



Logo created by Greg Johns

**AGENDA – MARCH 24, 2011
1:00 pm – Room 4129**

*{Please print only what you need for the meeting/ review remainder on screen.
On-Screen agenda will be available at the meeting.}*

- | | |
|---|--------------------------|
| 1) Welcome/Call to Order | Sharon G. |
| 2) Introduction of New Attendees | Sharon G. |
| 3) Approval of Today's Agenda and Minutes of December 8, 2010
and January 27, 2011 | Sharon G.
(pg. 3-8) |
| 4) Treasury Report | Sharon D. |
| a. Fund Balances Report | |
| b. Suggestion: "A Just-Because Donation" (1-time small donations accepted) | Cindy B. |
| i. Tax Deductible? | Sharon D. |
| c. Upcoming Budgeted Items | Sharon G. |
| i. Classified Employee of the Year | |
| ii. Acknowledgement of past chairperson's donation – Thank You Debbie Earney! | |
| iii. Calif. Comm. Colleges' Classified Senate (4CS) Leadership Institute/ Ventura, C | |
| 5) Committee and Officers' Reports | All |
| a. Committee Reports (if any Verbal Reports) – Also see written reports | All |
| b. Scholarship Committee – Need readers for our (3) \$100 scholarships | Sharon G. |
| i. March 28 – April 14/ All apps scanned & digital reviewing | |
| c. Elections Committee – Need Lead person & timing (See attached Bylaws
Excerpt & duties of office from Bylaws) | Sharon G.
(pg. 9-12) |
| i. 3 non-elected members/not intending to run for a Gov. Council spot | |
| ii. Nomination forms to go out in March | |
| iii. Election committee create timelines | |
| iv. Slate of Candidates to be announced at April meeting (April 28) | |
| v. Election committee follows its' timelines for voting and announcement | |
| d. President's Report (also see written report attached) | Sharon G.
(pg. 13-14) |
| i. Summer Schedule | |
| ii. College Budget, Recent Years' Planning – Information | Cindy B. |

- e. **Sunshine Report** Julie T.
- f. **Activities:**
 - i. Yard Sale – Date planned? Need a Team? Bill Eddy
 - ii. Olympics Heidi & S.G.
(pg. 15-16)
- 6) **Old Business**
 - a. Staff Development/Classified Staff
 - i. Flex Day Wrap Up from March 4, 2011 Jeff & Sharon G.
 - ii. Proposal from Staff Development Committee for next year “
 - b. “Giving Back” - Charity for Ronald McDonald House/Children with cancer Connie R.
(pg. 17)
 - c. Classified Employee of the Year – timeline to be published after Mar. 25th Kit
 - d. Survey Results on Senate Meeting Time Sharon G.
- 7) **New Business**
 - a. Future Agendas: Annual Assessment of Classified Senate Activities Sharon G.
 - i. (as suggested by the WASC Accreditation Team Fall 2010)
- 8) **Other/Good of the Order**
- 9) **Adjournment**

DATES TO REMEMBER:

1. **Thursday, March 31 – Faculty Flex Day/ No Classes Until 4 pm**
 - a. AND: All Classified Staff welcomed and invited to attend any presentation as they wish and time available
2. **Friday, April 15 – Inter-Constituency Olympics**
 - a. See Info Attached, page ___
3. **Wednesday, May 4 – 10/20/30/Retirement Celebrations at Town Meeting**
 - a. AND: presentation of the Outstanding Classified Employee of the Year
4. **Wednesday, May 11 – 2:30-4:00 p.m. – Staff Appreciation Day (More info to come)**

Las Positas College ~~2008~~ Classified Senate

Draft – 3-18-11

Meeting Minutes
Thursday, December 8, 2010
2:30 p.m. – Staff Lounge 1601

Members Present (Quorum = 5): Julie Thornburg, Ann Jones, Daysi Valle, Elizabeth Bettencourt Abril, Tom Dodge, Connie Reding,
Quorum Met with 6 present.

