE Courses

Submitted by Christina Moon & Caren Parrish of Chabot College | Manager/Supervisor: Marcia Corcoran
Award: \$1,200

This project sought hardware and software to develop and deliver "screencasts" for distance education (DE) courses. A screencast is a video file that displays in real-time what an instructor is writing on some screen, usually with an accompanying audio explanation of what is being written. The budget called for purchase of two Samsung Galaxy Note tablets, which are a recognized hardware standard for developing screencasts using the Android LectureNotes "app".



Outcome: Faculty created new screencast video lectures for both Spanish and French classes, uploaded them to Youtube, and then linked them to the college's Blackboard system using the tools provided by the grant. Online students have now access to more than thirty-five short original lectures in the target language to substantiate the course materials, just as if they were attending the on-campus lectures. Additional screencasts were created to explain practice exercises, thus not only providing answers but explaining the process to achieve to them.

Let's Get organized

Submitted by Pauline Trummel of Las Positas College | Manager/Supervisor: Barbara Morrissey
Award: \$240

At the LPC Tutorial Center, 65 tutors are required to check their files daily, and file storage in the existing plastic box had become unwieldy. This project procured office tools needed to better organize the center: a large, metal, rolling, hanging-file cart that holds over 100 files, and a paper trimmer for staff and tutor use, making bookmarks, cutting flyers, and creating student materials.



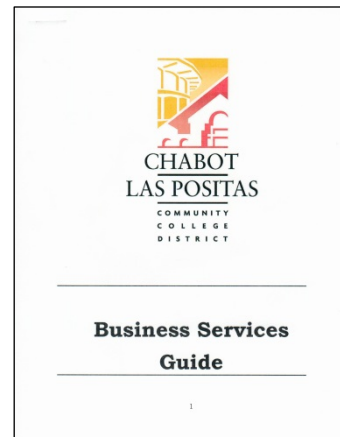
Outcome: The file cart and trimmer were acquired and immediately put to use, resulting in better-organized access and a sharp reduction in filing errors. In addition, the wheels make it easy to secure the cart in a locked room each evening.

Business Services Guide

Submitted by Barbara Yesnosky of the District Office | Manager/Supervisor: Lorenzo Legaspi
Award: \$1,500

This project was designed to "jump-start" the creation of an on-line guide to assist employees throughout the District in their use of District Office business services, procedures, forms, and resources. The grant sought funding for business education consultants to conduct interviews, analyze business processes, and develop content for the guide.

Outcome: The guide's content was completed in March 2015, and work to organize and publish it in digital form continued through May 2015. Then a focus group consisting of faculty, staff, and administrators previewed and commented on a draft of the guide. Many useful comments were received and have been incorporated into the guide, which is expected to "go live" in October 2015.



Dental Hygiene Community Outreach

Submitted by Nancy Cheung of Chabot College | Manager/Supervisor: Tom Clark
Award: \$495.59

The project sought purchase of a set of educational puppets with dentition and "flossible" areas suitable for educating young children how to take care of their teeth. These puppets assist dental hygiene program students as they perform over 600 hours of volunteer service annually. The budget also included a custom table throw that identified the dental hygiene program and Chabot College.



Outcome: The budgeted items were acquired and used as dental hygiene students provided dental and oral health education to groups of children at the child care center on campus as well as the Head Start Program in the city of Hayward. In addition, the table cover has been used at every community service outreach event, raising the community awareness of the College and dental hygiene program.

CalWORKs Children's Play/Waiting Area

Submitted by Michelle Zapata of Las Positas College | Manager/Supervisor: Diana Rodriguez
Award: \$464.96

Las Positas College CalWORKS students often bring their children with them to counseling appointments, so in order for the student to have a productive counseling session, a child's play/waiting area is essential. When the program relocated to the new building, the space available for a children's waiting area was greatly reduced, and existing furniture would not fit without displacing the furniture for waiting students. This project sought new furniture and entertainment materials specifically to accommodate waiting children.



Outcome: With the purchase of a children's table, a DVD player, and wireless headsets, the waiting area has been completely transformed, offering more open space and an opportunity to comfortably fit the seating area for CalWORKS students. The addition of the DVD player provides the option of offering our students' children a movie to watch while they are waiting for their parent. The movies have been a huge hit!

