



# COLLEGE COUNCIL MINUTES

Thursday, September 24, 2020 | 2:30 – 4:30 p.m. | Confer Zoom

## Meeting Minutes

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

### LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

### College Council

Quorum: 10

#### Members Present (voting):

William Garcia, V.P. Student Services  
Kristina Whalen, VP Academic Svcs & Accreditation Steering Cmte  
Anette Raichbart, V.P. Admin. Services & Budget Development Cmte  
Rajinder Samra, IPEC  
Titian Lish, Resource Allocation  
Kristy Woods, Guided Pathways  
Craig Kutil, Academic Senate VP & F/A  
Saba Salehifar, LPCSG President  
David Rodriguez, Classified Senate President  
Jean O'Neil-Opipari, Classified Senate VP

#### Members Absent:

Dr. Dyrell Foster, President  
Sarah Thompson, Academic Senate President  
Mike Ansell, Facilities & Sustainability  
TBD, Technology  
Mike Alvarez, LPC SEIU  
Esmaa Elgarguri, LPCSG V.P.

#### Guests:

Melissa Korber

### 1. Call to Order

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

### 2. Review and Approval of Agenda

Ms. Woods/Mr. Kutil/unanimous.

### 3. Review and Approval of Minutes (8/27/20)

Mr. Kutil/Ms. Woods/unanimous.

### 4. Action Items

- **CTE Committee:** Ms. Woods/Mr. Kutil/Ms. Korber indicated that the CTE Committee was approved at Academic Senate and shared the updated committee information/the new CTE Committee was unanimously approved.

### 5. Old Business

- **Start of the Fall Semester:** Ms. Whalen inquired about any outstanding needs that might be addressed with CARES funding. The following items were mentioned: working Hot Spots, Ethernet cables, headphones, web cams, stylists, adapters, and Wi-Fi in covered parking areas. Mr. Garcia indicated that in addition to free Wi-Fi in parking lots C and D, additional free Wi-Fi access in parking lot E under the solar panels is being researched. They are waiting for confirmation from ITS. Ms. Lish indicated that there are some equipment requests coming through RAC that have a strong COVID-related component as a result of our current remote circumstances. Ms. Whalen indicated that questions have arisen about how both faculty and students respectfully or legally comport themselves on video. Mr. Garcia compiled a list of concerns to present to District's legal counsel for clarity.
- **CARES Act Allocation:** Ms. Raichbart showed the allocation as of September 24, 2020. The information is up to date and can be found on the Administrative Services web site. Funding for personnel-related expenses will be covered by the District's portion of the CARES Act. Ms. Raichbart encouraged the committee to bring COVID-related expenses to their Deans to be included in this funding.
- **Educational Master Plan Update:** Mr. Samra reminded the committee that the EMP is a 5-year document and has 5 overarching goals and 27 strategies. Mr. Samra asked the committee whether metric goals should be included in the EMP. The alternative to including goals in the EMP is to have a separate document to track our goals. No individual opinions were shared.

- **20-21 Budget:** Ms. Raichbart indicated that since the District received an extension on the budget, LPC has received the extension as well. LPC's budget will be finalized Friday. There was an across-the-board budget cut of 5% (mainly in conferences/travel) for all programs over \$10k, showing the District that LPC is making an effort. Chancellor Gerhard talked about the budget in the recent Academic Senate meeting, and he discuss it in the October Town Meeting. The tentative budget approved in June will probably be the budget that is adopted.
- **Task Force/Call to Action:** Ms. Whalen indicated monthly President's Task force will meet on the second Thursday of each month at 10:00 a.m. The Task Force is in the process of finalizing leads for each committee. The Speaker Series is continuing with Tim Wise speaking in November. The ConnectUp program had its first training and will have another training in the future. Close to 40 employees have volunteered.
- **Accreditation Expanded Steering Committee:** Ms. Whalen indicated that the committee is systematically digging into the standards starting with 1C and 2A.

