



Logo conceived by a group/ Created by Greg Johns!\*

**AGENDA – SEPTEMBER 23, 2010**

***New Time → 1:00 – 3:00 p.m. -- Room 1603***

- 1) **Welcome/Call to Order** Sharon Gach
- 2) **Introduction of New Attendees & New Staff**
- 3) **Approval of Agenda and Minutes** of April 22, and May 27  
and Aug. 27, 2010 (if available) Sharon G.
- 4) **Budget** Sharon D.
  - A) Treasurer’s Report (attached)
- 5) **Officers’ and Committee Reports**
  - a) President’s Report Sharon G.
  - b) SEIU Representative Report Judy M.
  - c) September Classified Senate Report to District Board (see 9/21/10 email) Sharon G.
  - d) **All LPC Committee Reports** – Notable items: report verbally Committee Reps.  
 [Other items: refer to Committee Minutes posted: <http://grapevine/committees/index.php> ]
    - 1. **NEW FORM CREATED BY MR. SPERRY – Thank you!**
    - 2. **College Council**
    - 3. **PBC**
    - 4. **Institutional Effectiveness Comm. (IEC)**
    - 5. **SLO**
    - 6. **Staff Development, etc.**
  - e) **Classified Senate Committees and Senate Groups**
    - a. **Activities Committee** Jeff Sperry
 

**Sunshine Committee - Thank you Julie!!**  
 Who received Sunshine greetings this month?  
 Review fund balance & what may be needed

 Julie Thornburg
    - b. **Fundraising Committee** Cindy Balero
    - c. **Senators – Any Reports or News?**  
*We will prepare a re-formatted flyer to give to your constituents soon.*

8) **Old Business**

- a) LPC Committee Representatives – A few more openings Sharon G.
- PBC – 1 - IEC – 2 - Staff Dev. – 1
  - Student Success – 1 - Sustainability – 1 - Technol. – 1
  - Outstanding Classified Chair – 1 - Bookstore – 3 - Scholarship - 2
- b) ...

9) **New Business**

- a) Senators: Which buildings for each Senator Sharon G.
- o All now located near their constituents
- b) Discussion: Should we send Classified Senate agendas and minutes to all campus? Sharon G.
- c) Possible get-together for all 3 Classified Senates: After CCA Dedication, Oct. 12, 5:30 pm Sharon G.

10) **Other and Good of the Order**

*LPC Classified Senate Officers – 2010-11*

President	Sharon Gach	925-424-1001
VP Communications	Christie Verarde	925-424-1188
VP of Activities	Jeff Sperry	925-424-1655
VP of Fundraising	Cindy Balero	925-424-1548
Treasurer	Sharon Davidson	925-424-1632
Senator I	Cindy Ahre	<i>Please email (Assists in Writing Center)</i>
Senator II	Frankie Alexander	925-424-1690
Senator III	Todd Steffan	925-424-1571
Senator IV	Bill Eddy	925-424-1282
Past President	Natasha Lang	925-424-1634

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# Las Positas College Classified Senate

## Meeting Minutes Thursday, April 22, 2010

**Members Present** (Quorum is 5): Lilia Camino, Judy Martinez, Karen Zeigler, Connie Reding, Frances DeNisco, Carol Edson, Jeannie Virgilio, Heidi Ulrech, Greg Johns.  
*Quorum Met.*

**Officers Present** (Quorum is 5): *Quorum?: Yes/ 8 present*

Title/Name	Present	Title/Name	Present
<b>President</b> Natasha Lang	X	<b>Senator Group I</b> Sharon Davidson	X
<b>VP of Communications</b> Sharon Gach	X	<b>Senator Group II</b> Christie Verarde	X
<b>VP of Activities</b> Cindy Balero	X	<b>Senator Group III</b> Jeff Sperry	X
<b>VP of Fundraising</b> (vacant)	-	<b>Senator Group IV</b> Todd Steffan	X
<b>Treasurer</b> Sharon Davidson	X	<b>Recording Secretary</b> (Vacant)	<b>(Non-Voting)</b>

- I. **Welcome/Call to Order** - President Natasha Lang called the meeting to order at 2:35 pm and welcomed everyone.
- II. **Introduction of New Attendees and New Staff** - Natasha acknowledged new staff member Julie Thornburg, Admin. Assistant to Dean Baker in Student Services. Both Julie and Karen Kit received a free LPC mousepad (both received this under the advertising to bring a new or returning member).
- III. **Approvals - Minutes of Feb. 25 and March 25, 2010** - It was motioned, seconded and voted to approve the minutes of Feb. 25, and Mar. 25, 2010 as written (Eddy/Verarde/Unanimous).
- IV. **Budget/Treasurer's Report** - Sharon Davidson reported on the treasury: Awards Account: \$1422.34; Social Account: \$1298.69; Training Account: \$821.00. The Yard Sale made \$249.23, including a donation of \$20! Flex day expenses were not yet all in, that report will be done in May.
- V. **Committee/Group Reports** -
  - a. **Classified President Report to Board** - is attached to these minutes. Natasha said that in Chancellor's Council she and several other LPC staff spoke regarding the budget situation, whether layoffs will occur, and disconnected messages from D.O. After some discussion it became clear that the Board appreciates all District employees for working within a difficult financial situation, but no specific long-term plan was evident at this time.