Officers Present (Quorum = 5):

Quorum?: *Yes/ 7 present*

Title/Name	Present	Title/Name	Present
Sharon Gach	X	Sharon Davidson	X
Jeff Sperry	X	Christie Verarde	X
Cindy Balero		Frankie Alexander	X
William Eddy	X	Todd Steffan	
Natasha Lang	X		

- I. **Welcome/Call to Order** – Sharon Gach called the meeting to order at 2:30 p.m. and said that since everyone was so busy in this season the Governing Council thought it would be nice to try to have a more fun-oriented meeting, with the cookie sharing and exchange. Many types of cookies and homemade candies were brought to share, and take home for their holiday goodie trays.
- II. **New Members** - There were no new members present for introduction and welcome.
- III. **Approval of Minutes – October 28, 2010** – The minutes were reviewed and approved as written (M/S/P Verarde/Jones).
- IV. **Budget** – The Treasurer’s Report was reviewed (page 4 of packet) and discussed. Natasha mentioned that we would want to shift some expenses to co-curricular to meet district policies, and this will be reflected in the next report.
- V. **Sunshine Fund** - Sunshine fund: Julie Thornburg reported that Sunshine (card and/or plant) was sent to the following since September: Helen Machuga, Roni Jennings, Elizabeth Noyes, Michael Furuyama, Dianna Navarro. The Sunshine Fund was also reviewed. Julie Thornburg said that the fund balance is at \$88.03 currently.
- VI. **Committee Reports** – Reports from committee members were presented in writing and are attached in the meeting packet.
- VII. **Old Business** – None.
- VIII. **New Business** – Scholarships for Spring 2011: Discussion was held to determine what amount and type of scholarships to offer for Spring 2011. Sharon Gach said that last year was the first year the Senate tried the \$100-gift cards to the bookstore and they were well received.

After brief discussion it was motioned, seconded and approved (M/S/P: Alexander/Valle) to offer (3) \$100 bookstore gift cards to applicants who do not meet requirements for the Pell

Grant, but still apply based on need. These applications will be received from the LPC Financial Aid office. We will need to form a committee in the Spring to review the applications.

IX. Good of the Order

- a. Flex Day Spring 2011 – Sharon mentioned that Flex Day plans have just begun for a Spring voluntary flex day on Friday, Feb. 11, 2011. Additional members of the planning committee are needed, please see Jeff or Sharon. Based on the survey of what people would like to see offered at flex day, the program will be built around those ideas. An idea was promoted to do a silent auction of gift baskets on this day as a fundraiser. Anyone who would like to work on this is certainly welcome to do so.
- b. Child Development Center – It was asked how the CDC is coming, and mentioned that the adult classroom will begin holding classes Spring term 2011, and for the children's classes a Director will be recruited and hired. The ratio of teacher to student in the children's classes will be 1:8, whereas the State maximum is 1:12.
- c. Fitness/Wellness Ideas - William and Tom mentioned that they have been trying to form a basketball or other fitness program and are still working on this. An open gym concept would be useful for fitness and could also bring our health insurance premiums down by keeping staff healthier. More news to come.
- d. Sustainability Committee – Jeff reported that the committee hopes to do a “Red Paper” to raise awareness of all sustainable actions individuals can take. They also recommended to the Facilities/copier committee, to program the new copiers to print and copy in duplex mode by default to save paper.

It was asked what the status is on the parking spots labeled “Energy Efficient Cars Only”. As explained by Jeff and Frankie, there are two aspects to these spots: 1) That labeling was required to meet the Silver level for LEED Certification of the Mertes Center for the Arts Bldg.; and 2) the State updates the “Energy Efficient Cars Only” list rarely, so there are no good ways to determine what cars meet this status. Campus Safety is reluctant to ticket cars because determining what cars *are* energy efficient is very difficult, time-consuming and may not hold up in a legal proceeding.

Jeff also said that the Sustainability committee is working with ‘digital signatures’ to see if there is a way that time sheets can be digitally submitted and signed by the supervisors; this would require an H.R. policy change. [*There will also be a “Forms Subcommittee” at LPC to address this. S.G.*] More good news: The STARRS/Banner system is being set up so that all Financial Aid documentation is in the system and paperless.

