

A G E N D A

Las Positas College * Classified Senate

Luncheon by SEIU & Brief Meeting - October 28, 2010

Thank you to SEIU Vice President Judy Martinez for purchasing lunch today!

Thanks to Sharon Davidson and Jeff Sperry for bringing the lunch to campus!

- 1) Welcome/Call to Order VP Jeff Sperry
 - **Call to Order - Approval of Agenda (VOTING ITEMS IN BOLD)**
 - Any new staff members to introduce?
 - Senators List attached - Find your Senator and say "Hi" ☺

- 2) **Approval of Agenda and Minutes of April 22 & May 27** VP Jeff Sperry

No minutes of Aug. 26 or Sept 23, as a quorum was not present to call a meeting to order.

Please Note that:

 - The Senate is regulated by Robert's Rules of Order; and per the Roberts' Rules:
 - Voting on minutes or anything else is a benefit of membership
 - The only requirements are to be present at the time of voting and to be a member
 - All regular Classified Staff are automatically members of the Classified Senate
 - We cannot hold an official meeting without a quorum, therefore no minutes can be recorded or approved at that time.
 - We have used the non-quorum times to talk about future events, but not vote on any Senate business.
 - Handwritten notes are kept just for reference to remember what was discussed, for future meetings with Quorums
 - Want further information? Our Constitution and Bylaws are posted on the LPC Grapevine/intranet.

- 3) Reports
 - a) President's Report - on last page of Agenda
 - **Nov. and Dec. meeting Dates?** Nov. 17 & Dec. 15? OR Just one meeting Dec 8?
 - If you have anything you'd like the Pres. to tell the District Board, let Sharon G. know.

 - b) Classified Senate Committees
 - **Activities Committee** VP Jeff Sperry
 - Jeff will be requesting our help to plan and implement the Spring Flex Day!

 - **Sunshine Committee** Julie Thornberg
 - "Sunshine" was spread recently to Elizabeth Noyes upon her recent marriage. Some staff will also be planning a reception for them on campus!
 - If you know of anyone who has been married, ill, bereaved, had a baby, please let Julie know so we can send a card from Classified Senate!

 - **Fundraising Committee** VP Cindy Balero
 - Any report for this month?

- Thank you Cindy Ahre for continuing to collect text books for refund money for scholarships.

4) Good of the Order - Any other announcements?

*Thank you for coming today!
Enjoy the luncheon and social time with our colleagues.*

* * *

News and Info that may be of use - from Sharon Gach

- **Add One-Third to Your Donation!** Every two dollars invested in the Osher Initiative Scholarship Endowment through Las Positas College Foundation will be matched with one dollar by the Osher Foundation. These investments, when pooled with other support totaling \$13,500 in "new money" will enable LPC to offer a yearly \$1000 Osher scholarship in perpetuity. The Osher Foundation started this for all the California Community Colleges in 2008. This is an amazing chance to make your donation go farther. **Email Ted Kaye for a donation form to be put in your mailbox.**
- **Nike Site Funds** – Planning will start this academic year! College Council has voted on an Art on Campus committee to be chaired by Dean Manwell. Fulltime art faculty will also be on the committee, and others to be invited at a later date.
- **Free Speech Administrative Rules & Procedures under revision** – At Chancellor's Council, Chancellor Kinnamon said he has asked Lorenzo Legaspi, VP of Business Services, to collect comments from all governance entities on the above rules and procedures. New California legal rulings have made it prudent to review these procedures, as advised by the Comm. College League of Calif. (CCLC). The information has been emailed to all Classified, please respond as you are able.
- **Kudos to us from Chabot Classified Senate** – At the Oct 19 District Board meeting, Chabot Senate Pres. Gordon Watt gave kudos to our Senate Constitution & Bylaws document! They are reviewing and revising their bylaws and will use some of our excellent ideas. Thanks to our review team from 2008!
- **Would you like to hear about: the new District Wide Educational & Facilities Master Plan?** Vice Chancellor Jeff Kingston can present this to us at a future meeting if you are interested.
- **Classified Flex Day and Fundraising** – District Office Classified may wish to participate with us as they are a small group. They have volunteered to help us with any of our events also! Thank you to Joanne Bishop-Wilbur, D.O. Classified President, for bringing us that good news.
- **Join Todd Steffan at the Veterans' Day Event, Nov. 11** – Lots of memorials and heart-warming events to be held on Nov. 11th. Also – go by the displays in Bldg 2400 all month of November, and the Pearl Harbor Survivors' talk – Great Job, Todd and Team!
- **Accreditation Team Re-Visit also on November 11th** – Two members from last October's team will be here to check on our documentation and progress on the recommendations made last year. Thanks to all on campus to participated in the usual "Above and Beyond" manner to make these recommendations come to fruition. Excellent job and the hard work by Classified and Faculty and Administrators is highly appreciated. Could this be our #1 job, to stay accredited, so we can continue teaching? Kudos!
- **Chancellor Kinnamon was at LPC all week, Oct 11 – 15** - and enjoyed his visits to committee meetings, and the welcome he received. He will visit both campuses again in Spring Term also to continue observing, and being available to hear what members of the colleges would like to tell him.
- **Instructional Program Review** – The IPR Committee is going fast and efficiently to create the program review process, and review/trouble-shoot the forms and guidance documents. I am on that committee (they invited a Classified Staff, even though it affect faculty only), and the Committee is led by Teri Henson and Elena Cole.
- **What is Academic Senate working on?** If you would like to keep apprised of the Academic Senate topics and discussions, open the attachment to "All LPC" from Ac. Sen. Pres. Sarah Thompson each month. I am learning a lot from the District meetings and the Ac. They have been very active in procedures, reviewing college dates, District Budget Study Group (DBSG), Free Speech Procedure, and many other interesting items. Senate discussions.