**b. Classified Committee Reports -**

i. **Activities** - Cindy led a wrap-up discussion of the April 2<sup>nd</sup> Flex Day, and all noted that it was very successful, especially the film about community colleges and discussion led by Vice President Luster. Cindy would like to continue the theme of "Hidden Gems of LPC" next year, and the consensus from the evaluations was that people would like another flex day in the Fall if possible. Think about the new College Center for the Arts (Mertes Center for the Arts.) Cindy thanked everyone who helped.

ii. **Sunshine Report** - Connie Reding sent a report via email: she wrote a card to Carolyn Smutny, illness. Christie Verarde said that she was very thankful for this program as she recently received a condolence card at the passing of her father-in-law.

iii. **Fundraising -**

1. **Candy Sales** - Christie Verarde's sales went well and brought in over \$200; she is now done with the sale. Sharon G. is selling small candy bars in Bldg 100, and at the rate they are going she expects to make over \$400 next year.

2. **Yard Sale** - Bill reports that we did way over what was expected - \$249. We had great volunteers, every half hour. The Senate thanked Bill for all his hard work on this project!

3. **Donation of Funds/Suggestion** - A member mentioned to Sharon G. that she and possibly others would be willing to donate \$20 a year (or one-time) toward the Classified treasury. It could be promoted in several ways: a) Empty the change in your desk and your bags! ; b) Donate to your favorite Classified Cause (Flex Day, Scholarships, Potlucks, etc.); c) If you cannot volunteer would you like to donate?

c. **SEIU Report** - Union Rep Judy Martinez was not in attendance.

d. **College Committee Reports** - Written reports were received from Distance Education and PBC. Other committee minutes will be posted on the Grapevine committee link within a month.

**Student Success Committee** - Cindy B. mentioned that during the Student Success Committee meeting Dean Miller, PEHW, suggested an early registration program for student athletes (similar to Title V students). This would affect 148 student athletes. Cindy asked for

input and opinions: 1) This may be a slippery slope and open doors for other programs, thus penalizing other students; 2) There are no concrete examples from other Comm. Colleges on the effect of early reg. for one group other than Title V; c) Title V, Disability Students, are allowed early reg. by law, but no other groups; d) One problem is that athletes are now required to do education plans, assessments, etc., but are not getting them done in time; the concern is that they would impact the assessment and counseling processes at critical times for other students. Cindy will take this input back to the next committee meeting.

**Program Review** - Sharon G. and Jeff mentioned that a pilot program is being done through the summer for non-instructional areas in the TLC, IT, and President's office by Dr. Machamer, Inst. Planning.

## VI. Old Business

- a. **Bylaws Subcommittee** - The Senate previously agreed to change several items in its' Constitution and Bylaws, therefore we need to appoint a sub-committee to draft the changes. Volunteers were: Todd Steffan, Christie Verarde, Cindy Balero, Jeff Sperry, and Sharon Gach. Known items to revise are: addition of the Classified of the Year, and Senators/Building representation. The sub-committee will review the whole Bylaws document and suggest other changes in addition.
- b. **Common Tool** - Cindy reported that the Common Tool (for Program Review/ possible funding) will meet again April 30<sup>th</sup>. Rob Johnstone from B.R.I.C., an institutional research firm, will be present to make suggestions and assist in direction and communication.
- c. **Shared Governance Handbook** - Natasha asked for names of 3 volunteers previously, and Todd Steffan, Bill Eddy, and herself were appointed to serve on the campus group to review the LPC Shared Governance Handbook. They hope to convene before May 20, 2010.

## VII. NEW BUSINESS

- a. **Sunshine Person** - Natasha mentioned that Connie Reding has been the Sunshine Person for a number of years and would like to pass on the job to someone else at this time. She asked for volunteers, and for this group to recruit volunteers. There are written guidelines on when cards or flowers are sent. An idea was promoted that we may be able to purchase plants from the horticulture club on campus! This is a great volunteer job for someone who wants to help but cannot get away from their work station.
- b. **Elections Update** - Bill Eddy will serve as the Elections Coordinator. Please think of people who would be good Senators or would be

willing to learn about the senate. Elections will take place April 30<sup>th</sup>, and one can nominate oneself.