X. Adjournment – The meeting was adjourned at 3:20 pm.

Minutes recorded by:
Sharon Gach
President

*Next Meeting Date:
Thursday, January 27, 2011 – 1:00 p.m.*



Meeting Minutes
Thursday, January 27, 2011
1:00 p.m. – Room 1603

Draft – 3-21-11

Members Present (Quorum = 5): Karen Kit, Julie Thornburg, Renee Pegues, Lilia Camino, Connie Reding, Cindy Robinson, Elizabeth Bettencourt Abril.

Quorum Met with 7 present.

ASLPC Rep.: Scott Ault

Officers Present (Quorum = 5):

Quorum met with 5 present.

Title/Name	Present	Title/Name	Present
Sharon Gach	X	Sharon Davidson	X
Jeff Sperry	X	Christie Verarde	X
Cindy Balero		Frankie Alexander	X
William Eddy		Todd Steffan	
Natasha Lang			

Tasks in Bold/Italic

- I. Welcome/Call to Order** – Sharon Gach called the meeting to order at 1:03 p.m.

- II. New Members** – Sharon G. introduced and welcomed Renee Pegues, Executive Assistant for the VP of Administrative Services. She also welcomed Scott Ault as the representative from ASLPC. He said there may be a new representative at the next meeting. The group went around the room to introduce themselves and say where they work. Renee has been active in the Classified Senate at her previous Community College in So. Lake Tahoe.

- III. Approval of Minutes – December, 2010** – The December 8th minutes were not typed yet due to an abundance of work, and ***will be approved at the next meeting.*** There was no meeting in November, being a short month.

- IV. Budget** – Sharon D. gave the Treasurer’s Report: Awards Account \$1101.34; Social account: \$1,415.42; Training Account: \$821.00

- V. Officers and Committee Reports** – Reports from committee members were presented in writing and are attached in the meeting packet and will be posted online. Additional verbal reports are below.
 - a. Board Report** – Sharon G. gave a synopsis of the financial position of our District based on Vice Chancellor Legaspi’s report to the Board. He has been publishing Budget Updates, and the information at the Board was virtually identical; he only changes information as the State chancellor’s office provides updates. The district is planning for a worst case scenario; and leadership feels that legislators will be unlikely to let a vote go to the public, and that if they do, that voters will not vote for more taxes or extension to

Prop. 98. More review of this will be done each month by VC Legaspi in Town Meeting. It was noted that many districts are doing much worse than ours, and that our Board has made conservative financial decisions.

- b. **PBC** – Todd mentioned that Classified Position Requests are being submitted and will be reviewed/decided at the next meeting on Feb. 4th.
- c. **Sunshine Report** – Julie said that Sunshine cards and/or plants were sent thus far in the year to: Virginia Edwards. The fund balance is at \$77.15, and started at \$96.83 when she took over last year.

VI. Old Business

- a. **Flex Day Planning** – Sharon and Jeff reported that the Flex Day was originally planned for Feb. 11th, but that the work could not be done by that time. A new date was surveyed and decided upon: Friday, March 4th. They presented the draft agenda for that day and stated that we will try to use internal presenters to keep the cost down. Volunteers were requested and names given to Sharon and Jeff for various duties (set up, check in, clean up, etc). Lunch will be paid for by Classified Funds and held in the new staff lounge, 1300D. A continental breakfast will be provided by the Dean of Student Services budget!
- b. **4CS (Calif. Comm. Coll. Classified Senate) Leadership Conference Attendee** – Sharon asked if anyone was interested in attending the 4CS Leadership Conference, which will be held in Ventura, CA June 23-25 this year, to accommodate travel for So. Calif. campuses. We have funds for 1, and perhaps 2, people to attend. Sharon D., Natasha, and Sharon G. will review the Treasury balances soon. Lilia mentioned that she will look in to attending; and Christie said she would be glad to also if needed (although she is not sure of her position's funding for next year, she would still represent our Senate and take good notes.).

