



Logo created by Greg Johns

**AGENDA – DECEMBER 8, 2010  
2:30 pm – Staff Lounge Rm 1601**

- 1) **Welcome/Call to Order** Sharon Gach
- 2) **Introduction of New Attendees & New Staff**
- 3) **Approval of Agenda and Minutes** of October 28, 2010 Sharon G.
- 4) **Budget** Sharon D.
  - A) Treasurer's Report (attached)
  - B) Draft Expenditures for 2010-11
- 5) **Officers' and Committee Reports**
  - a) Any Significant Reports? Committee Reps.
  - b) All LPC and Classified Senate Committee Reports Available – See attached Questions? We'll contact our Committee Reps.
- 8) **Old Business**
- 9) **New Business**
  - a) Vote on Scholarships to be offered Spring 2011 (see attachment) Sharon G.
  - b)
- 10) **Other and Good of the Order**

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**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</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

# Las Positas College ~~2008~~ Classified Senate

Meeting Notes (No Quorum - No approval needed)

Thursday, Thursday September 23, 2010

**Members Present** (Quorum = 5): Julie Thornburg, Heidi Ulrech.

**Quorum NOT Met.**

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

*Quorum?: Yes/8 present*

Title/Name	Present	Title/Name	Present
<b>President</b> Sharon Gach	X	<b>Senator Group I</b> Cindy Ahre	X
<b>VP of Communications</b> Christie Verarde	X	<b>Senator Group II</b> Frankie Alexander	X
<b>VP of Activities</b> Jeff Sperry	X	<b>Senator Group III</b> Todd Steffan	X
<b>VP of Fundraising</b> Cindy Balero		<b>Senator Group IV</b> Bill Eddy	X
<b>Treasurer</b> Sharon Davidson	X	<b>ASLPC REP.</b> <b>Scott Ault</b>	X

- I. **Welcome/Call to Order** - Sharon called the meeting to order at 1:10. There was no quorum from the member side, so this meeting was just a planning session, not an official meeting of the membership.
- II. **Introduction of New Attendees and New Staff** - No new staff were in attendance.
- III. **Approvals** - No minutes could be approved
- IV. **Planning / Discussions**
  - The August BBQ raised \$249.52 in profit. Thanks to Bill Eddy and all the volunteers!
  - Showed the Strategic Plan and what the KPIs (Key Performance Indicators) are, and reminded people that they came from the Visioning Day, Oct. 2009, and Flex Day, March, 2010.
  - Reminded people that only one committee member needs to write up the summary points from college committee meetings. Just decide at the meeting who should do it that time.
  - Send a formal thank you card to ASLPC for the notes and candy brought around to each desk that helps the students. A very nice token of their appreciation!
  - Asked if these people are still on the Participatory Governance Handbook task force: Bill Eddy (yes), Natasha, Karen Z.
  - Did some pre-planning for flex day, will have a meeting soon to work out the details.

We departed at 2:20 p.m.

Notes by: Sharon Gach

VP of Communications

*Next Meeting Date:*

*Thursday, October 28, 2010 - Noon, luncheon*

# Las Positas College ~~2003~~ Classified Senate

**Meeting Minutes**  
**Thursday, October 28, 2010**  
**12:00 p.m. – Staff Lounge**

Draft 1
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**Members Present** (Quorum = 5): 21 members were present. See attached sign-in sheet.

**Quorum Met.**

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

**Quorum?: Yes/ 7 present**

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

- I. **Welcome/Call to Order** – Jeff Sperry called the short meeting to order at 12:00 p.m. He welcomed the members to the SEIU-sponsored luncheon, with the short business meeting at this time also.
  
- II. **Approval of Minutes – April 28, 2010** – The minutes were reviewed and approved with one change: Cindy A would like them to reflect that Cindy B made the comments in the minutes, wherever it just says that Cindy said something. She does not want confusion as to which one said what. There were several abstentions in voting, as some members felt that since they were not in attendance they should not vote on the accuracy of the minutes. It was mentioned in the meeting packet that voting on any item is a privilege of membership, according to Robert’s Rules of Order which our Bylaws state that we follow. It was stated in the packet the understanding that each person should follow their own conscience in these matters.
  
- III. **Approval of Minutes – May 27, 2010** – The minutes were reviewed and approved. There were several abstentions in voting, as some members felt that since they were not in attendance they should not vote on the accuracy of the minutes.
  
