

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 and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Meeting Name

Members Present (non-voting):

Barry Russell, Ph.D., President (Chair)

Members Present (voting):

Roanna Bennie, V.P., Academic Services
 Jeff Kingston, V.P., Administrative Services
 Rajinder Samra, IEC
 Rajinder Samra/Mike Sato, IPC
 Karin Spirn, Program Review
 Gerry Gire, Resource Allocation
 Greg Daubenmire, Staff Development
 Melissa Korber, Academic Senate President
 Michael Kapetanich, ASLPC President
 Eric Pineda, ASLPC Vice President
 Ginger Ripplinger, LPC SEIU

Members Absent:

Diana Rodriguez, V.P., Student Services
 LaVaughn Hart, CEMC
 Mike Ansell, Facilities & Sustainability
 Tina Inzerilla, Academic Senate V.P.
 Bill Eddy, Classified Senate President
 Classified Senate Vice President
 LaVaughn Hart, LPC Faculty Association

Meeting Guests:

Scott Miner, Director of Student Life

1. Call to Order

Dr. Russell opened the meeting at 2:36 p.m.

The LPC Planning priorities were discussed. The priorities from last year were too short and not clear enough. The IPC expanded them and made them clearer. The agenda shows the new planning priorities for the 2015-2016 year. They are as follows:

- **Establish regular and ongoing processes to implement best practices to meet ACCJC standards.** The processes should be more organized and each committee needs to do a better job. Minutes need to be posted on the website in a timely manner. Each committee needs to have a support person who is trained at taking notes. For the committees without a note taker, someone needs to take over that role.
- **Provide necessary institutional support for curriculum development and maintenance.** Last year, we used the priority "curriculum." The new priority is more detailed. Ms. Bennie is already working on this with the new curriculum chair.
- **Develop processes to facilities ongoing meaningful assessment of SLOS and integrate assessment of SLOs into college processes.** A lot of work has been done on this and Mr. Ruys and Dr. Spirn are pulling together workshops to take us further. It is the hope that this year, we will get all the systems in place.
- **Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.** Ms. Rodriguez has suggested that we expand this into bigger types of services instead of just focusing on tutoring. Examples include: English labs, Math labs, Biology labs, the RAW Center, etc. The intent is to make sure that the extra support services that students need is provided in an effective manner.

For those on the council that are chairing committees, it is important to remind your committees to focus on the priorities. It should not be to the exclusion of everyday work, but it is something that we all need to pay attention to.

Introductions – This is the first meeting of the new year and there are new faces. The council went around the room and introduced themselves.

2. Review and Approval of Agenda – The agenda was approved as presented. (Daubenmire/Samra) All in favor.

3. Review and Approval of Minutes – The May 28, 2015 minutes were approved as presented. (Gire/Daubenmire) Ripplinger abstained.

4. Action Items

- i. **Assessing the Degree of Integration of Planning, Budget and Allocations** – IEC has brought this forward to College Council to assess the degree of integration of planning, budget and allocations. Mr. Samra showed the committee the Planning and Budget cycle

poster to give background to the new council members. The role of the College Council is to review the integration of planning and budget. What does this process look like? It was proposed that IPC could come up with a list of processes that integrates the planning priorities and bring that to College Council. Mr. Kingston stated that the charge was brought into the council because all of the committee chairs sit around this table. With reference to RAC, they recommend to the President and the President moves forward and reports out to RAC. Dr. Russell stated that it requires all of us to be open and honest about process. If there are issues or changes with recommendations, they should be explained at the committee meeting. If this does not happen, the assessment should point out that fact. Mr. Kingston believes that each committee chair should report out and put it in writing. He could report out with regards to budget.

Dr. Spirn asked if College Council is assessing how the planning and budget cycle work or how each committee addressed the priorities. Mr. Samra stated that IEC assesses how the priorities are met and that documentation can be brought here. Dr. Russell mentioned that reporting out should come to the October meeting. Part of the assessment can come to the September meeting, but the adopted budget will not be approved by the Board until September 15th. The council will do a first run of it in September and then come back in October for the final. The key is if a committee considered planning priorities in their process.

