



DRAFT COLLEGE COUNCIL MINUTES

Thursday, August 25, 2016 | 2:30-4:30 p.m. | 1687

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs/SAOs and integrate assessment of SLOs/SAOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Meeting Name

Members Present (voting):

Diane Brady, V.P., Admin. Services
Rajinder Samra, IEC
Rajinder Samra, IPC
Diane Brady, Resource Allocation
Karin Spirn, Program Review
Melissa Korber, Academic Senate President
Tina Inzerilla, Academic Senate V.P.
Heidi Ulrech, Classified Senate Co-President
Amanda Ingold, Classified Senate Co-Pres.
Ginger Ripplinger, LPC SEIU

Members Absent:

Barry Russell, Ph.D., President (Chair)
Roanna Bennie, V.P., Academic Services
Vacant, V.P., Student Services
Mike Ansell, Facilities & Sustainability
LaVaughn Hart, CEMC
Greg Daubenmire, Staff Development
Vacant, Classified Senate Vice President
LaVaughn Hart, LPC Faculty Association
Eric Pineda, ASLPC President
Angela Toledo, ASLPC Vice President

Meeting Guests:

Barbara Morrissey, Dean Student Svcs

1. Call to Order

Ms. Brady called the meeting to order at 2:34 p.m.

2. Review and Approval of Agenda – The agenda was approved as presented. (Inzerilla/Samra).

3. Review and Approval of Minutes (04/28/16 and 5/19/16) – The minutes from the April 28th meeting and the May 19th meeting were approved. (Inzerilla/Spirn). Ulrech abstained.

4. Action Items

a. Review & Acknowledgement or approval of committee charges:

Institutional Planning and Effectiveness Committee (IPEC) – MR. Samra showed the proposed members and charge for the Institutional Planning and Effectiveness Committee. He discussed that this is the third time this is coming forward in front of the group. Ms. Brady asked if the new committee is doing the same tasks that both committees were doing. Mr. Samra mentioned that it will streamline communication and the way decisions are made. Dr. Spirn is asking that the Program Review Chair be added. The Institutional Planning and Effectiveness Committee (IPEC) was approved to replace the IPC and IEC committees. **(Inzerilla/Spirn). All in favor.**

b. Institutional-Set Standard for Achievement of Core Competencies – Mr. Samra discussed the Institutional-Set Standards. The reason why we need to set a standard for our core competencies is that there was a lot of confusion during the site visit because we did not use the same terms. We may change the name to institutional learning outcomes (ILOS). Recommendation #3 pointed out that the college should establish standards of satisfactory performance. The document shown has gone through the SLO committee for feedback and approval. The five core competencies are communication, critical thinking, creativity and aesthetics, respect and responsibility, and technology. All standards were met. **(Inzerilla/Spirn). All in favor.**

c. Division Changes – Horticulture and Viticulture will move back to the sciences division now that Dr. Everett is no longer the dean. Ms. Korber asked about the BHAWK division reporting to 3 different deans, which creates structural problems. Ms. Brady stated that BHAWK reports to VP Bennie. Horticulture and Viticulture moving back to the MSEP was approved. **(Korber/Samra).**

5. Informational items

- a. **President** – Ms. Brady stated that Dr. Russell will be back sometime after Labor Day.
 - **Reminder of 2016-2017 Meeting Dates** – The College Council dates were given to the committee as a reminder.
 - **Governance Participants Document** – The governance participation document will be sent out for review. There are updates that need to be made and the President's Office is still waiting for updates.
 - **Committee Governance Worksheets for 2016-2017** – The committee was given the governance worksheet that needs to be filled out for the 2016-2017 year for each committee.
- b. **Academic Services** – Ms. Brady stated that the start of the term has gone well. Parking has been an issue but the bus is an option for students, with extra routes and free transportation. ACE will be giving a discount to students as well, with ½ priced tickets. Some classes are being held at the District Office. Dr. Spirn mentioned that the access problem is big. Ms. Brady stated that this is a pilot for the first semester.
- c. **Administrative Services** – Ms. Brady gave a budget update. There was no new money for full-time faculty, but more for rainy day reserves and institutional effectiveness. As for the LPC budget, we are trying to take a more holistic approach with regard to supporting M&O. A flow chart of what and who pays for what will be created. There will be more money put into co-curricular accounts to pay for this type of support for events. More information will be gathered before amounts are decided for each area.
- d. **Student Services** – no update. VP Student Services position is vacant.
- e. **Integrated Planning Committee (IPC)** – No update. This committee will be deleted from the next College Council agenda and is replaced by IPEC.
- f. **Program Review Committee** – Dr. Spirn mentioned that the new program review template is out. One of the sections is being removed. The main thing that needs to be worked out are the changes in Division structures and current vacancies. The courses that are assessed on a three-year schedule is being taken out.
- g. **Resource Allocation Committee** – Ms. Brady stated that the first meeting is September 1st. The applications and forms have been sent out. The committee will vote in a new chair.
- h. **Facilities & Sustainability Committee** – No update.
- i. **Institutional Effectiveness Committee (IEC)** – No update. This committee will be deleted from the next College Council agenda and is replaced by IPEC.
- j. **College Enrollment Management Committee** – No update.
- k. **Staff Development Committee** – No update.
- l. **Academic Senate**
 - **Academic Senate Support** – Ms. Korber stated that despite her best efforts, Academic Senate did not hire someone to fill the Academic Senate Assistant position. A portion of the position is contractually paid for by the District. The position needs to be posted, but we're also working on getting someone in on a short-term basis. This is being brought up at College Council because the process is unknown. This will be discussed with Ms. Bennie next week.

- **Restructuring the Professional Development Committee** – Ms. Korber handed out the current text from the Shared Governance Handbook regarding the Staff Development Committee. The background is that it became apparent that there may need to be changes with the structure and function of this committee. The proposed revision has been vetted by a few people and there was great feedback from Classified. It shows a co-chair structure, one is the faculty flex and one is professional planning. Staff development reports to the president. Mr. Daubenmire will stay on this year to help with the transition to a new structure. Ideally, there would be more reassign time. Ms. Morrissey stated that the reason that it reports to the president is because it includes faculty, staff and administrators. Ms. Brady stated that the very first charge is to develop policies and procedures and it does not seem to be a clear and transparent process. Ms. Ulrech stated that classified did not know that there was money to go to conferences and such.
Ms. Korber also added that the suggested reporting relationship is to Classified Senate and Academic Senate. The flex part has to report to Academic Senate. Ms. Ulrech suggested that instead of stating 4 classified professionals, it should state equal representation. She also suggested that this could be a tentative charge for a year and then have an advisory to define things for next year.
- **Involving Colleges in Convocation Planning** – Ms. Korber state that this issue has been coming up because of various, different concerns. One concern is that there is no time for both colleges to meet and collaborate, as sometimes departments have been able to meet in the past. Another concern was the content of the presentation. There has been no vetting or feedback so that people can be successful in their presentations. Academic Senate has discussed how they would like to respond to these issues and the idea was to request to have involvement with the District Office’s agenda planning. It needs to be meaningful for people to be there. It was also problematic that the meeting ran an hour short.

m. **Classified Senate** – No update.

n. **Student Senate** – No update.

o. **Faculty Association** – No update.

p. **SEIU** – No update.

*Mr. Samra stated that the new committee, IPEC, will be looking at the planning priorities, particularly a library planning priority. The group was waiting for the bond to pass or not to see if this would be taken on.

6. **Adjournment** – Ms. Brady adjourned the meeting at 4:04 p.m.

7. **Next Regular Meeting** – Thursday, September 22, 2016