- IV. **Next Meeting Date** - Everyone decided that we should have one meeting on **Dec 8**, as opposed to the Nov and Dec meetings.
  
- V. **Sunshine Fund** - Sunshine fund: Julie Thornburg reported that \$19.51 was spent in October, and we have \$110.52 remaining in that fund.
  
- VI. **Introductions** - Everyone went around the room and introduced themselves, and where they work.
  
- VII. **Adjournment** – The meeting was adjourned to continue the social time.

Minutes recorded by:  
 Jeff Sperry  
 VP of Activities

**Next Meeting Date:**  
**Wednesday, December 8<sup>th</sup> – 2:30 p.m.**

**Classified Senate  
Financials - Dec. 8, 2010**

*Funds can be moved to any account.*

**FUNDS RAISED BY CLASSIFIED STAFF**

<b>Training Fund</b>	821
(Leadership conf., etc.)	
<b>Social Fund</b>	1,415.42
<b>Awards Fund</b>	<u>1,101.34</u>
(Classified Empl. Of Year)	
<b>Total</b>	<b>3337.76</b>

**FUNDS FROM DISTRICT GENERAL FUND**

"Overtime" (officers going to meetings)	348
Travel Expense	109
Conference Expense	435
<b>Total</b>	<b>892</b>

**Draft Expenditures 2010-11**

	<u>USE FROM 'OUR' FUNDS</u>	<u>USE FROM GEN. FUND</u>
<b>Flex Day 2/11/11</b>		
Lunch \$7/pp x 50		350
Other exp.		100
<b>CCLC Cl. Senate Conference</b>		
Granlibakken lodge X 2		(\$89/ dbl) x 2 ppl. 178
Reg. Fee x 2 (before 3/28/10) (\$300 ea)	600	
<b>Classified Staff of the Year</b>		
Plaque for winner	100	
Cash award		200
Name on lobby plaque	20	
<b>Scholarships</b>		
(3) at \$100/ Bookstore Certif.	<u>300</u>	
<b>TOTAL FROM 'OUR' FUNDS</b>	<b>1020</b>	
<b>TOTAL FROM GENERAL FUND</b>		<b>828</b>

**NOTES:**

*Funds can be moved to any account.  
Maintain \$200 cash on hand at all times.*

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## COLLEGE COUNCIL REPORT – November 18, 2010

Sharon Gach

The November 18<sup>th</sup> College Council minutes will be posted in the near future. Until then, here are some highlights from the meeting that Classified Staff may wish to know:

- The Participatory Governance Handbook changes have been received from committees; they will be put into the next draft for review in January. This has been in process for about a year, with all Committees reviewing their Charge and Purpose.
- Accreditation Follow-Up Visit – we will hear from the ACCJC in a few months on the acceptance/ comment on all our work since October 2009 visit. We have a new timeline for our ongoing work toward our next Accreditation Visit in Fall 2015. The new wave in the state is continuous planning and documentation.
- Strategic Plan – To find the completed and easiest to complete Key Performance Indicators (KPIs) an Ad Hoc Working Group of members from Planning & Budget Cte., Institutional Effectiveness Cte., and College Council will go through the huge list of KPIs and input the first-level status into the database for the Strategic Plan. Thanks to Dr. Machamer for keeping track of these hundreds of KPIs and dozens of committees and key reporting persons.
- Student Services will hold Mega Day, Sat., May 14<sup>th</sup>, for incoming Seniors to get all their registration and orientation done.
- Kudos to Veterans Program and Todd Steffan for the great Veterans Day events! Also to Dr. McElderry for the historical setting for the Pearl Harbor Survivors.
- Explained more about the Dublin Building, which the Board announced purchase of on November 16<sup>th</sup>. The Chancellor has since spoken at the December 1<sup>st</sup> Town Meeting to explain more about the benefits of owning the building, how the leasing income will be used, and other plans that need to be worked out over time. (My secret wish for that building: A really large Board Room that can be configured for many meeting uses! Oh, with quiet acoustical features also, while we're at it... s.g.)
- Discussed overwhelm in Counseling Department and how the counselors go the extra mile every day, plus do other events, such as Majors Fair, etc. Discussed trends in the state, how we may need to define student success in future, and that it is 'shameful' that students are in this position, and that counselors cannot serve students as they were trained and wish to.