VII. New Business

- a. **Forming the Committee for LPC Classified Employee of the Year-** Sharon G. mentioned that it is time to begin planning for this committee work. She gave a brief history of the Committee in that this award used to come from the Chancellor's Office and given at convocation, however was switched to the campuses a number of years ago. Both Mary Straight and Debbie Earney have chaired the committee since then. The Classified Senate had always voted funds for the gift and certificate for the awardee, however, until Feb. 2010 the awards program was not formally adopted into the Classified Bylaws and Constitution. The membership voted this award be written into the Bylaws, and that is in process (with other, minor additions also).

Sharon asked if anyone is inclined and has time to chair the Classified Employee of the Year Committee. Kit volunteered to do so, and this was agreed by those present. Others who volunteered to serve include Dianna Navarro and Christie Verarde. It was discussed whether to continue to ask an administrator to serve on the committee, and it was Voted (M/S/P: Verarde/Reding) to have just Classified on this committee.

We will also write a thank you letter to Debbie Earney for all her years of service as chair of the Employee of the Year Committee.

- b. **New Ideas for Charity Work** – Connie Reding presented ideas for charity work : one a health provider in Haiti after the earthquake there (*Partners in Health*), and the other saving pop tops from cans to donate to the Ronald McDonald House for recycling for money. This would support free housing for families with children who are being treated for cancer at one of the Ronald McDonald Houses near a hospital. It was voted to start the pop top collection throughout campus. (M/S/P/ Verarde/ Kit). ***Connie will find a point person in each building and get containers to collect pop tops.***

It was also decided that Connie will review the Partners in Health rating through one of the charity rating organizations, and find out ways to donate, and bring information to the next meeting.

- c. **4CS Leadership Award and 4CS Model Senate Award Nominations** – Sharon mentioned that the 4CS (Calif. Comm. Coll. Classified Senate) is accepting nominations for leadership and model senate awards and will be making their decision at their Board meeting on March 4,5. ***If we have any nominations to submit, it can be done online.***
- d. **Information attached to read online** – Sharon G. mentioned some resources to read online for legislation and budget, and facts about Calif. CCs:
- i. CCLC Legislative Update to read online
<http://www.ccleague.org/i4a/pages/index.cfm?pageID=3355>
 - ii. Our District's preliminary budget to read online:
<http://www.clpccd.org/business/documents/RetreatPowerpoint.pdf>
 - iii. Info Attached: CCCLC "Fast Facts" on Calif. Comm. Colleges

VIII. Good of the Order

- a. **Election Planning/ Transition Planning** – Sharon G. asked the ***members to think about what capacity they would like to serve in next year.*** She will be unable to do a second year as a new supervisor will be arriving in her office. ***She will send out the duties of the officers and senators for review and thought.*** Any help is welcome, and the Board has been working as a good team, assisting each other with activities and responsibilities.
- b. **Donations to Our Classified Senate** – A discussion was held whether we can accept donations to the LPC Classified Senate; yes that is possible. Some people would rather just give an amount per year than participate in fundraisers. Donations could be targeted toward any of our funds. ***It was voted (M/S/P/Thornburg/Verarde) to establish and annual and continual donation drive for funds.***

It was asked if these donations would be tax deductible, and Sharon D. will check on this.

- c. **403b Information** – It was requested to have a 403b presentation at some time for Classified members to attend. It is believed that the payroll department will have sessions on this (and other topics) once a term.
- d. **Meeting Time Survey** – Sharon G. mentioned that we have had about the same number of attendees over the year at the 1 p.m. meetings, as at the 2:30 p.m. meetings. We changed to 1 p.m. thinking that some Classified Professionals would like to attend the

Campus Change Network (CCN) meetings, also at 2:30 pm on the 4th Thursday of each month. Sharon checked with the CCN chair and very few Classified have attended this year, if any. Therefore, this reopens the question of what is the best time for the Classified Senate meetings. *It was agreed that Jeff and Sharon will create a survey to see what works best for respondents, between 1:00, 1:30, 2:00, or 2:30 p.m.; still on the 4th Thursday of each month.*

- e. **Podcast of Meetings?** – Renee asked if anyone would like to work on Podcasting the Senate meetings. Her previous Senate did this and it worked well to keep people informed if they could not attend. *This can be worked on in future.*
- f. **Staff Trainings** – Jeff mentioned that he will give a training on “Googledocs” on Monday, Feb. 7th, 2-3 p.m. and all are welcome. Sessions can be created at other dates/times to meet the needs of any staff members.

