



DRAFT COLLEGE COUNCIL MINUTES

Thursday, January 25, 2018 | 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 (non-voting):

Roanna Bennie, Interim President (Chair)

Members Present (voting):

Diane Brady, V.P., Admin. Services

William Garcia, V.P., Student Services

LaVaughn Hart, CEMC

LaVaughn Hart, LPC Faculty Association

Rajinder Samra, IPEC

Karin Spirm, Program Review

Scott Miner, Facilities & Sustainability

Titian Lish, Resource Allocation

Rajinder Samra, Accreditation Steering

Melissa Korber, Academic Senate President

Tina Inzerilla, Academic Senate V.P.

Ginger Ripplinger, Classified Senate

Donna Reed, Classified Senate

Tatiana Hernandez, ASLPC President

Members Absent:

Howard Blumenfeld, Professional Develop.

Nessa Julian, Student Success

Michael Sugi, LPC SEIU

Zainab Dogar, ASLPC Vice President

Meeting Guests:

n/a

1. Call to Order

Ms. Bennie called the meeting to order at 2:32 p.m.

2. Review and Approval of Agenda – The agenda was approved. The Student Senate report was moved before 4. Action items. **(Brady/Inzerilla) All in favor.**

3. Review and Approval of Minutes (12/14/17) – The minutes from the December 14th meeting were approved, with a change of verbiage in the CEMC section. **(Inzerilla/Garcia). All in favor.**

5. Information Items

- o. **Student Senate** – Ms. Hernandez mentioned the Martin Luther Day Jr. event and that Welcome Week took place last week. The loaner book program is still going on and there are quite a few books left. Club Day will take place on Valentine's Day, February 14th. There will be a talent show event with the student body in March. The senate is trying to coordinate a "Meet Your Security" event to give an opportunity for students to talk and ask questions of LPC Campus Security. Ms. Hernandez needed to leave early due to a Robert's Rules of Order round table.

4. Action Items

- a. **Review & Approval of Committee Charges** – N/A

5. Informational Items

a. President

- i. **Committee Charges & Governance Worksheet Timeline** – Ms. Bennie stated that in the fall, the Council decided to change the timeline of the review of charges for all committees. Some committees changed their charge in the fall. The new timeline and committee charges were handed out. The council decided to have a separate section in the governance handbook for the Student Success Committee due the committee reporting to Academic Senate and College Council. Task forces will be added only if they are an ongoing task force and institution wide. Committees will review their charge and submit change requests during spring to allow for populating committees prior to the fall.
- ii. **Personnel Recruitments – Training** – Ms. Bennie mentioned that there are many recruitments taking place at the District and at LPC. There will be 16 faculty position recruitments and some replacements for classified professionals. Mr. Garcia and Ms. Bennie attended a job fair over the weekend and there are interested individuals. Everyone should attend a hiring training to be eligible to serve on a hiring committee. There will be a break out session at the February Town Meeting.

d. Student Services

- i. Changes to the Marijuana Law** – Mr. Garcia stated that the California legalization of marijuana as of January 1st does not apply to Las Positas College. We are a federally funded institution and we need to abide by federal regulations. It was asked if a campus wide email could be sent to students. LPC is unable to send messages out like that, but there are other social media platforms that could be used to get the message out.

j. Professional Development Committee

- i. Conference Travel Reimbursement Update** – Mr. Blumenfeld was not in attendance. Ms. Bennie stated that Mr. Blumenfeld is unable to attend College Council during the Spring Semester due to his teaching schedule. He asked to report out that the PDC is offering up to \$500 for conference travel reimbursement occurring between February 12th and June 30th, until funds are exhausted.

b. Academic Services – No update.

Administrative Services – Ms. Brady mentioned that Vice Chancellor Legaspi sent out a budget update. The January 10th Governor's budget has been released. The college is part of Prop 98. It is up and that is good news. Out of K-14, we are supposed to get 10.39%. There will be hearings by the legislature. The budget then gets revised and has to be agreed upon by June 15th. The Governor signs by June 30th. The Legislative Analyst's Office will come out with a more detailed analysis. Anyone can go to the hearings and testify. There is discussion of a new funding formula and it has not been explained yet. What is known at this time, is half is based on FTES, ¼ is based on the number of low income students served, and ¼ is based on student success. There is much to figure out. Ms. Bennie stated that it is generally easier for larger colleges to have more programs and they can report more completions. Ms. Lish asked about automatic degree awarding. This will probably be implemented but there is work to do with Financial Aid students to appeal. Mr. Miner asked if it is better to add more certificates in the program to be able to have more completions. Mr. Samra stated that this will be discussed at the Student Success Committee meeting. Ms. Brady mentioned that the COLA is 2.51%. It has been very low over the last ten years. The Governor is still very frugal.