Free Standing White Boards for Tutorial Center

Submitted by Pauline Trummel of Las Positas College | Manager/Supervisor: Barbara Morrissey
Award: \$270

The project funded the purchase of two freestanding white boards for the main room of the Las Positas College Tutorial Center, where none previously existed.

Outcome: Students are now able to tutor and study using white boards even when there are no small study rooms available in the Tutorial Center. The lightweight, yet sturdy, boards are portable and moved to the location where students need them, and both sides of the board are often in use at the same time.



Student Health 101 Digital Wellness Magazine

Submitted by ValJean Dale of Chabot College | Manager/supervisor: Matthew Kritcher

Award: \$1,200

This was a pilot project to establish an online wellness magazine tailored for Chabot College students. The single budget item was an annual subscription to the Student Health 101 service, and the grant provided matching funds to help startup of the magazine.

Outcome: the digital magazine was implemented on-time and continues to be available at <http://readsh101.com/chabotcollege.html>.



Fermentation Room Temperature Control System

Submitted by David Everett of Las Positas College | Manager/Supervisor: Neal Ely

Award: \$800

The project sought funds to purchase temperature control valves and related equipment needed to complete the installation of the Viticulture and Winery Technology Program's temperature-controlled stainless steel tanks. It also provided for bolting the tanks to the floor for seismic security.

Outcome: The tank system was completed and serves as a safe and long-lasting key component of the program's practical training. Students with experience using this industry-standard equipment are highly desired in the industry.



Operation Whiteboard Erasers

Submitted by Cindy Ahre of Las Positas College | Manager/Supervisor: Marilyn Flores

Award: \$350

The proposal noted that due to budget constraints, M & O was no longer able to provide and clean towels to erase classroom whiteboards. To provide a temporary solution to this critical problem, the project budget called for the purchase of hundreds of whiteboard erasers.

Outcome: The photo at right illustrates the purchase of 155 erasers, which allowed staff to continue effective instruction while a long-range solution to the service problem was worked out.

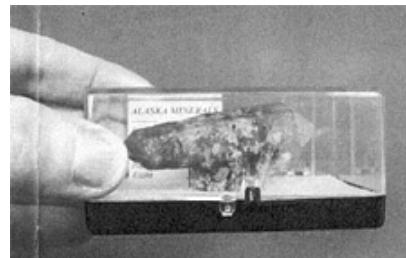


Clear boxes for Display Minerals

Submitted by Carol Edson of Las Positas College
 Manager/Supervisor: Neal Ely
 Award: \$400

This proposal sought to improve student access to fragile mineral specimens usually kept locked away.

Outcome: The project acquired a set of transparent lidded boxes that permitted students to handle the materials safely. These boxes yield lasting benefits.



Transfer Student Web services

Submitted by Michael Schwarz of Las Positas College
 Manager/Supervisor: Kimberley Tomlinson
 Award: \$250

The grant funds provided a stipend for a "web savvy" student intern, working under the guidance of the Transfer Center Coordinator, to overhaul the Transfer Center web site. The design centralized all information in a "one-stop resource" and provided new tools to explain and assist students with use of Assist.org, a key transfer tool.

Outcome: The project was completed on time and is operational at <http://www.laspositascollege.edu/transfercenter/>

Excerpts from project report: "I am pleased to report that the redesigned Transfer Center Web Site is ready to debut!...The site (is) more student friendly ...We are extremely grateful for the opportunity that CARE provided....to serve transfer students."



Back-up Hard Drive

Submitted by Carol Edson of Las Positas College
 Manager/Supervisor: Neal Ely
 Award: \$120

This proposal aimed to both protect and more widely use the more than 1,500 Geology and Oceanography images that were collected or purchased by science faculty. These images were accessed from the original CD or DVD media, which placed them at risk of damage and constrained access for classroom instructional use.

Outcome: The project acquired a portable hard drive and copied the images to it for classroom use. This step assured the original CD or DVD materials were safe from loss or damage and allowed wider classroom use.