Las Positas College ~~2008~~ 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

Table with 4 columns: Title/Name, Present, Title/Name, Present. Rows include President (Natasha Lang), VP of Communications (Sharon Gach), VP of Activities (Cindy Balero), VP of Fundraising (vacant), Treasurer (Sharon Davidson), Senator Group I (Sharon Davidson), Senator Group II (Christie Verarde), Senator Group III (Jeff Sperry), Senator Group IV (Todd Steffan), and Recording Secretary (Vacant).

- 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.
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.
V. Committee/Group Reports -
a. Classified President Report to Board - is attached to these minutes.
b. Classified Committee Reports -
i. Activities - Cindy led a wrap-up discussion of the April 2nd Flex Day, and all noted that it was very successful, especially the film about community colleges and discussion led by Vice President Luster.
ii. Sunshine Report - Connie Reding sent a report via email: she wrote a card to Carolyn Smutny, illness.
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 30th. 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 30th, 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 7th.

The meeting was adjourned at 4:24 pm.

Minutes recorded by:

Sharon Gach
VP of Communications

Next Meeting Date:

Thursday, May 27, 2010

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Las Positas College ~~2008~~ 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

Table with 4 columns: Title/Name, Present, Title/Name, Present. Rows include President (Natasha Lang), VP of Communications (Sharon Gach), VP of Activities (Cindy Balero), VP of Fundraising (vacant), Treasurer (Sharon Davidson), Senator Group I (Sharon Davidson), Senator Group II (Christie Verarde), Senator Group III (Jeff Sperry), Senator Group IV (Todd Steffan), and Recording Secretary (Non-Voting).

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 21st 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 28th.

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- 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 20th 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 2nd 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

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Classified Senate - Meeting notes of Aug. 26, 2010

Called to order 2:36

New Scott Ault, student rep. Came to meeting.

Introductions went around the room.

Quorum Met? for officers was met; No Quorum of regular members

not official meeting

Agenda items: for the year, let's continue on for the year like the year. Report by Sharon, please see grapevine. The year will be full of going to meetings, giving reports, coordinating information etc. We have new committees this year and will be asking for representatives to fill the committee slots. Take this chance to review the committees that are around the campus and serve on one if you would like. A great way to gain insight into the way the college works, if you have served on a committee for sometime consider serving on a new committee to give other a chance to serve as well as gain new insight.

It was brought up at a recent Division meeting, Strategic planning document, budget cost why did we print so many copies when we are in a difficult budget time. This item was discussed and it was brought up that we went with a vendor that was much more cost effective than an alternative source as well as reduce the quality to save on printing costs. It was mentioned that it was important for everyone to have a copy of the hard document, as it was a College wide effort and people should have hard document to refer to.

Process and procedures, and setting up expectations for the next year was discussed.

Minutes, e-mail out approval of minutes. April 22 and May 27 meeting minutes need to be approved. We didn't make quorum for this meeting so we couldn't approve the meet minutes.

Made mention of the academic senate report presented to the board, set up their priorities for the year. Mentioned out the priorities.

Child Development center not hiring the positions lost \$40K in grant money. Academic senate report discussed impacts. Etc.

BBQ made \$200 people liked being served.

Books sold for \$186

Scholarships, review with Andi if it was an efficient use of money for the students, etc. past we have had the book loan program from the VPSS used up money very quickly b/c of the need.