# Classified Senate Committee Report

Name

Committee

Date

## Agenda items:

- I. Call to order
- II. Approval of minutes from Oct. 22 meeting
- III. Updates
  - a. OCDP
  - b. Annual DE student survey
  - c. Testing Blackboard upgrades
  - d. Blackboard downtime between semesters
  - e. Legislative Analyst's Office recommendations for DE
  - f. Statewide DE retention survey
  - g. Web accessibility and accreditation
  - h. Wimba Voice alternatives
- IV. Spring and Summer DE retention and success rates

## Discussion Items:

• Blackboard downtime between semesters: Between semesters, the Blackboard system will be upgraded from 9.0 Service Pack 3 to 9.0 Service Pack 5. These Service Packs will fix some bugs and errors, but will not bring additional functionality. Upgrades are scheduled for a day(s) after grade processing is complete. During the upgrade, Bb will be unavailable for 20-24 hours. It would've been longer, but the database upgrade that Bb said was needed apparently took place when our system was moved to a new datacenter in August. All Bb instructors will be informed of the downtime. The exact day and time of the upgrade will be set after A&R from both colleges settle on one. The committee recommended that since grades are due Friday, Jan. 7 (changed from Jan. 4 because Chabot's are due Jan. 7), the upgrade take place Jan. 8-9. The committee will try to set up a more formal process of determining available dates for Bb upgrades in order to expedite the process.

## Key action items:

• Spring and Summer DE retention and success rates: The Spring 2010 and Summer 2010 DE retention and success rates have been posted to the Intranet. The committee analyzed those rates in comparison to past rates. The rates were comparable. When asked if the committee can do anything that the college is not already doing to improve the rates, the committee decided that it wants more comparative data. Specifically, it wants to compare LPC's Fall 2009 and Spring 2010 rates to the rates of colleges in the Bay 10. The committee also wants to compare the rates of LPC's hybrid DE courses against the college's online courses. Scott will ask Amber for this info.

Ongoing business:

- Blackboard Home Page vs. Announcements: Sixty-nine Bb-using instructors responded to the survey question: Should Home Page be replaced by Announcements in the default course menu, making Announcements the first thing students see upon logging into their courses? Fifty-nine (or 86 percent) answered Yes, while 10 (or 14 percent) answered No. Since Chabot already decided it wants Home Page replaced by Announcements, Scott will make this change to the default course menu and inform Bb instructors. Spring courses that have already been created will not be affected. Scott will include instructions on making Announcements the course entry point and will include a link to a short video tutorial.
- Blackboard Scholar: The issue of a student using his or her mother's maiden name for a security question when creating a Scholar account was broached with Bb, which responded Oct. 26 by saying that "it is now in our queue and will be reviewed by someone from our team." To determine how many instructors at LPC use Scholar, Bb-using instructors were asked: Do you use Scholar with your Blackboard students? Sixty-nine of the 70 respondents answered No. The committee discussed the situation, including the fact that students can choose a different security question than the mother's maiden name or can input a fictitious name there. The committee voted to table a decision until an answer is given by Bb. Chabot will be informed about this decision. Scott will also check to see if the Scholar tab can be removed, but still have the Scholar tool work anyway.

Notes:

- New DE accreditation guide: The committee discussed the October 2010 edition of Guide to Evaluating Distance Education and Correspondence Education, published by ACCJC/WASC. As mentioned at the October meeting, the guide contains lots of new issues that this committee will have to deal with. A list of some of those issues was shown, with a focus on the first example: "Evidence of analysis of how the institution's mission statement is developed, approved, and communicated to all stakeholders taking the institution's commitment to distance education and/or correspondence into consideration." The committee was asked what kind of evidence at LPC would support this. Members chimed in with answers, such as asking those who developed the mission statement if they had DE in mind and checking any minutes from their meetings. In future meetings, a handful of other issues will be presented, and the committee will brainstorm on how evidence can be obtained.
- Online success course: Chabot offers a standalone course, GNST 1, titled Introduction to Online Learning. It is offered each semester for three weeks (the first and second three-week period of each semester), and it is worth .5 units. LPC offers PSCN 15, College Study Skills, as an online course each Fall. PSCN 15 (2 units) contains one module on how to be a successful online learner, though the rest of the course can be applicable. Chabot also offers PSCN 15 online. The committee was asked if it's time for LPC to offer a standalone course in being a successful online learner. The committee said yes, particularly since it will help with student readiness and address accreditation concerns and student success concerns. Course outlines from other colleges, including Chabot, will be analyzed, and a draft course outline for LPC will be created. This draft will be brought to the committee in January for review and feedback.
- Statewide DE retention survey: On Nov. 29, LPC participated in a webinar explaining the State Chancellor's Office 2010 Fall Term Distance Education "W" and "DR" Survey. It conducted a similar survey in Spring 2008. According to the Chancellor's Office, "The purpose of the follow-up CCC "W" and "DR" survey is to continue to test the hypothesis of the original survey that there is a significant relationship between why students take distance education courses and why they drop distance education courses and to compare the results between the two surveys over a two-year period." Fall 2010 students who dropped courses after Census and prior to the last day to withdraw with a W will be surveyed via email by the Chancellor's Office. The committee decided that after the questions for the state survey are released, a request for a similar survey be made to Amber Machamer to determine why LPC students drop face-to-face courses. The committee agreed that this would be a good way to determine if reasons for dropping differ between online and f2f students.
- Wimba Voice alternatives: Recently, Bb purchased both Wimba and Elluminate, which is the engine behind CCC Confer. Integrating Confer into Bb is free, and we will test this on our test server after the test server is upgraded to 9.1 later this month. Google Voice, which is also free, can be used to add student audio into a Blackboard course. With Google Voice, students call a phone number set up by the instructor and leave a message. The instructor, who has to create a Google Voice account, logs into that account and sees all of the messages, along with transcriptions provided automatically by Goo

# Classified Senate Committee Report

Name

Committee

Date

## Agenda items:

- A. Approval of minutes
- B. Food Services Update
- C. ASLPC
- D. Strategic Goals
- E. Fuel Efficient Vehicle Parking
- F. Climate Action Plan Distribution
- G. Green Technology Curriculum
- H. Other

## Discussion Items:

Mike Ansell prepped the Committee on the Strategic Goals review. At the next meeting, the goal is to complete this project. Green Website: Elizabeth Noyes updated the CCA information about the green initiatives and LED Silver architectural standing. Craig Kutil shared that Tom Fuller is looking into establishing a sustainable horticulture program for the Environmental Science's degree. Mike Ansell shared an idea of getting the college-at-large to consider reducing the amount of paper that is being placed in mailboxes. Could a green sticker be placed on staff that do not want to receive paper? Could areas that provide admissions information reduce the amount of paper or simply place on intranet? Could student clubs and organizations simply do email announcements? Could paychecks stubs be posted on CLASS-Web and not mailed out. Would save paper and postage. Elizabeth Noyes noted that the Technology Committee has requested that copiers have defaults set to double sided.

## Key action items:

Approval of October 4 Meeting Minutes.  
Craig Kutil approved with correction. Bob Kratochvil second. Dr. Ely abstained.



Ongoing business:

Food Services  
ASLPC Updates  
Fuel Efficient Parking  
Green Technology Curriculum

Notes:



# Classified Senate Committee Report

Name

Committee

Date

## Agenda items:

1. Welcome
2. Review Assignment
3. Discuss Next Steps
4. Other

## Discussion Items:

Difference between Expo and Orientation. Nancy Wright clarified that Expo is a welcome day for new students. It does not fully meet the matriculation requirements for orientation. At present, students are asked to:

1. Apply by doing an application
2. Scheduling assessment test
3. Doing an on-line orientation
4. After completing 2 and 3, they can meet with a Counselor to review their scores on a drop-in appt.

At this time, there are no appointments.

The Committee discussed with ASLPC representatives about having a Welcome Day prior to Fall term. It was agreed to meet with ASLPC reps prior to their Nov. 19 meeting to prepare a presentation.

## Key action items:

Ongoing business:

Student Ed Plan, Matriculations Plan and Strategic Plan review.

Looking at access. Why are students taking classes 5x? What student support services are needed? Learning communities expenses? Things we know work but legally cannot do.

We should be gearing everything to access and little to success.

Notes:

Math Department (Dale Boercker) may be doing a Math Boot Camp this summer for students that tested for Math 65 but did not get the scores for it. Believe they should be in this class and this would provide an opportunity to prove themselves.