



# DRAFT COLLEGE COUNCIL MINUTES

Thursday, January 24, 2019 | 3:30-5:00 p.m. | 1687

## Meeting Minutes

### LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

### LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs/SAOs and integrate assessment of SLOs/SAOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

### College Council

Quorum: 8

#### **Members Present (non-voting):**

Roanna Bennie, Interim President (Chair)

#### **Members Present (voting):**

Vacant, VP Academic Svcs

William Garcia, V.P., Student Services

Titian Lish, Resource Allocation

Kali Rippel, Technology

Rajinder Samra, IPEC

Tom Orf, CEMC

John Ruys, Accreditation Steering

Melissa Korber, Academic Senate President

Tina Inzerilla, Acad. Senate VP/F/A Rep

Donna Reed, Classified Senate V.P.

Lylah Schmedel, LPCSG President

Hariel Colcol, LPCSG V.P.

Mike Alvarez, LPC SEIU

#### **Members Absent:**

Diane Brady, V.P., Admin. Services

William Eddy, Facilities & Sustainability

Cindy Robinson, Classified Senate President

#### **Guests:**

Nan Ho

LaVaughn Hart

Christina Lee

Nessa Julian

### 1. Call to Order

Ms. Bennie called the meeting to order at 2:32 p.m.

### 2. Review and Approval of Agenda/Minutes

Mr. Garcia requested a few changes to the SEA Program section of the minutes. The minutes and agenda were approved (Ms. Rippel/Mr. Garcia/unanimous).

### 3. Action Items

#### • **Distance Education Committee**

Ms. Lee shared the new Distance Education Committee charge as well as the updated membership. Updated membership has changed from one faculty from each division to two faculty from each division with the remaining membership staying the same. These changes were presented to and approved by the Academic Senate on January 23, 2019. Ms. Korber moved to approve the changes to the Distance Education Committee/Mr. Garcia seconded/unanimous.

#### • **Guided Pathways Committee**

Ms. Ho and Ms. Hart reminded the committee that they proposed the new Guided Pathways (GP) Committee last fall to both College Council and Academic Senate. Ms. Ho and Ms. Hart shared the structure and composition of the committee using the "LPC Governance Worksheet" indicating that the committee needs to report to both Academic Senate and College Council. Ms. Bennie asked how many disciplines will be involved in the work of Guided Pathways and Ms. Hart answered eventually all of them, not just faculty. She indicated that "an enormous part of this will be having classified support for all things we are doing. Classified have a tremendous impact on our students and students are key to the whole thing." Ms. Inzerilla moved to approve the Guided Pathways Steering Committee as presented/Mr. Garcia seconded/unanimous.

### 4. Old Business

#### • **ACCJC Accreditation Standards**

##### ○ College Council Evidence of Meeting Standards

Ms. Bennie referred the committee members to the list of the Accreditation Standards that College Council indicated belonged to the Committee. The goal is to connect the College Council work with each Standard and provide the evidence to the Accreditation Steering Committee. The President's Office has made an initial effort to identify evidence relating to each of those standards.

**ACCJC Standard 1.A.1.** Ms. Bennie read the Standard and then reviewed how College Council addresses the Standard. She read LPC's mission and the definitions of words used in the LPC's mission indicating that this information was found in the LPC Shared Governance Handbook 2018-19. She questioned whether the Accreditation Steering Committee needed the document or just the site? Ms. Inzerilla answered that we should be moving forward, not looking back. Mr. Samra indicated that IPEC cannot take up the mission statement (as listed in the President's Office handout) as it is not in its charge. However, it can be delegated to IPEC.

**ACCJC Standard 1.A.3.** Ms. Bennie indicated this standard is really broad. It was noted that College Council is not necessarily the "hub" of decision-making (as indicated in the comments for 1.A.3.) but rather a committee to which information flows forward. Ms. Korber commented that Program Review has a summary somewhere. Ms. Inzerilla indicated that we should be looking for evidence – documents.

Ms. Bennie suggested that College Council take one Standards at each meeting to discuss and document evidence. The Standard could be distributed to the committee in advance of each meeting so that the members could begin developing their ideas for evidence.

Committee chairpersons were asked to keep their committee web sites up to date because College Council will be referring to their committee web sites to look for the evidence.

○ **District Recommendations for ACCJC Midterm Report**

The committee discussed the consultant's response to the "District Team Improvement Recommendations from October 2015 College ISERs due in ACCJC Midterm Reports, 2019" document distributed by Mr. Ruys. Committee members were asked to focus primarily on numbers 5 and 6 as they were specific to LPC. It was noted that many committee members were not working at LPC when the ACCJC recommendations were made so the history and context are not known making it difficult to respond. It is difficult to know whether the District is responding in a way in which LPC hopes. No action is required on the document at this time, however, the committee is being asked to review it.

