LAS POSITAS COLLEGE

College Council

Thursday, May 16, 2013
2:30 p.m., Room 4129

AGENDA

1. Call to Order	Walthers
2. Review and Approval of Agenda	Walthers
3. Review and Approval of Minutes – April 18, 2013 (if available)	Walthers
4. Old Business	
a. NIKE Art on Campus Update	Flores
b. Active Shooter Task Force Recommendations	Tarte
c. Planning Task Force Findings	Thompson
d. College Council, Next Steps	Walthers
5. New Business	
a. Substantive Change letters to ACCJC	Noble
6. Area Reports and Decisions	
a. Academic Services	Noble
b. Administrative Services	Walthers
c. Student Services	D. Rodriguez
d. College Enrollment Management Committee (CEMC)	Orf
e. Facilities Committee	Walthers
f. Institutional Effectiveness Committee (IEC)	Samra
g. Resource Allocation Committee (RAC)	D'Elena
h. Staff Development Committee	Sato

LAS POSITAS COLLEGE

College Council

Thursday, May 16, 2013
2:30 p.m., Room 4129

i.	Sustainability Committee	Carson/Schatz
j.	Academic Senate	Thompson
k.	Classified Senate	DeNisco/Steffan
l.	Student Senate	Bogue
m.	Faculty Association	McCoy
n.	SEIU	Eddy

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

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

   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?

8. Adjournment

Next Regular Meeting: September 19, 2013
Room - TBD
2:30 p.m.

DATE: May 3, 2013

TO: President Kevin Walthers

FROM: Active Shooter/Critical Incident Taskforce

SUBJECT: Law Enforcement for LPC and Securing our Infrastructure

In our first report the Active Shooter/Critical Incident Taskforce made a series of recommendations concerning an integrated response that dealt with the intervention/prevention model. We are well on our way as a campus with the mental health aspect of that program thanks to the continuing efforts of Dayna Barbero of the Student Health Center along with the LPC Counseling and DSPS Programs. ***However there is limited coverage on Fridays, when there are still significant numbers of students, faculty and staff on campus. We are recommending that the Health Center, counseling and DSPS hours of operation are expanded to better cover those instructional hours on Fridays.***

Additionally, the securing of the campus infrastructure is also necessary for the integrated model to truly be in place. However, the information needed to present a recommendation is harder to come by. ***According to Tim Nelson, District M&O Manager, we would need to hire a consulting firm to conduct a survey to determine how many "Columbine" locks and window coverings (and types) would be needed. Mr. Nelson also said that once that survey was completed, a bidding process would have to take place to hire a firm to install the modifications.***

The third part of our proposal was to explore the options of armed law enforcement on campus. For the past several weeks, members have been meeting with or researching various options for armed law enforcement on campus. Below you will find the different options as originally presented and the estimated costs for each one.

NOTE: Until May 24, we have a small window of opportunity to obtain a grant from PoliceGrantsHelp.com for School Resource Officers. Ms. Sarah Wilson of this organization has offered to write the grant for LPC for a nominal fee of $1000. The taskforce strongly recommends that we go after this grant and utilize Ms. Wilson. This organization is located in San Francisco.

Ideally, a district-wide police department made up of POST certified and sworn police officers, supplemented by campus safety officers would be the solution to having a professionally trained, certified and armed presence at Las Positas College as well as Chabot. However, the time to accomplish this task is, in the opinion of the taskforce, too long to wait for. Even if the board were to approve the creation of a district police department at their next meeting, the actual time to rollout would be a minimum of one year from date of approval. This time estimate is optimum if everything that is required to start an agency can be in place and ready to go prior to the hiring of police officers.

These requirements include, but are not limited to the following: Liability insurance, pay and benefit structure, (including retirement) training funds, equipment, to include agency equipment such as office supplies, computers, licenses with the California Department of Justice, qualification with the California POST Commission (which is not mandatory but very prudent to do) police vehicles, long weapons and personal safety equipment (state law requires the agency to provide this).

In that regard, we believe that the ultimate goal should be a college district police patterned after any of the over 70 community colleges that already have a police department or any of the CSU/UC's that all have campus police. As stated above, the time from approval to rollout is too long to wait in today's world.