- ii. **Educational Master Plan** – An Executive Summary was handed out to the council. Dr. Russell discussed that a consultant was hired to do this work over the last year. The group spent time on campus, read all of the program reviews, and conducted a District Charrette. A draft was pulled together and shown in May 2015. This draft had 9 items on it. The Executive Summary shows where the LPC community feels like we want to be in the next 5 years. We would like to get a consensus from this group that this is our plan. Mr. Samra presented the summary at Academic Senate and they approved it and were pleased. Dr. Russell stated that this document tells our story better. Dr. Spirn said that everything is updated and really appropriate for what we want. Mr. Samra reminded the council that it will be time to switch gears and figure out how it gets implemented. It will be our plan for the next five years. All of the outcomes will be captured in the institutional effectiveness report.

5. Information Items

a. President

- i. **Innovation Funds** – Dr. Russell discussed the one-time funds that were pushed down to the campus from the district. Dr. Jackson is referring to these funds as innovation funds, specifically to grow enrollment. LPC's share is \$589K. It is time to think about creative ideas and possibilities. Below are examples of what the college has come up with at this point.

- Professional Development – The better we get at this, the better we will be at keeping students in the classroom.
- Marketing – This is an area that we have spent many resources. We want and need to do more. Jennifer Aries is still working on this for us. Ms. Korber asked if there are plans to use the district employee. Dr. Russell stated that we are still working out how that position will have an impact on us at the college. The TV commercials and bus ads are great. It is hard to tie those advertisements back to enrollment.
- Schedules – There is discussion of possibly mailing this out to the community. There is also the possibility of splitting out the summer schedule versus the regular schedule. The summer portion does not show course descriptions. This is also an area where we could beef up the community education schedule.
- Adjunct Salaries to add more classes – At this time, we are maxed out on our FTEF. Hiring more adjuncts can be a strategy for spring. This would go through CEMC.
- Hourly support for Admissions and Records – There is a need for more support to support our students.

- Parking System – Student are complaining about the parking machines. There are a lot of innovations out there, but we want feedback from the students.
- Web-page – We are in the process of hiring a webmaster and that person should go to the October Board meeting. There will be a districtwide look at a content management system. We will then have it designed professional and move forward.
- Research on college-going patters from local cities – Targeted research is important. We need to look at where the high school students go to college and how many of them are not coming to our campus. We currently offer 6 classes, 2 at each school district. Those classes have mostly high school students attending. The hope is to inch those students to coming to LPC in the future.

Mr. Kapetanich stated that marketing is great, but we should consider pictures with students included. Making the college look fun would bring in students. We are here for learning but we are also about having fun and wanting to be here. There are almost 40 clubs now and we are growing. Students want to plug into something and stay connected.

Ms. Ripplinger asked about brochures. This is referring to general college brochures and brochures for different areas.

Dr. Russell mentioned that we know that students from Pleasanton have dropped over the last few years. We need to do a little bit of research to understand why. Ms. Gire stated that there is a bit of an attitude that students should go to a four-year school. We should get those Science teachers to come to LPC and bring them in and show them what we offer. Mr. Daubenmire stated that we should talk about our high transfer rates. Dr. Russell mentioned that very few people know that we have had a few students that have received a full-ride scholarship to Stanford and Berkeley. It can happen.

Mr. Eric Pineda joined the group and an introduced himself.

Mr. Kapetanich asked if students are included in community outreach. There were students last year that went to local high schools. Students also need to be represented at street fairs and events in the Tri-Valley.