● **Assessing Integration of Planning/Budget**

Mr. Samra indicated that this assessment process was done years ago for College Council, and it's really an assessment of the instrument we're using. Rajinder referred the committee to the Integrated Planning and Budget Cycle diagram with a reminder that Program Review is done in the fall and the College Planning Process is done in the spring, which then leads to the College Planning Priorities. As the budget is developed, the planning priorities are considered. Rajinder stressed that we want to make sure Planning Priorities are aligned with the budget development. This is a two-year process, and along the way, we want to assess it. Mr. Samra shared with the committee the "College Council's Assessment of the Degree of Integration of Planning, Budget, and Allocations" form he has used in the past. The accreditation question becomes "how do you evaluate the tools that you should evaluate for accreditation?" Mr. Samra indicated that this can be done every two years, and further, if we add improvements, we want to make sure it's integrated. The use of the form should be included in College Council's spring schedule. Mr. Samra indicated he will email the form to all Council members. Ms. Bennie asked if RAC has a way of considering Program Review when they're looking at equipment and review the micro level of that equipment or that position. This would be good for College Council to look at and endorse. Ms. Reed indicated it would be a great way to evaluate standards. Ms. Bennie wants to review this in April.

## 5. New Business

- **AP 6305 Reserves**

Ms. Bennie indicated that District Business Services has initiated a change to Administrative Procedure 6305 Reserves to change the reserve from five to eight percent of the Unrestricted General Fund. She reminded the committee that as part of our charge, College Council is to review policy and to approve any changes. The committee agreed to send the AP 6305 Reserves change to the divisions and bring back comments to College Council. Ms. Bennie indicated the District currently has a reserve of 25 percent.

- **Incident Command System**

The committee was provided with a two-page handout for the Incident Command System. Ms. Bennie indicated that the Administrators haven't taken emergency preparedness training using the Incident Command System (ICS) which is part of the National Incident Management System (NIMS). The goal is to institutionalize the use of ICS so that LPC can identify as such. That means actions to institutionalize take place at two levels: policy and organizational/operational and Ms. Bennie described the two levels. In terms of having an emergency management plan, this dictates the structure of how we're going to manage emergency situations. ICS describes the jobs and how the command center works. Ms. Bennie indicated that there will always be an Incident Commander and the most we would probably do is the "Command Staff." We will use these titles for individuals to help us keep consistent with the system. The Command Staff will be the Administrators and will be dependent upon whoever is here during the emergency. The Incident Commander does the appointing and can appoint a Deputy. The next step is for the Administrators to do table top exercises. Ms. Bennie requested that the ICS information be shared with Academic System, Classified Senate and Student Senate.

- **Art on Campus (Nike Site Funds)**

Ms. Bennie shared the memo dated December 1, 2010 from Interim President Guy Lease to Dr. Philip Manwell, Dean of Arts and Communication regarding Nike Site Funds and Art on Campus. The memo recommends College Council approve a proposal to establish an Art on Campus program at LPC. Among other things, it indicates:

*"The College Council will develop and approve general guidelines for the use of the Nike Site Funds."*

*"The College will establish an Art on Campus committee chaired by the Dean of Arts and Communications..."*

Mr. Ruys and Ms. Korber believe A&H should be directly involved with this as they have the expertise. Ms. Bennie will research the amount of funds left. The committee agreed that Dean McElderry and Facilities & Sustainability Chair, William Eddy should be consulted on the best way to use the funds. Ms. Brady indicated she would have this agenda item included on the January 28<sup>th</sup> Facilities & Sustainability Committee agenda.

## 6. Updates

- **Shared Governance Committee Quorums:** Ms. Bennie reported that a person has been tentatively identified to serve as part-time Interim Vice President of Academic Services. Since the person will be here only a short period of time, they will focus on very specific areas including Dean's meetings,

sabbatical work, and other areas identified by Ms. Bennie. This interim position will go to the February Board. In the meantime, for the Committees where the VP of Academic Services attends and is a voting member, Ms. Bennie instructed those committees to take the VP out of the count for quorum.

- **SEA:** Mr. Garcia gave an update on Student Equity and Achievement. There will be a new template from the District Office which will require LPC to share with different governance groups in June. Ms. Julian shared that she is working with Mr. Samra, data collection changing a bit, just student equity, tying to vision for success, looking at aligning with the new funding formula.
- **Faculty Association:** Ms. Inzerilla reported that she will reporting out F/A items for Tom Orf. OEI agreement has been signed by the chancellor and will be in the contract. Details coming out soon.
- **Academic Senate:** Ms. Korber indicated that an opportunity for webinars has been sent out. Academic Senate is looking at revising bylaws and their constitution. She will have a final update on the Division Challenge Scholarship. Finally, Academic Senate will be creating a Philip Manwell Memorial Scholarship.

7. **Adjournment** - Ms. Bennie closed the meeting at 4:20 p.m.

8. **Next Regular Meeting:** February 28, 2019