Building 1000 is getting close to being done and furniture is currently being picked out.

- e. Institutional Planning & Effectiveness Committee (IPEC)** – Mr. Samra stated that IPEC has not met yet, but the PBC has been in the process of reviewing the BAM. Ms. Hart discussed that there is a small subgroup working on changing the BAM. The group would look at a base funding with augmentations with metrics. M&O is based around square footage. When the campuses have more students, there is a need to hire more faculty and staff and that means more Human Resources work. This is still in the early stages. Tina Inzerilla, Sarah Thompson, Rajeev Chopra, and Rajinder Samra are serving on the subgroup. Vice Chancellor Legaspi has been working with them. There are District staff and administration, classified and faculty. There is a second group looking at a longer term driven process.
- f. Facilities & Sustainability Committee** – Mr. Miner stated that the new building is looking to occupy in the April/May timeframe and will be ready to use in the fall. There will be a demo of building 900 shortly thereafter. David Everett came to talk to the committee about the winery bond. There was also discussion of installing lockers, since we have students from the Middle College Program on our campus. Mr. Garcia suggested talking to Dean Law regarding lockers. Ms. Lish mentioned that there are brand new lockers in the theater building that were not the correct size and could possibly be used. There was an approval for UMOJA to get a mural put up on campus. Lastly, it was suggested that the campus consider using the green space near Building 2400 to build faculty offices. It would be a cost savings. A question came up about losing the Classified Senate office when Building 900 gets demolished. At this time, it is unsure where the office will be located.
- g. Resource Allocation Committee** – Ms. Lish mentioned the non-instructional position ranking has taken place. Ms. Bennie and Ms. Brady will talk to RAC about where we are at with budget.

- i. **College Enrollment Management Committee** – Ms. Hart presented enrollment numbers. The fall amount is dramatically lower than when it was last reported since there was a data entry error, but we are still up. Spring shows that we are up a tiny bit over last year at the same time. The two academies close this spring in February and in May. LPC will make its target this year. Next year's target is 7400. CEMC is meeting tomorrow and will have a presentation about student surveys and focus on LPC's results. There will be potential additions to the 2018-19 schedule. Across the state, the trend is going down and it is better that we are going in the opposite direction.
Ms. Brady asked how the campus will schedule the big room, which seats 106 students, in the new classroom building. Primarily, unless the class is extremely large, anything scheduled in 2420 would shift to the new building. Room 2420 will continue to be used for events in the evening and Town Meeting.
- f. **Program Review Committee** – Dr. Spirn stated that the fall process is wrapping up. Dean summaries are up and MSEPS and CATSS may have changes. There are a few program reviews that are not up to date yet. The committee is trying to figure out the best method and may be interested in extending the timeline. This year was the worst. There is not enough time to get feedback. The committee is working on forms for next year. The snapshot section would have a place you can check no changes. This could be done only two times in a row. Ms. Lish asked if the document changes a bit every year because of the needs of what is needed to report or that the need is different every year. Every year a different question has been added to the document. This year, the mission was asked about and next year the question will be about the Educational Master Plan.
- k. **Accreditation Steering Committee** – Mr. Samra mentioned that the District has created an Accreditation Coordination Council. There is no charge yet, but it is hoped that the council will address items regarding the District's recommendation. There is confusion on when the mid-term report will be due and when the ACCJC visit will take place. Conflicting letters have been received. ACCJC confirmed with the President's Office that the visit will take place in fall 2022 and the mid-term report will be due in fall 2019. We are waiting on the confirmation letter.
- l. **Student Success Committee** – No update. Dr. Julian was absent from the meeting.
- m. **Academic Senate** – Ms. Korber stated the senate is inviting the Chancellor to a special meeting, which will take place on the 5th Wednesday of this month from 3-4 p.m. Some issues that will be discussed are stewardship, shared governance, and leadership. One of the biggest issues is communication. Another item not mentioned is leadership issues at LPC.
Hiring committees for the sixteen faculty positions have been filled, but there may be some minor changes. There are 43 second level reviews this year. The process is not great and a suggestion was made to assigning the reviewers at the time of the first level reviews. The reviewers should be within the same division. The process could be improved dramatically.
The Senate had a presentation on guided pathways. Only four scholarships will be given this year and they are not doing the memorial scholarship. The articulation officer position was discussed but there is no movement forward with that. Lastly, more task forces have been put together.
- n. **Classified Senate** – Ms. Ripplinger stated that the senate is also inviting the Chancellor to their February 1st meeting. This meeting will be the first of the semester.
- p. **Faculty Association** – No update.
- q. **SEIU** – No update. Mr. Sugi was absent from the meeting.

6. **Adjournment** – The meeting was adjourned at 4:11 p.m.

7. **Next Regular Meeting** – Thursday, February 22, 2018