- c. **Annual Evaluation of Classified Activities** - The accreditation team mentioned that all campus groups are being asked to evaluate their activities annually. There is no set format for this, and in this meeting the members brainstormed how we might do this: 1) Use our 'Purposes' section of the bylaws and evaluate our activities in light of this; 2) Report on committee reports, input to committees, ideas that served the college's goals; 3) Service in any area of campus life, and how we are effective or would like to improve in future. They look for quantification and measures of improvement. The Evaluation could be on any or all of these items. Sharon G will begin a draft using the ideas above and bring it to the Governing Council and regular meetings for more work.

## VIII. OTHER

- a. **Possible Office Space for Classified** - Natasha would like to put in the minutes the idea of asking for an office for the Classified Senate. There is quite a bit of reference material in various places of the campus, and some items have been misplaced over time. She will request of President Pollard to be put on the list for groups wishing to have office space (with the increased # of offices when the CCA/Mertes Center for Arts comes online).
- b. **Scholarship Report** - Sharon G. said that we were able to provide 4 scholarships of \$100 each to the LPC Bookstore, and she created a presentation certificate and letter for each one. They will be given out at the student awards night in the Reading Room on May 7<sup>th</sup>.

The meeting was adjourned at 4:24 pm.

Minutes recorded by:

Sharon Gach  
VP of Communications

*Next Meeting Date:*

*Thursday, May 27, 2010*

# Las Positas College ~~was~~ Classified Senate

## Meeting Minutes Thursday, May 27, 2010

**Members Present** (Quorum = 5): Jennifer Adams, Frances DeNisco, Julie Thornburg, Janice Cantua, Chris Armson, Heidi Ulrech, Cindy Ahre. *Quorum Met.*

**Guest:** Dr. Joel Kinnamon, Chancellor

**Officers Present (Quorum = 5):**

*Quorum?: Yes/ 7 present*

Title/Name	Present	Title/Name	Present
<b>President</b> Natasha Lang	X	<b>Senator Group I</b> Sharon Davidson	X
<b>VP of Communications</b> Sharon Gach	X	<b>Senator Group II</b> Christie Verarde	-
<b>VP of Activities</b> Cindy Balero	X	<b>Senator Group III</b> Jeff Sperry	X
<b>VP of Fundraising</b> (vacant)	-	<b>Senator Group IV</b> Todd Steffan	X
<b>Treasurer</b> Sharon Davidson	X	<b>Recording Secretary</b> _____	<b>(Non-Voting)</b>

**I. Welcome/Call to Order** - President Natasha Lang called the meeting to order at 2:35 pm and Natasha welcomed the Chancellor who will be saying a few words and listening to our input. She asked everyone to state their name and department for the Chancellor, and for each other, to let new and returning members get to know each other.

**II. Chancellor Kinnamon / Listening Session** - Dr. Kinnamon said he requested of President Lang to attend this meeting to learn from the Classified Senate in this time of change for LPC.

**A.** Dr. Kinnamon stated as background that 8 years ago his love for LPC started when he interviewed for the open presidency (the finalist appointed was Karen Halliday). He was able to get a fix on the institution and operations, took everything to heart and the college became personal for him.

Alot has transpired in the years since: another new president, facilities additions, budgets going crazy, and numbers of students increasing. He expressed that he knows these situations are exhausting and emotionally draining on all the Classified Professionals, and the whole District. He mentioned the letter he sent out May 21<sup>st</sup> which expressed his appreciation for the hard work of all staff and some transition planning items. He knows that everyone will pull out their best traits and serve the students to get the job done.

**B.** Dr. Kinnamon stated that now we are at a position where a Vice President and the President are leaving us. Many are uncertain, there is fear & frustration, which he also feels. It is important to work through all

the emotions, and this is natural. We all ask things such as, 'How do I help in the time of transition, change and uncertainty all up and down the state?' To get to these answers and work through this difficult time with the LPC staff, he will be at LPC a lot in the next few months. LPC will be his #1 priority and he will need our help to see who will be the best person for the Interim President, and how to advise the Board.

The Chancellor said that Dr. Pollard will be sending a letter to LPC soon, regarding her recommendations for the Interim VP of Academic Services, and he supports her plan and will recommend this to the Board for approval. He hopes this strategy will address the openings and the fiscal situation in a positive way, and he will make sure the decision is not an undo burden on staff.

C. Dr. Kinnamon expects there will be many questions over the next few months and is looking for our input on major concerns. How can he or the Trustees be of assistance and improve their communications? He hopes we can approach this as an opportunity to work together and develop a stronger bond for us all.