ASLPC book loan program is very useful. Book loan program from ASLPC check in out, \$15 for the semester, 3 books at a time, 3 days at a time from the library. Bookstore has a rental

Scholarship for international student's for scholarships meet with Andi for more information. International students can not apply for need based. Can scholarships group meet to talk about best items to do for next year.

Treasure report Sharon Davidson out.

Classified Awards Account balance--\$918.34

Classified Senate Social Account balance--\$1,061.19

Classified Senate Training Account balance--\$821.00

SEIU update...Julie T. asked why there was not more information sent out about the convocation meeting that was held for Union members. It was mentioned that the best way to get union information is to contact a local union rep.

Greg Johns logo., let Greg know your thoughts., address, can you read it at the size that it needs to be reduced to be on letter head, etc. Sharon likes the logo, thank you Greg for working on this, thank you for the quickness. Send comments to Greg., two meetings from now we will vote. Greg will solicit it out at large., Christie will send it out to be official.

QA

Activities update:
59 people bought lunch.....
Buying candy
Flex day activities
Conflict resolution
Generational gaps
Diversity

Bill gave him a binder from past events, welcome ideas send them to Jeff

Online photo directory, picture and or no picture, if they want to. Any ways to help special tricks and create an internetwork of skills. This will be very helpful.

Activities sub committee. Julie will help, Jeff will seek more help.

Holiday and Halloween subcommittee will work on this pot-luck.

Sunshine fund.....Julie will talk with Sharon D to see if she still would like to do this. Hot club to buy plates., buy a bulk cards

Fund raising. Discussion about 50%. BBQ. Ask for a subcommittee....Holiday party do a Silent auction. Partnered together make money.

Senator reports

Cindy not as much lines for adding classes. Welcome center, has been good., lines were there but not bad.

Send in e-mail please approve these minutes evaluations form that was presented by Sharon Gach..

Dr. Lease came to come and visit us.

- Building updates., Classified Staff are the back bone of the institution. What will the college focus on in your term?
- Recruit a new President, take the roll seriously.
- Strategic plan., worked hard on it focus on it for sometime., Intuitional effectiveness committee., and Dr. Machmer and moving forward on it.
- Budget working on this., allocation model, what are some of the alternatives. Dr. Kin is helping. Allowing us to move money from the vacation 1000 lines to the 4, 5, 6, lines. District wide savings on the Richo. Waiting to find out more information.
- Any talk about furloughs? No not at this time, looking at other alternatives such as Faculty obligation number. Could be lower for Spring. Board not wanting to lay people off. Accreditation getting ready for it.
- Dedication ceremony in October for CCA building.

Notes taken by N. Lang.

9 B

Who Is My Senator?

Classified Staff Grouped by Buildings and Areas

9/15/2010

Group	Buildings	Senator	Extension
Group I		Cindy Ahre	Email her, or Contact: X 1001 (Cindy is in the Writing Center)
	100		
	100B		
	300		
	400		
	600		
	4000		
TOTAL: 20			
Group	Buildings	Senator	Extension
Group II		Frankie Alexander	Ext. 1690
	800		
	1700		
	1800		
	1900		
TOTAL: 26			
Group	Buildings	Senator	Extension
Group III		Todd Steffan	Ext. 1571
	700		
	900		
	1300		
	1300A		
	1300B		
TOTAL: 29			
Group	Buildings	Senator	Extension
Group IV		Bill Eddy	Ext. 1282
	2000		
	2100		
	2400		
	2500		
TOTAL: 23			



*Dear Board of Trustees Members,
Administrators and Co-Workers --*

The LPC Classified Senate report from September is attached to this short October report. We have a few new items to report this month.

Instead of our regular October Senate meeting the SEIU is purchasing a sandwich lunch for classified staff on October 28th. We are grateful for the Union hosting the lunch – we always have a good time visiting and catching up with each other at these events. We often get 45-60 people (out of 109 classified staff) in attendance, which is a great turnout.

We are also planning a Spring Classified Flex Day. Jeff Sperry¹ is getting his committee together to continue the theme of "Hidden Gems of LPC", "Uncovering the Gems of LPC", "Polishing the Gems...", etc. The "Gems" theme will feature more LPC speakers and activities that we have not accessed before.

