LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING
Room 4129, Mertes Center for the Arts Building
May 22, 2013 – 2:30 p.m.

APPROVED MINUTES

PRESENT: Elena Cole, Justin Garoupa, Heike Gecox, Michelle Gonzales, Cindy Keune, Melissa Korber, Kevin Lopez (Student Rep), Ashley McHale, Steve Navarro, Barbara Morrissey, Sarah Thompson

GUESTS: Mona Abdoun, Jeremiah Bodnar, Bill Eddy, Debbie Fields, Jan Noble, Thomas Orf, Diana Rodriguez, Rajinder Samra, Paula Schoenecker, Chancellor Judy Walters, and other members of the of the Campus Community

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1.0 GENERAL BUSINESS

1.1 Call to Order/Quorum: 2:37 p.m.

1.2 Approval of Agenda
MOTION to **APPROVE** Agenda
MSC: J.Garoupa / C.Keune /**APPROVED**

MOTION to Reorder **AGENDA** after 1.4 to REPORT 4.12 then ACTION ITEMS 2.0
MSC: A.McHale / C.Keune **/ APPROVED**

1.3 Approval of Minutes for April 10, 2013
MOTION to **APPROVE** Draft Minutes
MSC: A.McHale / C.Keune /**APPROVED**

1.4 Public Comments – Bill Eddy wanted to share his thoughts regarding Board Agenda Item 5.11 "Approval of Spending Determination of Monies Received from the Education Protection Act". These funds were recommended and approved to be spent solely on faculty salaries, and his comment was solely a procedural issue.

At last night's Board meeting Bill addressed the stipulations of how these funds were to be distributed. First, the Board must approve the spending determination in an open and public meeting, and as required by the Act, the district must publish on its Internet website the amount of money received, how it is to be spent, and also have a financial audit verifying the funds were properly disbursed and expended as required.

Bill did not recall either the publication on the website or an audit having been conducted. He pointed this out and asked the Board to table this agenda item until the next meeting when a larger number of Board members could be present. Lorenzo Legaspi presented the budget update and upon conclusion commented on this agenda item. He stated that the monies were not received from the Act, but funds that were set aside if Prop 30 had not passed. Prop 30 passed and the funds were being placed towards faculty salaries.

The confusion with Bill lies with the Board approving an agenda item with information indicating that monies were received from the Act by the Vice Chancellor, then told those monies were not received. Bill asked that it be on record that his issue is not with monies being solely spent on faculty salaries, but would like to see fairness in the process and that procedures are followed by those having to adhere to requirements, including the Board.

He's confused with how a written document indicates that something has been received then someone stands up and says that it wasn't received. If in fact the monies were received, the protocols should be followed. If it wasn't then withdraw the agenda item from the Board and present it as it should have been. Either way would work, just make it right.

Bill asked that anyone with more information regarding this item, or wishes to provide him with their comments or other information, to please contact him.

2.0 ACTION ITEMS

2.1 The Senate approves the College Distance Education Draft Policies on Authentication and Quality

MOTION to **APPPROVE** Distance Education Policies
MSC: J.Garoupa / A.McHale / **APPROVED**

3.0 CONSENT ITEMS

3.1 Interim Dean Hiring: Heike Gecox, Angella VenJohn

3.2 Theater Hiring: Stuart McElderry replaced by James Dobson

3.3 Instructional Assistant (English): Catherine Eagan replaced by Michael Sato and Toby Bielawski

MOTION to **APPROVE** Consent Items 3.1 and 3.3
MSC: S.Navarro / E.Cole / **APPROVED**

4.0 REPORTS

4.1 Curriculum Committee – None

4.2 SLO Committee – None

4.3 BaSk Committee – Paula Schoenecker reported that she and Tina Inzerilla attended the Basis skills Coordinators Conference and mentioned some of the highlights:

~ The Basic Skills Grants funding has been changed and can now only be rolled over twice instead of three times.
~ A review the last five years noted areas that have or have not been working. Larger sustainable projects are being recommended. Funding Mini Grants are not feasible because the scope of these types of grants are not entitled or difficult for becoming institutionalized.
~ The three areas of support that has been working well are Tutorial Services, Supplemental Instruction, and Advising.
~ Some colleges have already formed committees to begin the role of basic skills in the implementation of the Student Success Act.

Paula has met with the BaSk committee on campus and it was agreed to use the majority of the funds for the next few years towards larger projects that would eventually become institutionalized and serve the greatest good. Some of next year's funding will be used to partial fund the Tutorial Center. It is considered a project that will hopefully build upon a more integrated innovative center that will provides various types of tutorial, success programs, and provide other services on campus.

The question of whether there would be an outcomes audit conducted was asked. Paula mentioned that there was discussion as to what group would be looking into reviewing outcomes, and what type of data would be considered since this type of audit has not previously been conducted.