In addition he said that Staff Development Committee has set up trainings in several areas, including CCCConfer, which provides online training for holding web meetings, classes, and conference calls – both in real-time on the internet, and/or telephone. He would be glad to orient anyone wishing to learn this.

IX. Adjournment – The meeting was adjourned at 2:55 pm.

Minutes recorded by:
Sharon Gach
President

*Next Meeting Date:
Thursday, February 24, 2011 – 1:00 p.m.*

*[Note: It was voted on Feb. 16th not to hold a Regular Meeting,
So that the Flex Day Committee could use that time for Flex Planning for March 4th. S.G.]*

Article 5
Officers and Senators

5.1 Duties

5.1.1 Classified Senate President

The President shall prepare Classified Governing Council and general Senate meeting agendas as well as preside at all Classified Senate Meetings. The President shall also act as the liaison officer to the students, staff, college administrators, district administrators, and the Board of Trustees.

The President or her/his proxy shall attend all regularly scheduled Board of Trustee meetings and workshops, College Council ¹, Chancellor's Council meetings, and shall represent the Senate where deemed appropriate by the Senate or the College President and report back to the Senate any relevant information.

The President will collaborate with the Union Representative to appoint or fill vacancies on college standing committees, college and district task forces and hiring committees.

The President shall review all budget matters of the Classified Senate and approve operating expenditures for the Classified Senate.

The President will establish goals, at the beginning of each academic year, in collaboration with the Classified Governing Council.

5.1.2 Classified Senate Vice President of Communications

The VP of Communications shall serve as an officer on the Governing Council and advisor to the president. This position will be responsible for preparing and sending all correspondence on behalf of the Senate including but not limited to: memos, letters, e-mail, newsletters and etc. The VP shall be responsible for reviewing, approving and sending all Senate documents or changes to the College Webmaster and/or Content Coordinator for updating of the Classified Senate web pages. The VP of Communications shall be the first in line to assume the duties of the President in the President's absence.

5.1.3 Classified Senate Vice President of Fundraising

The VP of Fundraising shall serve as an officer on the Governing Council and advisor to the president. This position will coordinate and oversee all approved Senate fundraising activities. The VP of Fundraising shall work with the Senators to solicit volunteers to assist in planning, coordination and implementation of activities. The VP of Fundraising shall be the second in line to assume the duties of the President in the President's absence.

5.1.4 Classified Senate Vice President of Activities

The VP of Activities shall serve as an officer on the Governing Council and advisor to the president. This position will oversee and coordinate flex day(s), socials and any other on-going Classified Senate activities, subject to Classified Governing Council approval. The VP of Activities shall work with the Senators to solicit volunteers to assist in the planning, coordination and implementation of approved senate activities. The VP of Activities shall be the third in line to assume the duties of the President in the President's absence.

5.1.5 Classified Senate Secretary

The Classified Senate Secretary shall be responsible for the following:

- 1) Maintaining a list of Classified employees by their representative group;
- 2) Taking attendance at meetings;
- 3) Preparing and distributing the agenda two days prior to the Classified Senate meeting;
- 4) Recording, preparing and posting Senate minutes;
- 5) Preparing and posting fliers and notices.

The Classified Senate Secretary is a non-elected and non-voting position within the Governing Council. The Senate Secretary may vote as a member during the general meetings.

5.1.6 Classified Senate Treasurer

The Treasurer shall serve as an officer on the Governing Council. The Treasurer shall oversee the Classified Senate Budget, including responsibility for all recordkeeping and preparation of deposits and disbursements of funds. The Treasurer shall review all financial reports for accuracy and report briefly on the finances of the organization at each Classified Senate meeting.

5.1.7 Senators

Senators shall be responsible for attending Governing Council meetings and general Classified Senate meetings and present any received proxy votes.

Senators are responsible for welcoming new Classified employees to their representative group and making arrangements to provide new employee(s) a copy of the Classified Handbook, Senators will introduce new employee(s) to the Senate-at-large.