Examples of low-cost types of presentations we will try to take advantage of include last Spring's "Hidden Gems of LPC". The ValleyCare Health System health educator gave a program on stress reduction and wellness, and we then saw the film "Discounted Dreams: High Hopes and Harsh Realities at America's Community Colleges." Dr. Pamela Luster also led a discussion of the history of community college difficulties and what we can do from our desks and departments to ease the strain on the students with whom we come in contact. This was a very heartfelt and touching session, as we all know students who are struggling for an education while keeping up their other responsibilities. And VP Bob Kratochvil gave an afternoon walking tour of new facilities and plans for the campus. We look forward to asking other campus staff to help with other low-cost but highly informative Flex Day sessions.

Thanks for all you do to make this possible.

Sharon Gach
In service as LPC Classified
Senate President 2010-11

¹ Technical Support staff for *Blackboard* and Teaching & Learning Center and Senate Vice President of Activities.

*Thank You for
Your Support of Classified Senate*

I would like to take this opportunity to thank the Board, Chancellor Kinnamon, the College Presidents, and the Faculty Senates for their support of the Classified Senates at our three locations. I want you to know that we have met with other college Senates in the state and heard how some are totally unrecognized and fight to be admitted to committee meetings and decision-making bodies.

At LPC we have even been invited to sit on several Faculty Senate committees and are honored to participate in these and to be heard as another point of view in discussions. These include Student Learning Outcomes and Instructional Program Review.

Many staff have come from other types of companies where these contributions were not possible. Others have been here for a number of years and have observed the ebbs and flows of college life; they often have a unique point to contribute to conversations.

It is also a growth experience to be involved in committee work*. At some recent LPC committees we have ended up saying: "It's gonna be messy, but we'll do it anyway." We have a new Institutional Effectiveness Committee, new Program Review processes in development for instructional and non-instructional programs, as well as the new buildings coming on line to learn to 'operate'. All are good, "messy" work to be involved in!

Finally, I'd like to publicly thank Dr. Kinnamon for inviting the three Classified Senate Presidents to meet with him Oct. 14th. It was a delight to discuss topics of mutual interest, and to get to know each other a little better. Good ideas for mutual benefit came out of our time together.

I and the LPC Classified Senate Governing Council tremendously appreciate your support, respect and encouragement to give back to the College. As has been said before, "Students First" and "Together We Make a Difference". Thanks for encouraging us to be a part of this.

Cordially, Sharon

*Or, is it the old phrase "A camel is a horse built by a committee"?

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Classified Senate Committee Report

Name

Committee

Date

Agenda items:

- I. Call to order
- II. Approval of minutes from Sept. 24 meeting
- III. Next meeting date (November meeting falls on a holiday)
- IV. Updates
 - a. Blackboard student outage Oct. 21
 - b. Blackboard 9.1 upgrade
 - c. Blackboard downtime between semesters
 - d. Emailing announcements problem
 - e. Wimba Voice
 - f. Blackboard home page
 - g. OCDP applications
 - h. DE Captioning Grant

Discussion Items:

Blackboard student outage Oct. 21: At approximately 12:20 a.m. Oct. 21, the Snapshot process failed, and all students were temporarily disabled from their courses. They were re-enabled around 9:45 a.m. According to District ITS, the file that Bb needs to enroll students was fine, but it was being transmitted to the necessary server while the Snapshot process was running. Ordinarily, the file transmission process finishes before Snapshot begins. District ITS has changed its nightly processing so this problem can be avoided in the future. Frances asked if everyone at LPC, instead of just Bb users and tech support people, could be notified whenever there is an outage. Scott said he would do so.

Blackboard 9.1 upgrade: Chabot has agreed to upgrade prior to Summer 2011, and since our committee voted to do so at our last meeting, planning will commence for the upgrade. Bb instructors will be notified, and training will be available in the Spring.

OCDP applications: Applications to join the Online Course Development Program this Spring will be sent to faculty on Nov. 8 with a due date of Dec. 1.

Key action items:

VII. New DE accreditation guide: The October 2010 edition of Guide to Evaluating Distance Education and Correspondence Education, published by ACCJC/WASC, has just been released. It contains lots of new issues that this committee will have to deal with. Scott asked the committee to read it so we can discuss any pertinent issues at our next meeting. Debbie mentioned that there is a movement to revise the faculty Observation of Instruction form and asked the committee that if there are any issues in the new guide that should be included in the form (for both online and face-to-face classes) to bring those to the next meeting, too.

Technology Committee Meeting Report
October 25, 2010

The committee charge was approved. The September minutes were approved.

Membership: Angela Amaya noted that we need two more Classified staff for five total, another PEHW faculty member and a librarian to join the Technology committee. There was discussion about whether adding another librarian would change the weighting during votes as faculty would now outnumber classified staff by one.

Campus reports:

Steve Gunderson reported that the printer for second floor of the CCA building is now online.