The Chancellor then asked for questions, comments and concerns. Thoughts, opinions and questions voiced included:

**Interim President:**

- How will the interim president be chosen? By thoughtfully listening to the LPC groups, the interim is chosen by the Chancellor and Board.
- The length of the interim would likely be early spring 2011, with the search beginning in Fall 2010. There is a solid plan and policy in place for the presidential search. In fact LPC has experience in this three years ago.
- What are the pro's and con's of an internal vs. external candidate? This depends on the people applying; continuity can be good, however external persons with seasoned experience would be good also.

**Emotions:**

- There was an expression of frustration for our president leaving so quickly, within 2 ½ years and with short notice. Dr. Kinnamon said this college is so much greater than any one individual and will continue with the business of educating the public.
- A member mentioned that this is a time of important organizational change; we know we will get the jobs done, however are somewhat nervous because we are hungry for improvement. We are trying to improve so many inefficiencies. Suggested using our energy in this pause in time to realize we don't have to be perfect before we finalize a project.



- Dr. Kinnamon said he hopes we all stay clear-headed, and he is happy for Drs. Pollard and Jones to do what they feel is best for each of them.
- A member said that she hopes we can quash untrue rumors by hosting the Chancellor here today.

#### **Some Traits for the New President:**

- It was hoped that the new president will value staff development for all entities of campus, since staff development has moved forward and that classified senate is starting to be seen as classified professionals.
- The new president should value the inquiry processes we have.
- Someone mentioned that finding the 'right' new president is not so much about who is the 'best' candidate, but more about, among the qualified candidates, who is the best 'fit'.
  - Dr. K. validated the process we used to hire both Pres. Halliday and Pres. Pollard. He is confident that Dr. Pollard was the best fit for us 3 years ago, and that we should not feel that we need to hire 'another Dr Pollard or another President Halliday.'
- It was asked is there talk about having another Town Meeting for the whole campus to brainstorm on traits for the new president? -- Yes, plans for large group and breakout discussions are charted. We should see the new search committee as representing other staff in the best interests of the college, and everyone will have an opportunity to contribute..
- Looking for a great fit with our community also, local companies and community resources. Someone added how helpful the Presidential Advisory Committee was.
- Important to be Visionary.

#### **College/District Relations:**

- It was mentioned that there is a feeling on campus that we are not supposed to approach District Office staff, or inquire on processes, status, etc. The fear is that we may not be listened to if we talked about an issue. This member suggests visits to DO to help conversation and encourage dialogue.
  - Dr. K. thanked this member for the comments and said that we do not know the feelings of the DO personnel, just as they do not know our feelings.
  - He said that some of this may be the feeling at DO of timidity, they do not know where they may be crossing the line in getting into College business; and where the appropriate line is.
  - It makes sense that there is much frustration at LPC. He would like to note that after he went to bat with the Board regarding

the 4/10 schedule which involved a great deal of dialogue with them, it was finally supported by the board.

- The way to frame anything is to talk, to dialogue 1:1.

### **Miscellaneous:**

- Someone expressed hopefulness that despite these trying budgetary, personnel, and shared governance times, still: Teachers teach, Classified assist, Administrators plan, and we all take pride in educating the members of our community.
- Is the salary for our president position comparable to other N. Calif colleges, to be able to attract candidates? Yes, and we have a very competitive compensation and benefits package.
- How many searches in N. Calif. are ongoing now? Just 1.
- Might Dr. K. wish to do 'walkabouts' to meet and talk with people? This person was 'wowed' by him offering to come here and talk; this had not happened at her previous colleges.
  
- It was suggested that staff need help to inform students and families how to understand the state of the budget in Calif., i.e.: newspaper articles and public info telling the difficulties we are having to help students, redirect anger from the staff member to the cause itself (State budget); handout of info and news articles to give to students; it is no different here than anywhere else.
- What may be some ways out of this budget problem? Possibly parcel taxes, revenue streams, investments, may be needed; we may not be able to count on the state government to fund comm. colleges much more than they have.
- Are the buildings/facilities/measure B funds available for teaching? No, by law they are not.
- Dr. Kinnamon advised the members to try to give themselves permission to 'Not do everything". Pick the priorities and do those; the board is in agreement with this.
- Someone mentioned to try not to burn out and turn in on each other.

Natasha and the members thanked the Chancellor sincerely for his visit to the Senate meeting. After Dr. Kinnamon left, there was a consensus that the dialog was frank, full of good ideas, and people wished more classified members could have been here.

**III. Introduction of New Attendees and New Staff** - No new staff were in attendance.

**IV. Approvals - Minutes of April Meeting** - The minutes were not available for review and will be ready at the next meeting.