Senators shall maintain open communication with their area regarding Classified Senate matters, and distribute information by the most efficient method and report to the Governing Council on matters of concern or interest from members of their group.

Senators will be responsible for soliciting at least one member (including themselves to serve on Senate activities or fundraising committees).

The Senators shall perform other duties as may be requested by the Governing Council or Classified Senate President.

The Governing Council shall have one Senator to represent each of the following groups:

- 1) Group I - classified staff from buildings 100, 400, 500 and 1800.
- 2) Group II - classified staff from buildings 700, 900, 1000 and 1500.
- 3) Group III - classified staff from buildings 1600, 2000, 2100, 2400 and 2500
- 4) Group IV - classified staff from buildings 300, 800, 1300 and Maintenance and Operations (M&O) staff including Grounds and Custodial staff.

Every attempt will be made to nominate a senator from the respective area. If such attempts are unsuccessful nominations will be solicited from the general membership.

Article 8

Nominations and Elections

8.1 Election Committee

- 8.1.1 A committee of three volunteers, who are non-elected members and will not be running for a Governing Board Council position, will serve on the Election Committee. This Committee shall be responsible for soliciting nominations for Governing Board Council vacancies and for the yearly election of President, Vice Presidents, Treasurer, and Senators.
- 8.1.2 The Election Committee will select a chairperson to facilitate the election process.
- 8.1.3 The Election Committee will prepare and distribute nomination forms in March stating a deadline for filing.
- 8.1.4 The Election Committee shall present its slate of candidates at the April Classified Senate meeting.
- 8.1.5 The Election Committee shall prepare the election ballot, establish the location(s), dates, times and method for voting to take place. The committee will also be responsible for conducting a run-off election if need be.
- 8.1.6 At an appointed time, the Election Committee will count the votes. Candidates may be present during the counting.

8.2 Nomination and Election of Governing Council Positions

- 8.2.1 Candidates for the office of President, Vice President(s), and Treasurer, shall be nominated by any member of the Senate. These officers shall be elected by secret ballot. The candidate with the most valid votes cast by members of the Classified Senate shall be elected. (Article 3, Section 2 / Voting Rights).

In the event of a tie, a run-off election shall be held between the tied candidates.

- 8.2.2 Candidates for the office of Senator shall be nominated by members of their representative groups. Senators shall be elected by secret ballot. Candidates with the most valid votes from the members of the nominees' representative group shall elect senators.

In the event of a tie, a run-off election shall be held between the tied candidates.

- 8.2.3 Nominations for Governing Council candidates must be made in writing, signed by the accepting nominee and submitted to the Elections Committee.
- 8.2.4 If a nominee elects not to run, they are responsible for notifying the Election Committee chairperson to rescind the nomination.

8.3 Special Elections and Appointments

- 8.3.1 A vacancy may occur following elections, through resignations, leave of absence, or by declaration.
- 8.3.2 The Governing Council shall nominate, by consensus, a classified member to act as interim. The position shall be confirmed, by consensus, at the next general Classified Senate meeting.
- 8.3.3 An officer may request a leave of absence from his/her office, if such absence is occasioned by an approved leave of absence from the District. If the leave is for one semester or more, a replacement may be appointed.
- 8.3.4 Upon an elected official's unexcused absence (absence without prior notice to the President) from three Classified Senate or Governing Council meetings in any one semester, the position may be declared vacant.
- 8.3.5 In the event any elected position remains unfilled, appointments can be completed at a Classified Senate meeting.

President's Report – Classified Senate – March 24, 2011

Sharon Gach

News from: College Council

- Institutional Effectiveness & Planning – Dr. Machamer
 - Joint Committee from College Council, Program Review and PBC (“Triad Committee”)
 - Worked on needed changes to Committee structure based on new Program Review agreements in College Council
 - Came up with a Resources and Development Committee (RAD Comm.) to replace Planning & Budget Committee (PBC)
 - Need to get all working together: program reviews, accreditation, strategic planning, and resource allocation (RAD / PBC-type)
 -
 - See College Council Minutes of January and February 2011 on Intranet, Committees site

