LAS POSITAS COLLEGE

College Council

April 18, 2013
3:30 p.m., Room 801

NO QUORUM | UNOFFICIAL MEETING NOTES

Voting Members Present:
Quorum = 9

Position	Name	Present		Position	Name	Present
President (Chair, Non-Voting)	Kevin Walthers	X		**VP Academic Services**	Janice Noble	
VP Administrative Services	(vacant)			**VP Student Services**	Diana Rodriguez	
Academic Senate President	Sarah Thompson			**Academic Senate Vice President**	Elena Cole	X
Classified Senate Co- President	Frances DeNisco	X		**Classified Senate Co-President**	Todd Steffan	
Student Senate President	Cherry Bogue			**Student Senate Vice President**	Ignacio Cortina	
Planning&Budget Comm. Chair	Bob D'Elena	X		**Facilities Comm. Chair**	Scott Miner	
CEMC Chair	Thomas Orf			**Staff Development Comm. Chair**	Michael Sato	X
Sustainability Comm. Co- Chairs	Rita Carson	X		**Inst. Effectiveness Comm. Chair**	Rajinder Samra	X
CLP FA Site VP	Jane McCoy	X		**LPC SEIU VP**	William Eddy	

Others Present: Natasha Lang, Sharon Gach, Michael Ansell

1. **Call to Order** – The meeting was called to order at 2:37 PM by Dr. Walthers. It was noted that there was no quorum, therefore approvals and voting would be postponed.

2. **Review and Approval of Agenda** - The agenda was reviewed.

3. **Review and Approval of Minutes –** The minutes of March 27, 2013 could not be voted on for lack of a quorum

4. **Old Business**

   a. **Planning Task Force Update –** A discussion of the recent Division Meetings and feedback on the proposed Integrated Planning and Accreditation Council (IPAC) was held. In addition brainstorming of other ideas took place.

      Division Meeting Feedback – Some faculty felt the IPAC was controversial due to having the accreditation portion in the proposed council. The challenge will be to see how to meet the needs of accreditation and the State with whatever type of system is put into place. It was acknowledged that the current College Council plus Accreditation Liaison Officer system is not going to be adequate for accreditation for the future. College Council is not functioning well, as a quorum from faculty are not present some of the time, and the

ACCJC is looking for a more robust entity to guide ongoing accreditation work, rather than just relying on the ALO/administrator and a rotating team of volunteers and faculty.

- **Consensus from Division Meetings:**
    - Too controversial to create the IPAC concept for Fall
    - Could College Council be changed to meet the needs that IPAC is trying to serve? It would take significant input from members, meetings twice a month, and some membership changes.
    - Should have a formal Academic Senate proposal, then move the idea to College Council for review by all governance entities
    - There is a negative view of one centralized IPAC type council, where 'power' may be concentrated

Comments and discussion of College Council included:

- Accreditation needs/ discussion
    - Can the College Council be empowered to do all the needed Planning and Accreditation tasks, and have enough participation from the Council to accomplish these things?
    - For accreditation purposes if College Council works in the way IPAC was proposed, would this suffice for ACCJC? The members believe so, if it meets twice a month during the busy periods
    - We are doing all the tasks of accreditation, we just are not documenting them very well.
    - We are also doing each accreditation task 3-4 times over, and have no centralized way to track and prevent duplication
    - The concept of the IPAC was to prevent duplication, and have everyone in 1 room together which would save time and streamline work

- The College Council, or a planning council, could be structured in various ways to accomplish the planning, program review oversight, and all tasks:
    - Not every committee would need to report to Council every month
    - The Council could meet twice a month to keep on top of tasks and new challenges from State/Accreditation
    - Could do as the District Board does: 1 study/research meeting, 1 working/action meeting.
    - Some colleges have a separate committee for integrated planning and Ms. Henson feels that a committee should review the internal/external scans and program review before presentation to the higher Council level. (Separate committee would read whole thing in year 1, subsequent years just read the summaries)
    - Colleges are mandated to use the data from program review to effect college planning

- Discussions could continue into the Fall 2013 term, in hope of beginning a very effective process in Spring 2014. This is when the Program Review process would need the participation of the college's planning council to make its work effective.

- Practical Considerations:
    - The 'footprint' is an impressive timeline, well done.
    - For the planning tasks ('footprint') use a rolling 12 month calendar.
    - Plan for the academic year in the Spring before it begins, be ready to start up in August/Sept. at first committee meetings

- For Planning aspect:
    - We need to use data more consistently and use external environmental scans (demographics, occupational trends) and internal scans (success rates, completion, degrees) which would better inform planning.
    - Would we need a separate planning committee? If College Council retains the planning aspect, it would need to meet twice a month.
- A diagram was drawn on the white board to show some relationships discussed at this meeting (see Attachment A.)
- Dr. Walthers offered to provide a "Next Steps" document at the next meeting.

5. New Business

a. **Preliminary 2013-14 Budget** – Ms. Lang stated that there is a preliminary budget draft which is still a work in progress. She is giving this out and asking for information to plug in to this draft.