## V. Old Business

- a. **Bylaws Subcommittee** - The subcommittee has been formed and will meet on May 28<sup>th</sup>.
- b. **Common Tool** - Heidi and Cindy B. reported that the Common Tool committee will meet in the fall; and the tool will be used over the summer. The Academic Senate voted to accept the tool and will review fine-tuning of it at a later date.

**President Lang received a text message from her Vice President Kratochvil and excused herself at this point. VP Gach chaired the remainder of the meeting.**

- c. **College Council** - Dr. Kinnamon attended College Council on May 20<sup>th</sup> to begin speaking with the shared governance teams about the President's transition. It was also reported that: 1) Mike Ansell will chair the Sustainability Committee; 2) The accreditation report is in process and; 3) The approved Strategic Plan Document was presented to the Council by Jim Gioia.
- d. **Accreditation Follow-Up** - Jeff S. reported that work on Recommendations 3A, 3B, and 4 have been posted on the Accreditation Wiki site, and the evidence is available for campus review and comment. The final follow-up report will be submitted in August to the ACCJC.
- e. **Fulltime Re-Hires** - Heidi reported that the positions held by Mary Straight (student assessment) and Dave Vigil (? \_\_\_) are in the pipeline to be posted; other positions are still under consideration.

## VI. NEW BUSINESS

- a. **Summer Meetings/2010-11 Planning** - Natasha said that the Governing Council will hold a retreat at her home to review the year, and begin planning for next year.
- b. **Blackboard Upgrade** - Jeff S. reported that Blackboard will be in the upgrade process for 2 weeks in mid-June, starting the day after grades are due.

## VII. COMMITTEE/GROUP REPORTS

- a. **President's Report to the Trustees** - Will be posted on the Grapevine intranet.
- b. **Activities** - Cindy B. led a wrap-up discussion of the April 2<sup>nd</sup> Flex Day, and all noted that it was a fantastic event.
- c. **Treasurer's Report** - The only change since the April report is that the Flex Day costs were coming in, but were not yet all received.

## VIII. OTHER BUSINESS

- a. **Service 2009-10** - Heidi thanked all of the Officers and Senators for their hard work this year. In addition, Cindy B. and Sharon G. brought out the gift basket that they put together for President Lang. They will take it to her office after this meeting. All present concurred that she did an excellent job this year, and everyone wished to thank her for her visionary leadership.
- b. It was noted that the Election results were as follows: (and see email from Greg Johns, elections committee member, attached to these minutes)
  - i. President - Sharon Gach
  - ii. VP of Activities - Jeff Sperry
  - iii. VP of Fundraising - Cindy Balero
  - iv. VP of Communications - Christie Verarde
  - v. Treasurer - Sharon Davidson
  - vi. Senator I - Cindy Ahre
  - vii. Senator II - Vacant
  - viii. Senator III - Natasha Lang
  - ix. Senator IV - Todd Steffan

Sharon G. noted that if there is a volunteer at a later date for the Senator III position the president will be able per the Bylaws to appoint the volunteer.

The meeting was adjourned at 4:35 pm.

Minutes recorded by:  
Sharon Gach  
VP of Communications

*Next Meeting Date:*  
*Thursday, August 26, 2010*

26-Feb CJE0810A Write Off CK more than 1 year old, CK 7153 \$ 160.00  
 YTD TRANSFERS \$ 160.00

9-Sep	7550	Connie Reding - Adv. Sunshine Fund	\$	150.00
9-Apr	7807	Sunshine Fund Donation	\$	150.00
14-Apr	7811	William Eddy - ADV. Yard Sale	\$	100.00
4-May	7868	Sharon Gach-Class. Sen. Candy Sales-Bldg. 100	\$	100.00
4-May	7878	Sharon Gach-Class Flex Day	\$	70.28
9-Jun	7976	Elite - General Mtg. w/Chancellor Supplies	\$	81.22

YTD EXPENSE \$ 651.50

22-Sep	1121	Senate - Welcome back BBQ	\$	695.25
		Senate - Welcome back BBQ donation	\$	20.00
19-Jan	1131	Classified Senate Unspent funds from Advance ck #6964	\$	2.13
31-Mar	1146	Classified Senate Fundraiser	\$	70.00
12-Apr	1148	Classified Senate: Unused funds from ck# 7550	\$	4.00
19-Apr	1150	Classified Senate: Garage Sale 4-16-10	\$	249.23
19-Apr	1150	Classified Senate: Unspent funds adv. Ck# 7811 (advance made whole)	\$	100.00
28-Apr	1151	Classified Senate Social Account: Donation	\$	20.00