As an alternative to the above, the following, in order of preference are submitted for your review and submission to the board:

1. Livermore Police Department officers patterned after their successful School Resource Officer program. This would cost the college/district approximately $700,000 a year for four officers for approximately 18 hours a day, Monday through Saturday (This includes pay and benefits, with LPD picking up any worker compensation issues due to OTJ injuries). This cost will vary after contract negotiations concerning actual hours per day worked. Four officers would give us coverage from 0700 to 2300 Hrs each week day and

from 0800 to 2000 Hrs on Saturdays. Special events would have to be discussed and arranged in the contract. We require four officers to have one on duty during day and evening classes and also to cover day off/vacation relief.

2. A district-wide contract with the Alameda County Sheriff's Department patterned after the contract between ACSO and the Peralta Community College District. This contract covers three of the four colleges in the Peralta district and costs approximately $2,780,000 dollars for the 2012-2013 school years. (Attachment #1) This cost covers approximately 88% of Peralta's security needs. (Attachment #2). This cost to Peralta would be approximately $250,000 to $300,000 lower for our district with only two colleges and would cover more than 90% of our security needs as a district.

    a. It should be noted that the district currently pays the City of Hayward $233,005 annually for **one** police sergeant to run the Campus Safety Office at Chabot College. (Attachment #3)

3. Having existing Campus Safety Officers given "Powers to Arrest" authority and training under Section 832 of the California Penal Code to include firearms. This training, 64 hours in length with the firearms component, confers upon our safety officers limited arrest authority with board approval and an MOU with the Livermore Police Department to accept persons arrested for transport to the county jail. This option is the least desirable. While it gives us trained and armed safety officers, it is a grey area of authority and, as with the option of a district-wide police department, training, equipment, liability insurance and certification are expensive and time consuming. It should be noted that most of the campus safety officers who work for LPC are either retired law enforcement or currently serving "Level 1" reserve peace officers. (A Level 1 reserve officer is one who has had the same academy training as a full-time paid peace officer but is not working at a full-time position.)

4. Maintain the current campus safety operation with no alteration. This is not a recommendation by the taskforce.

In the area of infrastructure upgrades to improve classroom and non-classroom physical security, as stated in our first report and above, the taskforce believes that it is imperative that this be accomplished simultaneously to picking and implementing a law enforcement option.

Respectfully Submitted,

(SIGNED)

Mark Tarte
Task Force Facilitator

Task Force Members/Contributors:

Dayna Barbero	Carol Edson
Joe Cook	Theresa Dubord
Jim Gioia	John Gonder
Ron Johansen	Ernie Jones
Craig Kutil	Sean Prather
Jesse Martinez	Barbara Morrissey
Jeff Nelson	Ryan Sanchez (LPD)
Catherine Suarez	Seb Wong

cc: File

Las Positas College

Recommendation from Planning Task Force

Integrated Planning Committee

The LPC community has shown a great preference for keeping College Council and adding a Planning Committee to our structure. The Planning Task Force modified its proposal by reducing the tasks of the proposed Integrated Planning Committee, and either keeping tasks with or adding tasks to College Council. There is the general recognition of both the committee members, and many in the general population that College Council will have to be revitalized and perhaps reconstituted in order to make sure that this committee is able to accomplish these tasks successfully.

The College Council is the College President's committee. The following is a recommendation to the President as to what needs to be identified and perhaps changed in the Committee:

1) **The purpose of College Council needs to be identified.** Different presidents have used this committee in a variety of ways – it would be helpful to have a specific reason for the existence of this committee. Is it to advise the President? For the President to communicate actions? For the College Community to exchange information? To manage the College's building block documents and accreditation?
2) **The following tasks for the committee have been identified by the Planning Task Force (most are already in the Committee's Charge):** Formulate, review and revision process for Mission, Vision, and Values statement; Formulate, review and revision process for College Goals; Review governance structure; Serve as a liaison to Chancellor's Council; Serve as a liaison to District Budget Study Group; and Coordinate the Accreditation Process (this might best be done by having an Accreditation Subcommittee of the College Council). The College Council can take on more tasks, of course, but these are the critical tasks for accreditation and district governance.
3) **We need to institute an Accreditation oversight committee.** If the oversight of accreditation process is not included in the planning committee's charge, they need to integrate our accreditation plans through summary level documents (similar to summary level Program Reviews) generated by another committee. We are required by ACCJC to integrate accreditation throughout the institution, so our practice of having it be the responsibility of one administrative office needs to change. Since the level of work changes from year to year, it might be best to have this as a subcommittee with varying composition.
4) **Who is needed for College Council Tasks as compared to who is needed for sharing of information?** One of the challenges of getting work done in College Council is that a sizeable number of committee members are chairs of committees. They already have a workload running their committees (often without reassigned time). Adding College Council work to their plate is a lot to ask, so the role of most members has become to share information rather than to coordinate action. It may be that a "Core" of College Council should be identified for intensive work, or that the committee meet twice a month, once for work, and another for sharing information. The composition also needs to be reviewed, as many committees do not sit on College Council. The voting structure also needs reviewing as multiple times the committee has not been able to make quorum.

Las Positas College – Planning Task Force
Integrated Planning Council (IPC)

Draft of Charge and Responsibilities

The Integrated Planning Council (IPC) will make institutional level planning and budgeting recommendations to the College President by using the Mission, Vision and Values Statements, College Goals, and summary level Program Review, SLO, and accreditation documents as its focus, incorporating internal and external environmental scans, and State, Federal, and ACCJC mandates as required.

The responsibilities of the IPC will include, but are not limited to:

1. Guide the institutional and strategic planning efforts, by making planning and budget recommendations
2. Identify processes for
    a. integrating the College strategic planning documents, including the Summary-Level SLO and Program Review documents, into planning
    b. integrating and communicating the planning priorities to committees for allocation purposes
    c. integrating the assessment of institutional effectiveness into planning
3. Recommend planning priorities to the College President
4. Communicate planning priorities to the appropriate committees and to the College.
5. Coordinate response to institutional-level mandates from State, Federal, and accreditation entities (this entails soliciting feedback from affected groups and coordinating any needed changes in process, documentation, etc.)
6. Evaluate charge and tasks on a regular basis

Notes:

ACCJC – Accrediting Commission for Community and Junior Colleges.

Changes have been made from original draft due to feedback from college constituencies.

Las Positas College

Recommendation from Planning Task Force

Integrated Planning Committee - Committee Composition - *DRAFT*

Voting Membership

4 Administrators – 1 VP, Researcher, 2 Administrators at large (ideally someone from Business Services), 1 Dean

Faculty Division Representatives – Currently 1 Student Services and 3 Academic Divisions

4 Classified Representatives – All at large (the Classified Senate will review this at their next meeting)

2 Student Representatives

Non-Voting Membership

College President

*** Co-Chair** (2 year)

*** Co-Chair** (1 year – becoming a 2 year chair after next year)

Academic Senate President – Can double as Division Representative

Classified Senate President - Can double as Classified Representative

Student Senate President - Can double as Student Representative

FA Representative - Can double as Division Representative

SEIU Representative - Can double as Classified Representative

**** Chairpersons*** - An application to co-chair may be submitted by faculty or classified.

5/14/13, Version B

LAS POSITAS
COLLEGE

June 1, 2013

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial Blvd.
Novato, CA 94949

Subject: Need for Substantive Change Notification – Las Positas College

The following formal communication is presented as notification to establish the need for a Substantive Change at Las Positas College. This letter identifies the description, the need, and the anticipated effects of the change.

Description of the Change

The purpose of this communication is to notify the Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) of the Transfer Degrees completed and approved by the Chabot-Las Positas Community College District (CLPCCD) and the California Community College Chancellor's Office (CCCCO).

It is mandated by law that California Community Colleges must develop Associate Degrees for Transfer (ADT) using the currently accepted templates developed by statewide faculty groups and include currently accepted C-ID Descriptors for courses included in the Transfer Degrees. Las Positas College has actively participated during the past semester in working toward the goals established with the California Community College Chancellor's Office and has completed five Associate Transfer Degrees.
The following Transfer Degrees are completed and approved:

Early Childhood Education	AS-T
Geology	AS-T
Math	AS-T
Psychology	AA-T
Sociology	AA-T

Need for the Change

As noted above, the need for the additional degrees is legislatively mandated; however, it is undeniable that these degrees will facilitate many more students' success in completing educational goals at the community college and enhance their ability to transfer into the California State University (CSU) system.