4.4 DE Committee – None

4.5 Program Review Committee – None

4.6 CEMC/Senate Subcommittee – The need to hold a DEMC meeting was mentioned to discuss the possibility of additional courses for the Fall 2013 and Spring 2014 semesters.

4.7 Staff Development – None

4.8 Hiring Prioritization – Melissa Korber reported that the committee has not met although the committee will be reviewing the proposal forms one more time to make certain that the suggested changes have been reflected. The forms will then be distributed and should be easier to complete since Rajinder Samra has made the data required on the forms readily available.

4.9 Faculty Association – This committee is scheduled to meet next week.

4.10 Student Senate – Kevin Lopez reported that last year's ASLPC officers are getting ready to welcome the newly elected group. Prep to Pass began last evening in the Tutorial Center, and will again be available this evening for students. Students having taken advantage of the Text Book Loner Program will soon be returning those books, which will be checked and placed in circulation for use next semester.

4.11 Treasurer – Melissa Korber reported that the Senate account now has two authorized signers, herself and Carmen McCauley, and a letter has been filed with the bank that will make adding the incoming treasurer on the account much easier.

A deposit totaling $755 was made recently from monies coming in for staff appreciation and general donations, with an additional $500 expected soon. Outstanding debts include the two student scholarships and small miscellaneous expenses. Next year's beginning balance is expected to be the same as this year.

4.12 President – Sarah Thompson introduced Chancellor Judy Walters who provided the following information. Dr. Walters reported that pending contract negotiations, the Board has approved Dr. Jannett Jackson as a finalist for Chancellor of the Chabot-Las Positas CCD. The ratification of her contact will occur at the June 25th Board meeting and she is expected to take on her new role August 1, 2013.

President Kevin Walthers has been offered a contact from Allan Hancock College in Santa Maria to serve as their President/Superintendent, and expected to begin his new role on July 8th. The Chancellor has been in contact with Dr. Guy Lease to discuss serving as interim LPC President. It is not certain whether he will serve, and if so for how long.

Dr. Walters mentioned forming the President's hiring committee before the end of the semester. She would like to begin the process and take care of the preliminary work, and has scheduled the first meeting for Thursday, June 6 at 2:00 p.m.

Sarah Thompson reported that the Planning Task Force will carry the remaining tasks over into the next year with the College Council taking the lead.

A discussion also took place with regard to active shooters on campus and what strategies the college should take to better prepare ourselves if an event of this type were to happen here. Options range from having a complete security force to training our current security staff and allowing them the use

of more advanced arrest procedures. The cost for the various options were as high as $750,000 to as low as $250,000. A suggestion for covering the costs was to hire a grant writer to secure grant funding for an on-campus police officer, conduct a facilities audit to review where security should be improved to protect our campus from outside intrusions, and continue to train the campus community on how to respond in a crisis situation.

4.13 DBSG – Sarah Thompson reported that the committee has begun to look at the administrative procedures of how to manage the new allocation model. At the last meeting questions were asked and answers were provided, although the real discussion began when the guaranteed reassigned time was brought up. The reassigned time for the Academic Senate President and faculty chairing certain committees is paid by District, and any additional reassigned time is paid by the colleges. Under the new allocation model there is no indication of District paying any reassigned time, although it is clearly written in the faculty contract. The response was that the cost would now fall onto the colleges. A solution was suggested and that was to take the costs off the top of one of two pots of money – the RUMBLE or the self insurance liability fund. A recommendation outlining this proposal was drawn up and sent to the Chancellor. Issues and questions related to compensation and other areas of the faculty contract are anticipated as management of the new allocation model increases. This committee is scheduled to meet again in June.

4.14 Elections Subcommittee – Justin Garoupa reported that the ballots have been counted and an email with the results will be going out soon. The 2013-2014 Academic Senate Officers are: President-Thomas Orf; Vice President-Elena Cole; Secretary-Cindy Keune and John Ruys; Treasurer-Rajeev Chopra; Part-Time Faculty Senate Rep-Mona Abdoun.

5.0 DISCUSSION OLD BUSINESS

5.1 Reviewing Our Committee Structure: Recommendations from the Planning Task Force – Sarah Thompson shared the committee structure documents that will be presented to the College Council in a joint meeting with the Planning Task Force committee scheduled for August, when additional feedback can be presented. Feedback from previous meetings (joint meeting with Program Review and the Planning Task Force, and two additional Planning Task Force meetings) are incorporated in the documents.

The information presented is to share and answer any questions anyone may have at this point in the process.

Recommended:
* Revitalizing College Council and make that committee the focal point from which these processes will be driven.

* Identify the purpose of College Council – under the leadership of the various presidents the college has had, this committee has not been consistent in its responsibilities, which need clarification.