YTD REVENUE \$ 1,160.61

BALANCE-CLASSIFIED SOCIAL 6/30/2010 \$ 1,061.19

8-17-10 BBQ°

Tookin \$ 715.96  
 Pd. Elite - 466.44  
 Profit \$ 249.52

1-Jul BALANCE FORWARD \$ 530.35

YTD TRANSFERS \$ -

26-Aug	7512	Tiffany Breger - Classified Scholarship	\$	250.00
	7513	Mario Jaramillo - Classified Scholarship	\$	250.00
4-May	7867	Follet Bookstore-Class Sen. Student Awards	\$	400.00
5-May	7881	Diana Navarro-Kleinschmidt-Class Sen. Award	\$	200.00
YTD EXPENSE			\$	1,100.00

22-Sep	1121	Awards - Donation (book purchases)	\$	27.00
17-Dec	1128	Classified Senate - Awards Student Scholarship	\$	45.00
17-Dec	1128	Classified Senate - Awards Student Scholarship	\$	194.00
1-Feb	1134	Classified Senate - Awards Fundraiser / Booksales	\$	136.00
1-Feb	1134	Classified Senate - Donation	\$	52.99
1-Feb	1135	Classified Senate - Booksales for Student Scholarship	\$	75.00
23-Feb	1134	Classified Senate Awards-Booksales for Student Scholarship	\$	280.00
4-Mar	1141	Fundraiser - Book sales for student scholarships	\$	102.00
31-Mar	1146	Classified Senate-Student Scholarship	\$	245.00
16-Apr	1149	Classified Senate Student Scholarship	\$	231.00
15-Jun	1156	Classified Senate Book Sales for Student Scholarship	\$	100.00

YTD REVENUE \$ 1,487.99

BALANCE-CLASSIFIED AWARDS 6/30/2010 \$ 918.34

1-Jul BALANCE FORWARD \$ 821.00

YTD TRANSFERS \$ -

YTD EXPENSE \$ -

YTD REVENUE \$ -

*We transfer into this for Flex Day, as needed. See*

BALANCE-CLASSIFIED SENATE TRAINING 6/30/2010 \$ 821.00

Pres. Rept. # 5.a,

From : <http://robertsrules.forumflash.com/index.php?/index>

Sandie, on 21 September 2010 - 07:24 PM, said:

Q. If group decides to have a meeting **without a quorum (for information purposes only)** and **not** voting or making a decision on any particular issue, **should Minutes of that meeting still be taken?** Further, the meeting is not considered to be in Executive Session.

A. Normally, if there is a meeting called which WILL NOT TRANSACT BUSINESS AT ALL, then that is not a "meeting" in the parliamentary sense (of being an official gathering of an organization for the purpose of transacting business in the name of the organization, making binding decisions for the organization). Since it isn't a real meeting of the organization for anything beyond (a.) talking; (b.) education; (c.) entertainment, then I don't think minutes would be meaningful. - You aren't officially doing anything, but that which you could do in someone's living room on a Sunday night, with food and television as deliberate distractions.

You don't take minutes for (a.) weddings; (b.) bar mitzvahs; (c.) BBQs; (d.) dinner dances; (e.) coffee klatches. Right?

If you are doing the equivalent of #a thru #e, then don't take minutes.

It isn't an *official* meeting. It's a casual gathering of like-minded colleagues.

I mean, were you planning to APPROVE those minutes, too, in the same KIND of quorumless meeting? ☹

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From: <http://robertsrules.forumflash.com/index.php?/index>

Q. If a member of a board is absent for MORE than one meeting are they permitted to vote after watching two meetings worth of tapes? Or is the rule just one meeting?

Thanks

A. #1: The RONR rule is: if you're at the meeting, you can vote. No tape watching required.

A. #2: A member is free to vote in the December meeting even if the member misses all the meetings of January, February, March, ..., October, November.

A. #3: His prior absences have nothing to do with his rights of membership being exercised fully when he is indeed finally present. However, RONR's default position is that you have to be there in order to vote (RONR pp. 408-409) and a vote can't be changed (or added) after the results are announced and the next item of business is taken up (RONR p. 395).

## COMMITTEE REPORT

### Institutional Effectiveness Committee - for Classified Senate

The Institutional Effectiveness Committee is asking all campus groups to review the the 2010-2015 LPC Strategic Plan and send in to Dr. Machamer any of the KPIs that are:

- In progress
- Completed
- May or Will be in progress during this academic year.

Please see attached example for where in the Strategic Plan all the KPIs are located, and send in any KPIs to Dr. Machamer as soon as possible.

Thank you,

Sharon Gach for:

Natasha Lang, IEC Member



# Definitions for Institutional Effectiveness Committee: Goal / Strategies / KPIs

The 2010-2015 LPC Strategic Plan is located:

[http://www.laspositascollege.edu/about/documents/LPC\\_StrategicPlan\\_2010-2015.pdf](http://www.laspositascollege.edu/about/documents/LPC_StrategicPlan_2010-2015.pdf)

- The “Strategic Goal” of the section below is: Teaching and Learning.