It is located in the music library.

Elizabeth Noyes reported that the Athletics website has undergone a redesign. The web advisory group will meet in November (Carol Edson will serve on this for MSEPS). There has been discussion of social media guidelines. Dr. Lease would like more interactive features on the website. Mike Ansell and the Sustainability committee have posted a report on the green aspects of the CCA on the Green website. The ASLPC has purchased web space outside the LPC website and plans to use it to advertise student government opportunities. Contribute is becoming outdated and will be needing an upgrade, or consider a switch to another web building software. Looking at other possible vendors and also freeware.

Heidi Ulrech described the implementation of the e911 system which involves complex rerouting of trunk carrier lines and a new trunking data base carrier and reconfiguration. The new servers for this will be installed in November 2010. The new copiers are ready to go: are in the warehouse. The new server software for the copiers will be installed but had to be rescheduled. The copy center itself will physically move to building 1000 by the end of this week (Oct. 29). Much discussion ensued regarding having duplex copying set as the campus wide default. A quick survey will be sent out by Angela and John. Functional vending print cards will be available soon.

Scott Vigallon reported that the eLumen server was upgraded to 3.9 and can create new types of reports of data. The Blackboard servers will be upgraded to 9.1 after spring term 2011 ends and before the summer session begins. It will allow new tools such as youtube, slideshare, and will allow the grading of student blogs. On October 21 the Snapshot process for Blackboard failed for 9 hours- it has been fixed by District.

Jeanine Methe reported that Wimbavoice is being looked at but is expensive. A free option is CC Confer which has an audio component. Could add Illuminate Live with no extra fees. CC Confer allows one to use a plug in and go through the phone. One can use this to record in text for closed caption and transcript options. John G mentioned that there is a free translation app for the iPhone/iPad. Steve G mentioned that wireless central management is now done remotely. Can see the 'bottlenecks' and will be adding more WAPs (wireless access points)- please report any 'holes' in wireless coverage. Jeanine mentioned that the backup air conditioning in the data center has been tested

recently by several power failures. Everything did ok~ The servers are moving there too.

A Banner wait list focus group was mentioned, which includes Nan Ho, Jane McCoy, Jeremiah Bodner, Sylvia Rodriguez. A counselor will be added. This group will try to create a better system for managing wait lists and registration issues. In Spring of 2011 a few volunteer faculty will try using it as a pilot program. In fall of 2011 it is scheduled to go online for all classes using a wait list system.

Banner document management system (BDM) for A and R and financial aid will include a transcript reading system. This is board approved and we are ready to purchase licenses. It can be used both in and separate from Banner. It is for scanning and storing records. The question was raised as to whether students could download a copy of their transcript. Not known at this time. It may need to say 'draft' across the front of the transcript. Discussion ensued about electronic time sheets, vacation requests, etc as this program has various file formats. Possibly in the future.

Electronic signatures were brought up as well; they are not digitized yet (?) It was noted that the IRS accepts them. Angela noted we are trying to create more digitized forms over time that are fillable.

Fredda reported on her project to track and categorize all current forms regarding whether they are on the web or paper only, who originates the form, the form's name and number, who would have to ok making it a fillable form, where it is (grapevine, district or LPC website) etc. She has made an excel spreadsheet and continues to work on this. Could add this to our current forms page, and/or use googledocs. There are requests for electronic time sheets with signature capability. It was mentioned that the form tracking project may be able to use help from LaVaughn Hart or Fredda Cassidy's students.

Angela reported on the software purchasing process. A task force has been created to investigate this. So far Angela, Bob K, Steve G and John G are on it, and Fredda is interested. The hope is to have clarity about the institutional wide process and the upgrade system ie who orders it, and who pays for it. It was noted that some things just can't be 'accessible' by certain students ie ViCom is not available for blind students, Music software is not available to deaf students. This is an online issue for 508 compliance. How does this mandate apply here? Elizabeth suggested asking High Tech Training Center at DeAnza college. Scott mentioned new accessibility issues and regulations; if trying to create accessibility "creates an undue burden" clause. Guidelines for online accessibility are 11 years old and being rewritten.

Brenda and Carol brought up an issue from the MSEPS division meeting regarding possible security issues with student log ins and passwords. Angela explained that Circe the library system does not allow students to reset their password because it is a list downloaded daily from Banner. There was also discussion of possible security issues with how students sign in at the health center ie name and Wnumber on a clipboard visible to other students. Angela will ask the Circe vendor if changing passwords might be possible.

Meeting adjourned at 4:40pm.
Submitted by Carol Edson

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