There are a series of steps to paint the picture for the 2013-14 budget:

- View the changes from Sept. 2012 to the Adjusted Budget To Date and the variances
- Use the Adjusted Budget for more calculations to see if we are over in 'Projected Actuals thru 3/31/13'
- Some of the differences come in the 4's, 5's and 6's, and some of these are place holders
- Some information is factual and some is a 'good estimate'
- Today we are projecting a deficit of $217,000 which is manageable because it's less than 1% of the budget. The Board approved LPC to deficit spend by $1.1 million, so we are doing very well

The Preliminary Budget will be available in September for the Board so that our programs can operate with more certainty. Ms.Lang is in the process of closing the 2012-13 books.

For the 2013-14 planning and budget, the 2011-12 Actuals and the 2012-13 Projected Actuals lead into the Preliminary Budget 2013-14. To do this, the new DBSG Allocation Model was put in along with all the LPC site facors.

There was brief discussion regarding the 12 FON that will come to LPC over time. This was done by analyzing retirements, plus the FON for next year, so the transfer amount from Chabot comes down to 5. Therefore, LPC reaps the benefits right away by being able to hire 5 new faculty, instead of paying $69,000/year for each FON transferred to LPC.

Dr. Walthers and Ms. Lang discussed the position control module and vacant positions with funding still attached. Now it is time to decide which to fill or zero out to balance the budget.

The question was asked: how much of the Non-Instructional Program Budget will be funded? This will become part of the conversation over the summer in finalizing the budget. It is going to be difficult to hire classified staff unless we can convince the District of the needs.

The good news is that we are on target at this time.

6. Area Reports and Decisions

a. **Academic Services** – Dr. Noble was at District in the Board Policies Revisions meeting.

b. **Administrative Services** – Nothing further to report.

c. **Student Services** – VP Rodriguez was at District in the Board Policies Revisions meeting.

d. **College Enrollment Management Committee (CEMC)** – Dr. Walthers met with DEMC and they set targets, although they may need to re-address these later based on new numbers from the DBSG process. LPC overestimated in the first round, which will make it easier to adjust later.

e. Facilities Committee - Nothing further to report.

f. Institutional Effectiveness Committee (IEC) – Mr. Samra reported that the committee has finalized two KPIs and will likely report on this to the College Council in September.

g. **Resource Allocation Committee – RAC*** – Bob D'Elena mentioned that the RAC approved the new Instructional Equipment Request form and the rubric for this was shown at this week's RAC meeting. New Instructional Equipment Requests for Spring 2014 will be allocated by June 30th. Voting on the Instructional Equipment Requests will take place in May. The RAC also approved the Non-Instructinal Equipment Requests and sent the list to the President this week.

h. Staff Development Committee–Mike Sato mentioned the committee recommends that the number of mandatory flex days be kept at two.

i. Sustainability Committee – Mike Ansell reported that May 9th will be the Bike to Work/ School Day.

In addition, a student on the committee, Christine Kelly, wrote a grant from StopWaste.org for $5,000 for a composting system, which will be placed behind the M&O yard. This will be a big 'earth tub' and has also been approved at the Facilities Committee. The ASLPC gave $2500, and there is a matching amount from the District. The committee still needs to find $20,000, and we have $12,500 from District Facilities Deptarment. This system will take wet waste from the café, compost it, and the horticulture and viticulture programs can use it for experience.

Other projects are: Colin Schatz is working with a student on a transportation app, for students to be able to get together and carpool to LPC or any location. The committee will be reviewing the Climate Action Plan. Regarding electronic pay stubs, faculty agreed to this, and District IT is now working on the project.

j. **Academic Senate** – Absent; attending State meeting.

k. Classified Senate – Frances DeNisco shared that the Senate is trying to get fundraising for attendance to the State Classified Senate (4CS) annual conference for 1 attendee. The Senate also amended the bylaws to only elect officers for the Fall, not Senators yet. Many offices are moving and there will need to be a regrouping of Senators' areas.

Ms. DeNisco mentioned that she and several other classified professionals will be attending a 4CS meeting in Napa to learn more about Administrative Service Unit SLOs,

as many classified on community college campuses in student services and administrative departments will need to be involved in writing the ASU SLOs.

l. **Student Senate**– Neither Cherry Bogue nor Ignacio Cortina were unable to be at this meeting as Student Senate elections are being held today. Ms. Bogue is running for Student Trustee, and Mr. Cortina for another term as Vice President.

m. **Faculty Association (FA) –** Ms. McCoy stated that FA elections were held and LaVaughn Hart will now represent the FA in college and district meetings. The members thanked Ms. McCoy for her years of service on College Council.

n. **SEIU -** No representative present.

7. Equity Perspective & Reflection: CCN Equity Point Person Questions

a. How did the decisions we made impact various members of our community? Consider matters such as equitable distribution of resources, student access to services, barriers related to language, economic status, transportation, and literacy level, etc

i. It was noted that Flex Days are disruptive to programs and students.

b. In what ways has the meeting process been equitable? Were all constituencies heard from? Were there voices that were not considered?

i. Many people were not in attendance today so some opinions were not available.

c. Do we need more information or support related to this dialogue? What additional information or support is needed to assist the decision-making process?

i. There was lots of useful data presented today.

8. Adjournment

The meeting was adjourned at 4:08 PM.

Respectfully submitted,

Sharon Gach
Administrative Assistant, Office of the President

* Formerly Planning & Budget Committee (PBC)

Next Meetings:
1.*Possible-Save the Date:* 5th Thursday, August 29th

2. September 19, 2013

2:30 PM, in Conference Rm 1687, SSA!