**STRATEGIC GOAL**  
**TEACHING & LEARNING**  
 Provide excellence in teaching, student learning, services to students, and scholarship by providing state of the art learning facilities, equipment, supplies and resources, and staffing.

**IMPACT STATEMENT**  
 Las Positas College demonstrates its clear commitment to the teaching and learning necessary for 21<sup>st</sup> century learners and citizens through a systematic and cohesive approach to planning, resource allocation, professional development and assessment. Faculty and staff have access to resources that promote innovative pedagogy, data-based inquiry and teaching technology. Students seek out and thrive in the Las Positas experience which develops their capacity for critical thinking, expands awareness of their responsibilities as global citizens and provides them with state-of-the-art career-technical training. The community looks to the College as a leader of cultural awareness, social responsibility and intellectual expansion. The community partners with faculty in the development of programs that recognize learning as the driving force behind economic well-being and embraces the value of life-long learning for its citizens.

- The left column in white are the "Strategies". These are broader than the next level.
- The right column in grey are the “Key Performance Indicators”. Those are the KPIs that Amber Machamer has put into a spreadsheet so that we can check as complete, not do-able, comment about when they may be do-able, etc.

STRATEGIES	KEY PERFORMANCE INDICATORS
Create a college environment where teaching and learning is a primary focus for the work of the institution by providing consistent resources for technology, facilities and program materials.	<ul style="list-style-type: none"> <li>• Number of teaching and learning activities reflected in annual committee reports.</li> <li>• Percentage of budget allocated to teaching and learning resources.</li> </ul>
Expand student success opportunities that promote learning.	<ul style="list-style-type: none"> <li>• Increase in allocation of resources to tutorial services, supplemental instruction and other learning support systems on campus.</li> <li>• Establishment of a freshman experience program that promotes student access and success.</li> </ul>
Provide expanded opportunities for professional development that focus on teaching and learning and future trends for new student populations.	<ul style="list-style-type: none"> <li>• Increase in activities related to instruction for emerging student populations.</li> </ul>
Promote the creation, analysis and response to student learning outcomes, program outcomes and institutional outcomes as part of the College's systematic review of teaching and learning.	<ul style="list-style-type: none"> <li>• Increase in percentage of courses and programs with student learning outcomes and completed assessments.</li> <li>• Number of opportunities for dialogue and training about assessments.</li> </ul>
Integrate student services and academic services programs in areas of teaching and learning support.	<ul style="list-style-type: none"> <li>• Creation of coordinator position focused on providing centralized support and resources for learning communities program.</li> <li>• Increase in number of learning communities</li> </ul>

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# Classified Senate Committee Report

Name

Committee

Date

## Agenda items:

MINUTES

COLL. COUNCIL CHARGE & MEMBERSHIP (Class.Sen. voting reps are: Pres. Gach, and VP Sperry; others attend as able)

PARTICIPATORY GOVERNANCE HANDBOOK TASK FORCE

IEC AND PLANNING

COMMITTEE REPORTS.

## Discussion Items:

- CONFIRM EACH GROUP'S PARTICIPATORY GOVERNANCE HANDBOOK TASK FORCE MEMBERS  
Pres. Gach needs to hear from: N. Lang, Wm. Eddy, and K. Zeigler

- INST. EFFECTIVENESS & STRAT PLAN - Send ongoing KPIs and status notes to Dr. Machamer

- NOTES ABOUT INST. EFFECTIVENESS AND PLANNING:

there are several different entities of Insti. Planning: 1) Program Planning (specific to departments/services - includes Instructional Program Review/ Non-Instr. Prog. Review) ; 2) College Planning ( from Pres. Office) ; 3) Accreditation (ACCJC-driven tasks and planning). All 3 are separate and do not decide things for the others. However, they come together for reporting purposes at various times, such as Accreditation.

Review of Academic Schedule for next 2 years, at next Board Sept 21.

DEMC AND CEMC - difficult decisions for cuts to receive more funds; or no cuts.

## Key action items:

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Name: Kit

Committee: Sustainability Committee

Date: September 21, 2010

**Agenda Items:**

Meeting of Monday, August 30, 2010

- A. Approval of Minutes
- B. Discuss Future Meetings, Times and Committee Structure
- C. Board Approval of the Climate Action Plan
- D. Wheels Bus System/Grants
- E. LEED Standard for the College Center for the Arts – Information and Education
- F. ASLPC
- G. Other

**Discussion Items:**

Wheels Bus System was working with LPC on a grant. However, they too have been hit with budgetary woos and have had to pull out. LPC has also been notified that the Route 12 bus services have been cut 20 percent.