The following tasks were determined to be part of the College Council's purview:
* Serve as liaison for the DBSG since a mechanism is not in place.
* The need to institute an accreditation oversight committee that reports to College Council.
* Look at the composition of the College Council. Representatives from various committees that serve on the College Council are not all voting members. Criteria needs to be in place regarding the voting structure.

Feedback from the divisions and college community:
* College Council take the lead in integrated planning.
* Revise the governance document to accurately reflect how the college operates.
* At convocation or college day the president and vice presidents give a presentation on integrated planning and best practices.
* College day schedule a joint College Council and Planning Task Force meeting.
* Create a new Planning Task Force with a charge specifically outlining the integration processes that include how program reviews and ACCJC requirements will be integrated, how planning priorities will be communicated to committees, and how institutional effectiveness will be integrated into planning.
* Have all the processes for the planning committee mapped out before the committee's first meeting in the Fall.

Communication:
* Use the Town Hall Meetings and Fall Classified Flex Day as the primary mediums for information transmission.
* For every senate and division meeting, place on the agenda discussion for integrated planning process until a plan is developed.

A concern of the Planning Task Force is that what has been developed so far not slip through the fingers of our college community. Sarah has had communication with other senate presidents whose colleges are on sanction and have received warnings or are on probation. It's not easy to get reaffirmed and the process generates tensions from all sides (of the college community), that is why she stressed the importance of that what has been developed thus far remain as the focus and a top priority to avoid the possibility of having sanctions placed on our college.

A brief discussion ensured regarding the information that Sarah had just shared and some of what the College Council will need to address at its first meeting. Next year this committee will meet twice a month instead of once.

The Integrated Planning Council's proposal will also be going forward in the Fall. Language referring to "but not limited to" and "summary level program review" have been crossed out throughout the document.

Composition: Add 2 faculty at large to voting membership to double as Academic Senate President or Faculty Association representative, if not enough faculty can be appointed.

Sarah briefly went over briefly an outline of the end of the year report from the Planning Task Force Committee:
* Spearheaded the revision of the Mission, Vision, Values statement.
* Engaged in all of the budget reduction planning with DBSG prior to the passage of Prop 30.
* Participated in the negotiation of the new allocation model with DBSG.
* Created the Footprint of processes/tasks that need to be accomplished.
* Developed the multiple versions of the IPC proposal and composition.
* Engaged in many discussions related to the governance structure as a whole.
* Gathered a substantial amount of data related to college goals.

Question: What is the relationship between College Council and the IPC? The IPC is tasked with making planning recommendations to the president for the campus community. Their work is to look at internal and external data and to come up with recommended plans by looking at the outcomes of the program reviews, find out where the needs are, and which direction should be taken. This information is presented at College Council meetings. A suggestion to create a flow chart to show a clearer pathway was thought to be helpful.

Upon conclusion, Sarah wanted to reiterate the importance of following through with the work that has been done, and continue with what there is still to do.

5.2 Board Policy Review for Fall 2013 – At the last meeting time was dedicated to dividing board policies and administrative procedures that needed review. Melissa Korber attended the Chancellor's Council and shared the method which the Senate had agreed for reviewing. The District recommended forming a subcommittee that would meet with a District representative to go over each document over a two day period.

After a brief discussion, the Senate agreed to continue with the review process as originally planned and that a group of individuals made up from those who participated meet with the District representative to discuss the documents.

Melissa will share the hard copy binders of the printed documents with Tom Orf, incoming Senate President, and Charlotte Lofft, Faculty Association.

6.0 DISCUSSION –NEW BUSINESS

None

7.0 GOOD OF THE ORDER

7.1 Announcements – Thanks were given to the Academic Senate Executive Board for the leadership this past year, the Staff Appreciation Committee for the successful event and to the Academic Senate from the Classified Senate for the enjoyable and entertaining.

7.2 2013 Meetings: 2nd and 4th Wednesday – Next Meeting: Convocation

7.3 Adjournment: 4:03 p.m.
MOTION to **ADJOURN**
MSC: A.McHale / S.Navarro / **APPROVED**

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ACADEMIC/FACULTY SENATE ROSTER

EXECUTIVE OFICERS		ACADEMIC/FACULTY SENATE ROSTER	
Senate President:	Sarah Thompson	ALSS:	Michelle Gonzales
Senate Vice President:	Elena Cole	STEMPS:	Cindy Keune, Craig Kutil, Ashley McHale, Eric Harpell
Senate Secretary:	Justin Garoupa		
Senate Treasurer:	Melissa Korber	BSBA:	John Ruys, Steve Navarro
Senate Admin Assist:	Carmen McCauley	Counseling:	Heike Gecox
		ASLPC Rep:	Kevin Lopez

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