- ii. **Action Plans** – We have a set of action plans that are going to be working on during Town Meeting and Flex Day to try and keep in front of people. The action plans were passed out. These were discovered in the self-evaluation that we do not meet.
- b. **Academic Services** – Ms. Bennie mentioned that we have hired 13 of 14 faculty positions. There was one failed search and we are looking at possibly getting that this fall. Middle College is here as well and we have some really young students on campus. One of Ms. Bennie’s goals is to get the catalog in near perfect shape. It is essential for the students to have it accurate.
 - c. **Administrative Services** – Mr. Kingston discussed the budget. The 2014-15 Budget has been closed out and we ended up basically right on budget, with an overage of \$33K. A budget proposal came out on January 9th. The May Revise came out on May 19th. All the budget documents can be found on the District webpage at clpccd.org and is located under “Business.” A Board presentation of the Tentative Budget took place on June 16th. There was a budget update done at Convocation on August 13th. On September 15th, the adoption budget will go for approval to the Board of Trustees. Position control takes up about 95% of the budget, but 100% of the apportionment we receive. Once the adoption budget is approved, there will be a budget presentation at the October Town Meeting.
 - d. **Student Services** – No news to report.

- e. **Integrated Planning Committee (IPC)** – No news to report.
- f. **Program Review Committee** – Dr. Spirn gave a reminder that program review updates are due on October 12th. The website will be updated to make the information more clear. An email will be sent out to Deans to give direction. Dr. Russell asked if administrative program reviews have ever been handled through the Program Review committee. Dr. Spirn commented that they have not and were handled previously by Dr. Jan Noble, retired V.P. of Academic Services. This will be put on the next Administrative Meeting agenda for discussion.
- g. **Resource Allocation Committee** – No news to report.
- h. **Facilities & Sustainability Committee** – No news to report. Mr. Ansell was absent from the meeting.
- i. **Institutional Effectiveness Committee (IEC) – Definition of Program** – Mr. Samra discussed that there was a strategic direction to support existing programs or develop new programs to meet the needs of an increasingly diverse population. IEC is asking that College Council adopt a definition of a program. Ms. Bennie asked if this could be assigned to one of the committees. Mr. Daubenmire stated that it could be part of the flex day program.

Mr. Samra presented a definition that came from the State Chancellor's Office. *"An educational program is defined in title 5, section 55000(g), as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education." In practice, however, the Chancellor's Office approves only associate degrees and those credit certificates that community colleges wish to award to students and which will be listed on transcripts, and all noncredit programs."*

Ms. Spirn presented the definition that came from the glossary of terms from the Program Review Committee. *"A discipline or service area as defined in the catalog (e.g., ESL, Welding, Counseling, Admission and Records, Library) or as an institutionalized learning community (e.g., The College Foundation Semester) or any institutional entity supporting instruction or students (e.g., Writing Center, Counseling, EOPS). A collection of programs may choose to submit a single program review (e.g., Fire Science, Administration of Justice and OSHA have, historically, submitted a joint program review)."*

Ms. Korber asked if the program introduction process policy still exists, as it could be a starting point. Dr. Russell asked that each councilmember bring this to their next committee meeting and discuss. This will be put on the September agenda for further discussion.

- j. **College Enrollment Management Committee** – No news to report. Ms. Hart was absent from the meeting.
- k. **Staff Development Committee** – Mr. Daubenmire passed out a preliminary draft of the Flex Day program and draft letter that will be sent to the campus. He asked for feedback. Ms. Ripplinger asked if one classified staff item could be moved to the afternoon. Dr. Russell stated that this is the first time in a long time that everyone is included. All offices will be closed. This day will be about building connections and professional development. It was asked that an email gets sent out to the adjuncts to let them know that they are only required to come if they have a Tuesday class and only need to stay for the equivalent amount of time that they would be on campus.
- l. **Academic Senate** – Ms. Korber stated that the Curriculum Committee is trying to change their charge and take on the discipline list, which is currently the purview of the Academic Senate.

- m. **Classified Senate** – No news to report. Mr. Eddy was absent from the meeting.
 - n. **Student Senate** – No news to report.
 - o. **Faculty Association** – No news to report. Ms. Hart was absent from the meeting.
 - p. **SEIU** – No news to report.
6. **Adjournment** – The meeting was adjourned at **4:30 p.m.**
7. **Next Regular Meeting – September 24, 2015**