Bill Chow, Elite Café Supervisor, updated Committee on cooking oil. Originally a company was hired and paid to pick up the oil to dispose of it. After much research, Mr. Chow was able to find a company in Berkeley that will pick up the oil and convert to bio-diesel.

Mr. Chow noted that the cafeteria's goal is to recycle 95% of their plastic wrap containers and aluminum cans. Coming soon: biodegradable utensils and paper bags.

Mr. Chow will be starting an herb garden to grow herbs. Converting grass back to dirt is a challenge and the idea is to place herb garden in containers. Mike Ansell suggested speaking with Early Childhood Development or Horticulture Departments.

**Key Action Items:**

The Committee voted Mike Ansell as Chair.

# Classified Senate Committee Report

Name

Committee

Date

## Agenda items:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – May 10, 2010
4. Introductions
5. Reports
  - Faculty, Classified, Administration, Chair
6. 2010-11 Budget & Alternative Sources of Resources
7. Staff Support
8. Staff Development in the Strategic Plan and Next Steps
9. Feedback on Division Day
10. September Flex Day Agenda (draft)
11. Voting Conference Proposals (on Blackboard)
12. Good of the Order
13. Adjournment

## Discussion Items:

As of this week, the SD program will continue to be supported by Chris Armson for this academic year. Continue to send SD paperwork to her or John Ruys.

The SD budget for 2010-11 is unknown but the committee will look be looking for grants that could support professional development this year

There have been some small changes to the flex and conference forms for this year. Note that the conference forms now have a check box to allow faculty to count conference travel for variable flex and eliminate the need to complete variable flex paperwork.

The committee is looking into opening up the Fitness Center to staff during the day as a pilot project to establish a comprehensive wellness program. Issues of liability and workers compensation still need to be worked out.

## Key action items:

All of the conference proposals were approved, pending funding. Since it is likely the SD committee will have very little money, the proposals are to be ranked according to several criteria. Those with the highest ranking will be the first to receive money.

Ongoing business:

S.D. Cte, p. 2

Notes:

Look for the monthly SD newsletter for updates on important dates and upcoming events.

The agenda for the Sept 30th flex day will be coming out at the end of next week. Topics to be discussed include Program Review, Best Practices in Information Competency, Incorporating Sustainability into your Curriculum, and an introduction to technology and campus resources such as CCC Confer, Google Docs, Open Source textbooks, library databases, and more.

## SLO September 2010 Talking Points for Division Meetings

The SLO Committee is announcing a "Theme Year" concept. Each year a different Core Competency will be highlighted. There will be activities that promote and support faculty engagement with SLO assessment of the theme Core Competency. The 2010-2011 academic year will be the "Respect and Responsibility" year.

Some of the activities in support of this effort will include:

- 1) Town Meeting Announcements/Presentations
- 2) Flex day Workshop (possibly co-sponsored with CCN)
  - Writing a "College Level" rubric(s) for Respect and Responsibility to aid faculty in assessing their SLO's and promote dialogue
- 3) Ongoing workshops with one-on-one support for faculty to write and design assessments of Respect and Responsibility at course level throughout the year.
- 4) College Portfolio for Respect and Responsibility
  - Faculty may contribute samples of student work to be included in the College Portfolio (more details to follow)

### **Respect and Responsibility**

Respect and responsibility are practiced by students when they:

#### **Self**

Define personal values and ethics  
Recognize their own biases  
Assess self-worth, strengths, weaknesses, and potential for personal and intellectual growth  
Identify and manage personal resources including time, finances, support systems.  
Set goals and devise strategies to reach them  
Respond appropriately to challenging situations  
Recognize the ethical dimensions of their decisions and accept responsibility for the consequences of their actions  
Exhibit personal and professional ethics and academic honesty

#### **Others**

Respect the rights, work, and contributions of others  
Demonstrate appropriate social skills in a variety of situations, circumstances, and roles  
Recognize conflict and work towards mutual agreement

#### **Professionalism**

Are dependable, reliable, and accountable  
Work collaboratively and independently  
Take direction and use constructive criticism effectively

#### **Communities (local to global)**

Assume personal responsibility for being informed, ethical and active citizens of their community, the nation, and the world  
Act with an informed awareness of contemporary issues and their historical contexts  
Exercise civic responsibility  
Are cognizant of balancing human needs with the limitations of world resources  
Recognize the impact of human activity (political, economic, social, technological) on local and global environments

#### **Diversity**

Recognize the commonality of human experiences across cultures  
Recognize the human tendency to gravitate towards people and customs that are familiar  
Recognize the influence of cultural perspectives on human thought and behavior  
Accept the rights of others to have different cultural beliefs and behaviors  
Work with diverse people including those with different physical abilities, linguistic, cultural, religious, lifestyle, national, and political backgrounds.