



AGENDA

Meeting 10/25/2012

2:00 pm to 3:30 pm

Room 2410, and Via CCC Confer

- I. Interim Chancellor Meet and Greet with Dr. Judy E. Walters
- II. Reports
 - A. Treasurer —Sharon Davidson
 - B. PBC, Facilities, etc. ---Heidi Ulrech
 - C. Committee reports submitted by others--Frances
 - D. Report on meeting with College President—Frances
 - E. Report on Board Meeting—Todd Steffan
 - F. Conference and staff development report
 - G. Activities and Sunshine Fund report—Julie
- IV. Old Business
 - A. Old minutes/notes approved if needed
 - B. Reminder of October 31 visits
 - C. Information regarding Charter school—Cindy Ahre
 - D. Discussion of plans for Flex Day –initial scheduling, no faculty Flex day
 - E. Statewide 4CS Staff Development activities -- survey, results
 - F. Report of brown bag October 16 activity
 - G. Reconfirm Committee Appointments
- V. New Business
 - A. Changes on College Mission Statement, Discussion, Vote; also governance structure
College Council Planning Task force -- Heidi
 - B. Planning date for Holiday Pot Luck – December
 - C. Foundation Grant for Flex Day again? Should we ask?
- VI. Good of the Order
 - A. Drawing of door prize at meeting
- VII. Adjourned

**Summary of "Practices"*
of Las Positas College Non-Work Parties**
[Baby Shower, Wedding Shower, Goodbye/Good Luck, Welcome Reception, Etc.]

September 26, 2012

- **These are the "Practices" of the College based on history. There are no formal policies on party-giving.*
- There are Non-College related parties, and College-Related Events. Please see examples in each Situation below.
- When deciding what to do for which event, we must be careful what we are talking about... Is it an actual work-related event (Retirement at May Town Meeting, Accreditation, new President arriving, etc.), or an employee's personal event.

Situation: Non-Work Related Parties

- For most parties of College employees, the person's department is the area to plan a party of some sort. (Example: Math Department party for Math instructor baby shower.)
- No College operational funds are used for parties.
- For very small departments, other areas' staff may choose to provide a party for an event (Ex.: Webmistress, 1 person dept. Party for wedding shower provided by her friends from the Library, *After Hours*.)
- The area planning a party for a Classified Staff member who has touched and assisted many departments: planners may request a small amount from Classified Senate for a cake or other item (\$20 or less has been the practice).
 - If the Senate has enough funds, this may be voted on at the Regular Senate meeting (Ex.: Elizabeth Noyes going away cake, \$17).

Examples of types of Non-Work Parties which have been held at LPC:

- Goodbye/Good Luck Party,
- Baby Shower,
- Wedding Shower,
- Reception for new VP or President

Situation: Work-Related Events

- For Vice President's and President's arrivals & departures receptions, the College President's Office and Foundation Office has been able to assist in planning these occasions.
 - This is typical of higher educational institutions across the country.

- *The funding for these occasions comes from donations. No college or operational money is spent on these events.*

Examples of Work-Related Events:

- 10/20/30/Retirement cakes after May Town meeting
- Accreditation cake when we passed our Accreditation in 2009
- Arrival or departure of a VP or President

S. Gach 9/27/12