- New Accreditation timeline to be published soon
 - Planning for continuous work on accreditation and program review
 - We start writing our Midterm Report in Fall 2011, Spring 2012 to the Board, then to WASC (accrediting body)
 - Other accreditation news at March 24 meeting.
- Three types of Program Review:
 - Instructional
 - Non-Instructional
 - Student Services
 - Will all eventually have their reviews flow into the Common Tool for use in strategic planning and resource allocation

- State Budget – Please see Vice Chancellor Legaspi’s 3 scenarios.
 - The worst is nicknamed “Armageddon”
 - Features for our district: 1.085Billion Cut + 280M new revenue from \$40/unit fee hike = 805 Million net cut in funds
 - Means another 250 sections to be removed from Fall schedule, above what already removed as of 3/15/11.
 - There are many unknowns and details and to work out, such as: SERP/savings, revenues from Dublin Building
 -
 - The apportionment delay proposal by Gov. Brown was defeated by State lawmakers, yay!

- KUDOS to the staff of District Administrative Services office – we appreciate your many hours working with many scenarios at a time!

Other:

- Bay Area News Group – Inaccurate Article in many local papers
- See attached email correction from Dr. Lease (attached)
- Donation/Restitution Received
- Started: A Glossary/Definitions document! (What *is* WASC?? Etc.)
 - Email Sharon Gach to contribute acronyms, words, etc.

To: All LPC

>>> Guy Lease 3/16/2011 9:51 AM >>>

The Bay Area News Group provides an insert for many local newspapers called "Local News." The Tuesday, March 15, 2011 edition includes an article entitled, "College district slashing jobs." This article includes some errors regarding the number of positions the Chabot Las Positas Community College District Board of Trustees has cut at Las Positas College.

It reads, "The cuts...affect 18 current employees and eight vacant positions - including 15 positions at Las Positas College in Livermore." The article continues, "Nineteen classified staff positions - 10 at Las Positas - will be cut."

This is not the case. Dr. Kinnamon issued a letter to all of us on March 9, 2011 which accurately described the actions of the Board of Trustees.

As the Chancellor wrote, at the March 8, 2011 meeting of the Board of Trustees, the board took action to reduce administrative and classified positions, but for Las Positas College only two vacant part-time classified positions were eliminated - an accompanist (11.2 hours per week, nine months per year and an Administrative Assistant I, 32 hours per week, 10 months per year.) There were no administrative reductions for Las Positas College.

Last year in recognition of the state budget crisis that clearly existed, LPC officials decided to leave many full-time faculty and many part-time and full-time classified positions vacant. As a result, our staffing has already been reduced and extensive layoffs have not yet been necessary on our campus.

While this is a very difficult time for California and our district, and it is a terrible time for many of our colleagues at the district office and at Chabot College who are losing their jobs, I don't want you to read this incorrect information in a local paper and misinterpret the impacts of the March 8 cuts on Las Positas College. We may continue to leave vacant positions vacant and we may have to continue some interim administrative positions for the time being, but no LPC administrators or classified employees have lost their positions as a result of the district layoffs. Please keep in mind that many, many of our adjunct faculty have lost their teaching assignments and many more will lose their assignments in 2011-12 as a result of the anticipated budget cuts. Our students will suffer the loss of these courses. Those who remain will feel the impact of our vacant positions as will the employees at the district office and Chabot College. It is a sad time for us, but we will continue to do all we can to live up to our pledge to put "Students First." We can only do that through your dedicated efforts.

Guy F. Lease, Ed.D.
Interim President



925.424.1001
glease@laspositascollege.edu

The Las Positas College Foundation presents



The thrill of victory... the agony of defeat
LPC Inter-constituency Olympics

April 15, 2011, 12:00pm-4:00pm, PE Complex

Watch as 4 teams of LPC employees and students compete for the gold
as they raise money for

Students on the Move

(A program to support transfer students visiting 4-year colleges)

Don't miss it!

Tickets go on sale March 30!!

Also, don't miss our opening Media Blitz on March 30 at noon in front of the Student Center! See the athletes train for their pole dancing event! Meet the competitors! Meet the refs! **BUY YOUR TICKETS!!!!**

* * *

Special thanks to NAKED Magazine for the fantastic logo!