## 6. New Business

- **Blanket Curriculum Development Scope of Work:** Ms. Whalen indicated that work is ongoing to standardize any curriculum work that would be above and beyond one's professional responsibility with the opportunity for full-time and part-time faculty to receive pay for that work. This arose from program managers, who are often the funding managers for categorical or grants, wanting stability and standardizing compensation. This was largely authored by Vicki Shipman who worked with the Deans and now is being presented at College Council for feedback. Ms. Whalen walked the committee through the document. There was discussion about how to verify that faculty really did the work. A suggestion was made to get feedback from the Curriculum chair on this.
- **BPs and APs**
  - BP 4230 Grading & Academic Record Symbols: no changes.
  - AP 4230 Grading & Academic Record Symbols: no changes.
  - BP 4231 Grade Changes: no changes.
  - AP 4231 Grade Changes: no changes.
  - BP 4232 Pass/No Pass: no changes.
  - AP 4232 Pass/No Pass: no changes.
  - BP 4235 Credit for Prior Learning: Mr. Kutil briefed the committee on the changes. No additional changes were made.
  - AP 4235 Credit for Prior Learning: Mr. Kutil briefed the committee on the changes. No additional changes were made.
  - AP 4236 Advanced Placement Credit: Mr. Kutil suggests this be reviewed for consistency.
  - BP 4240 Academic Renewal: no changes.
  - AP 4240 Academic Renewal: no changes.
  - BP 4250 Probation, Dismissal, & Readmission: no changes.

- AP 4250 Probation, Dismissal, & Readmission: suggested change:  
Current:  
**Probation**  
“A student shall be placed on academic probation if ~~he/she has~~ for an attempted a minimum of 12 semester units of work ~~and has~~ with a grade point average of...”  
Proposed Change:  
**Probation**  
“A student shall be placed on academic probation if **they** attempted a minimum of 12 semester units of work with a **resulting** grade point average of ...”
- BP 4260 Prerequisites and Co-Requisites: no changes.
- AP 4260 Prerequisites and Co-Requisites: a suggestion was made to check this against AB705.

## 7. Information Items – none.

## 8. Updates

- **VP Academic Services:** Ms. Whalen indicated that LPC has been accepted into the UCLA TAP Program. The acceptance came with recommendation to remain in the program for the next two years.
- **VP Administrative Services:**
  - Co-Curricular Budgets: Ms. Raichbart showed the co-curricular budgets to-date for FY20-21 and explained that sales at the Follett Bookstore has been affected by COVID-19 when then affects each co-curricular budget. Disbursement of revenue from Follett for the remainder of FY20-21 will be at the same percentage as FY19-20. It will be allocated each quarter based on Follett’s revenue.
  - New Forms Online: Thomas Rothman has updated all Administrative Services forms and they are now available in a fillable pdf format on their web site. Please use those forms.
- **VP Student Services:** Mr. Garcia shared that Student Services opened or partially reopened four entities for fall 2020 – Admissions & Records, Campus Safety & Security, Disability Resource Center, and Student Health & Wellness Center. All four entities will remain open for the remainder of fall 2020 or until further notice. He asked that this information be shared with students and colleagues alike. This information has been shared with students via email blast and social media (Facebook and Instagram).
  - Update on Maxient Software Implementation: It is anticipated that Maxient, the computer software to report student incidents pertaining to academic integrity, discipline, grievance, mental health, and Title IX will go live in October 2020.
  - Wheels Bus Update: The Livermore Amador Valley Transit Authority (LAVTA) that operates the Wheels bus will begin charging the ridership fare beginning on Thursday, October 1, 2020. LPC employees and students may ride the Wheels bus without paying the ridership fare with an LPC identification card, which can be obtained free from the Admissions & Records Office.