Anticipated Effects

The most obvious anticipated effects are for our students. Current degrees remain in place and the addition of these ADTs will provide students more options to meet their educational goals. There will be enhanced ability to transfer from Las Positas College to the CSU system. Additionally, students will also find transfer of courses taken at other California community colleges to Las Positas College and from Las Positas College to other California community colleges will be facilitated due to the mandated similarity of C-ID courses statewide.

Please let me know if this proposal information requires a Substantive Change document. Las Positas College will complete the process as required. If you have any questions, please contact me at Las Positas College at (925) 424-1103. Thank you for your review of this information.

Sincerely,

Janice Noble, Ph.D.
Vice President of Academic Services
Las Positas College
jnoble@laspositascollege.edu

LAS POSITAS
COLLEGE

May 15, 2013

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial Blvd.
Novato, CA 94949

Subject: Need for Substantive Change Notification – Las Positas College

The following formal communication is presented as notification to establish the need for a Substantive Change at Las Positas College. This letter identifies the description, the need, and the anticipated effects of the change.

Description of the Change

Las Positas College (LPC) is aware of the changing nature and direction of California Community Colleges; specifically related to the populations served and the programs of study the Chancellor's Office has directed colleges to emphasize. These include Transfer, Basic Skills, and Career and Technical Education (CTE). Through the annual review process for the college's mission, vision, and values, it was determined by the Planning Task Force, College Council, Classified Senate, Student Senate, and Academic Senate that LPC's statements needed to be changed to reflect the changing direction of the California Community Colleges system.

Need for the Change

The current LPC mission is *Las Positas College is an inclusive, learning-centered institution providing educational opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students. Students develop the knowledge, skills, values, and abilities to become engaged and contributing members of the community.*

While the Mission Statement is comprehensive, the LPC Planning Task Force believed the college was no longer able to effectively address all areas of the mission. Specifically, the list of opportunities the college needed to provide no longer matched the expectations of the Chancellor's Office. Among other things, these opportunities include: creative and personal development.

The proposed new mission emphasizes simplicity and clearly focuses on exactly what community colleges are expected to do in the future. It states:

Subject: Las Positas College's Substantive Change Proposal Notification

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

The new Mission Statement has been streamlined and tailored to be in alignment with the State of California Chancellor's Office Mission for community college education. Those items that were removed from the previous Mission Statement are now reflected in the Las Positas College's revised Vision and Values Statements. These statements are:

Vision
Las Positas College strives to be California's premier Community College, setting the standard through opportunities for developing knowledge, skills, values, and abilities that foster engaged and contributing members of society.

Values
Las Positas College thrives as a collaborative teaching and learning community committed to integrity and excellence by:

1. Encouraging and celebrating lifelong learning
2. Responding to the needs of the ever-changing workplace
3. Demonstrating civic, social, and environmental responsibility
4. Promoting ethical behavior, tolerance, and mutual respect in a diverse community
5. Fostering a climate of discovery, creativity, and personal development
6. Holding firm the belief that each of us makes an astonishing difference

Anticipated Effects

The new Mission Statement will assist Las Positas College to more effectively focus our efforts toward students' success in the areas defined by the Chancellor's Office and direct planning and resource allocation to those areas defined by the Chancellor's Office Mission. In addition, the simplicity of the Mission Statement will aid the college in data collection and analysis directly related to those areas included in our mission thereby better understanding our students and their successes.

Please let me know if this proposal information requires a Substantive Change. Las Positas College will complete the process as required. If you have any questions, please contact me at Las Positas College at (925) 424-1103. Thank you for your review of this information.

Sincerely,

Janice Noble, Ph.D.
Vice President of Academic Services
Las Positas College
3000 Campus Hill Drive, Livermore, CA 94551-7623 Tel: 925.424.1000 Fax: 925.443.0742
www.laspositascollege.edu