* * *

RECEIPT FOR DONATIONS:

Dear _____,

Thank you so much for your \$ _____ donation to the LPC Foundation for the program "Students on the Move."

Signed _____

LPC Foundation Tax ID 71-0942040

To pay by check, please make the payee "LPC Foundation" with "**Students on the Move**" in the memo area.

To pay by credit card, please go to www.lpcfoundation.org. Under the Investment Menu, click on "Make and Investment." Complete the form and under "**Special Programs**" write "**Students on the Move**"



Classified Professionals – Information for the Inter-constituency Olympics
April 15, 2011 – 12 – 4 p.m.

Details to-date:

- Friday, April 15 – 12 – 4 p.m. – Start in Soccer Field, then to Gym
- Classified Staff can fundraise if they wish, NO MINIMUM AMOUNT TO RAISE
- We will donate what we are able to get
 - Think about asking kids and relatives to donate to OUR cause for once...
 - How many magazine sales and cookie sales have WE donated to?? 😊
- Events:
 - Plasma-car races (similar to tricycles)
 - Four Way Tug o'war
 - ..Ankle-Balloon stomp
 - Obstacle Course
 - Firemans Carry
 - Hula Hoop Relay
 - Blanket Volley Ball (net covered by blanket)
 - Dodge Ball
 - Others?
- Team Members:
 - Diana Navarro-Kleinschmidt
 - Elizabeth noyes
 - Sean Day
 - Scott Vigallon
 - Sherman Lindsay
 - Chyi Chang
 - Ernesto Nery
 - Jennifer Farber
 - Karen Zeigler
 - Heidi Ulrech
 - Bill Eddy

 - Cheerleaders: Connie Hildebrand; Jeff Sperry & Madeline age 19 months;
Sharon G; Karen Kit
- Team Song – to be played upon entrance and awards podium: (TBD: *Queen* medley?)
- T-Shirts & Team Color – Royal blue on tie-dye background, with Olympics Logo

LPC CLASSIFIED SENATE – Spring 2011



An Initiative to Help Children with Cancer

For many years the LPC campus community had “Daffodil Days,” where each spring our staff, faculty and administrators contributed money to the *American Cancer Society* to purchase daffodils in an effort to raise funds to help fight Cancer and promote Cancer research. Recently, “Daffodil Days” was discontinued at LPC. However, the LPC Classified Senate is seeking your help to remain active in the fight against Cancer, specifically to help support children with Cancer. We have found a way for ALL of us (students, staff, faculty and administrators) to contribute. This initiative does NOT involve money or writing checks.

It’s a simple campaign to save the pop tabs from aluminum cans when you consume soda, juice, soup, or any beverage in aluminum cans.

HERE’s HOW YOU CAN HELP:

Simply pull the pop tab (the circular metal pull tab) off the top of the can and save it in a container. It’s that easy! Then keep saving pop tabs until you have a handful or baggie full. After you’ve collected several, bring them in and drop them in a designated/marked container. We will be placing collection containers designated for this purpose in various LPC buildings as well as the Cafeteria/Student Center

These pop tabs will generate funds, which will be given to the *Ronald McDonald House* in Sacramento, CA. (The Sacramento *Ronald McDonald House* is the only one in N. California that participates in this program.) The funds generated from these pop tabs are used to provide housing for parents and families of children being treated for Cancer. The housing is for families to be near their loved ones who are undergoing treatment in a nearby hospital. This enables families to give much needed support to their children at a very difficult time.

This is a very meaningful program for many families, who otherwise may not have the option to stay near their children. We hope you will participate with the LPC Classified Staff in this effort. Our goal is to help make this housing option a reality for as many families as possible. Children with Cancer and the *Ronald McDonald House* are very grateful to have our support.

We ask that you think TWICE before throwing away that pop tab or putting it in the recycle bin. Please, pull it off the can and drop it in one of the many containers on campus marked for this purpose. Classified Staff will take care of collecting them and getting them to Sacramento, sharing our message of care and love to those who need it most.

Together we can all make a difference for children with Cancer.

THANK YOU for your participation and support in this important effort!