- **Accreditation Steering Committee:** Ms. Whalen had no additional information.
- **Budget Development Committee:** Ms. Raichbart indicated that the Budget Development Committee is hold two different meetings right now. One meets prior to regular PBC meetings and one is held prior to the Special PBC meetings to discuss the Budget Allocation Model that the District is putting together.
- **College Enrollment Management Committee:** Ms. Whalen indicated that the committee is looking at the gap that has existed for the last couple of years between what we have actually created between FTES and target that we've been funded for. There is a need for the target to be established more closely to the actuals. The committee is looking at various data points to see what the approach has been and to look at the mixture of courses that are currently scheduled. One of the questions is that if the current schedule is offered and was filled to 100%, would the target be reached? Chabot is looking at this also. The summer fill rate was over 90%. The committee is looking at the data to determine what mixture should be on the schedule to meet the target and serve the students.
- **Facilities and Sustainability Committee:** no update.
- **Institutional Planning and Effectiveness Committee:** Mr. Samra indicated that the committee met last week and reviewed the fourth planning priority. At the next meeting, the coordinators will be discussing the current status and the plan for next year.
- **Resource Allocation Committee:** Ms. Lish indicated that the Instructional Equipment Requests have gone through the Deans and will be coming to the committee at the next meeting for review. She believes that many of those requested are related to COVID-19 and believes instructors didn't really know what to ask for. They will look at what can be funneled to the CARES Act.
- **Technology Committee:** no update.
- **Guided Pathways Committee:** Ms. Woods indicated that GP will be presenting at the October Town Meeting. All work groups have met. Currently working on Flex Day and trying to move forward with a decision on what career and academic communities will look like on campus. This would be the groups in which students could enter and explore related career and academic programs. On Flex Day the intent is to move the conversation that was started last year to something more concrete. GP members will be visiting each Senate meeting. The Committee is also working on technology platforms that will allow the program maps that were worked on last year to now be student facing and linked with careers, labor, and salaries. A meeting is scheduled for Monday to look at program mapping software that the CTE program has already purchased with Strong Workforce funds and relates a bit to the Perkins grants. The next step will be to decide on taking that to the District Technology Committee since we are in a shared agreement with Chabot to move things forward with Guided Pathways in a coordinated way. A Guided Pathways web site is being developed.
- **Academic Senate:** Mr. Kutil indicated that Academic Senate is working with the F/A to try to improve diversity of the faculty. F/A has agreed and created a task force with Academic Senate members to see if there is something than can be changed. The Academic Senate Executive Board will be meeting next week. Academic Senate looked at the Elementary Teacher

Education AA-T at their recent meeting. Chancellor Gerhard gave a budget update at the recent Senate meeting. Reducing courses was discussed, which will result in a reduction of part-time faculty. Mr. Kutil shared that Ms. Thompson led a discussion on focusing on student retention rather than student success right now and asked faculty to reach out to students.

- **Classified Senate:** Mr. Rodriguez shared that the Senate is in the process of rolling out special Senate meetings to hone in and engage classified professionals on equity and Guided Pathways. They need extra Senate time to dig into these conversations and roll out in October. They are also exploring the Caring Campus initiative. The Senate is working with Classified Professional Development Task Force with the goal of encouraging and improving offers for Classified Professionals during Flex Day and other opportunities. Topics of interest include exploring anti-racism, work of equity, work-life balance, safety, and preparedness, boosting organization and time management skills, leadership, and helping classified professionals gain more institutional knowledge and get them more involved.
- **LPC Student Government:** Ms. Salehifar shared that the LPCSG is extending the election deadline to September 30, which is the second time they have extended the deadline. Senator interviews are being held.
- **Faculty Association:** Mr. Kutil indicated that the F/A will meet on Friday. Issues include rolling blackouts, what to do when there is no power, discussions about spring format, training for faculty peer evaluations, concern about partially on-line courses, office hours, evaluating lab classes, compensation for faculty who have bought equipment in order to teach online at home, and faculty diversity.
- **SEIU:** no update.

**9. Adjournment** – Mr. Kutil/Ms. Woods/unanimous adjourn at 4:26 p.m.

**10. Next Regular Meeting:** September 22, 2020