Approved
2/21/13

LAS POSITAS COLLEGE

College Council

November 29, 2012
2:30 p.m., Room 4129

MINUTES

Voting Members Present (co-chairs receive 1 total vote/ not 2):

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

Others Present: Marilyn Flores, Sharon Gach.

1. **Call to Order** – The meeting was called to order at 2:38 by Dr. Walthers.

2. **Review and Approval of Agenda** - The agenda was approved with one change to to remove one word in item 4.b. "~~KPI~~ Recommendations from the IEC."

3. **Review and Approval of Minutes –** The minutes of September 20, 2012 and October 18, 2012 were reviewed and a few changes were made on each set of minutes. It was M/S/P to accept the September 20, 2012 minutes with the changes made (DeNisco/Samra). It was M/S/P to accept the October 18, 2012 minutes with the changes made (D. Rodriguez/Samra).

4. **Old Business**

   a. **Planning Task Force Report** on Proposed Statements and Streamlining College Committees

   The Task Force will meet on November 30th after 3 weeks between meetings. They have the final feedback from Town Meetings and the Student Senate on the on the proposed Mission, Values and Vision Statements. The Academic Senate will vote on the proposed statements at their January13th meeting.

   The next work for the Task Force is to look at college strategic processes and leave the exact verbiage of the Mission, Values, Vision statements to a small group to complete. The group is asking if one administrator and one classified person would wish to be

involved and these volunteers will be chosen at the next Task Force meeting. In addition Bob D'Elena and Angella Ven John have agreed to do the final wordsmithing.

At the next Planning Task Forcemeeting the focus will be on DBSG work. There are a series of tasks from the DBSG to move toward a Revenue Based Allocation model. This activity includes looking at all areas that generate revenue, and what is allocated out and what stays at each center. This is more controversial because things are not equivalent among the site, so LPC representatives see this as a very important step.

b. Recommendations from the I.E.C. – Mr. Samra reported on the criteria discussed in the IEC for the charge of this Committee, saying that the proposed charge is broad enough to meet the evaluation needs of the college. The goal of the IEC is not to replicate the work of college committees but to confirm that the methodologies are valid for the evaluations done by the committees.

The proposed charge of the IEC Committee is: *The Institutional Effectiveness Committee provides ongoing and systematic evaluation of key college processes and metrics that lead to recommendations or sharing of information for improving student learning and institutional outcomes.*

After brief discussion it was M/S/P to approve the above charge of committee (Cole/ Steffan).

Currently the IEC is identifying what are the key processes of the college and which could change based on the needs of the college. The IEC will continue to report its work to the College Council, and to other committees as needed.

5. New Business

a. **Budget Current Year 2012-13** - Kevin Walthers reported that since Proposition 30 passed the District is in better shape than we expected to be. He and Administrative Services are currently monitoring the first quarter of spending and we are ahead of budget. By December 20th to mid-January the budget should be loaded into Banner. All departments are being frugal and this is good. He asked that everyone continue to have their expenditures go through the Vice President's offices, so that we don't shortchange classes or students if the money is not available for the expenditure. He anticipates that the overall operating budget will be down 15% over last year as we are creating savings by not filling positions.

In light of Proposition 30 funds coming through, the College is completing the Vice President of Administrative Services search process; six candidates are being interviewed next week. He is also collaborating with H.R. to post the 1year Interim Dean of STEMPS for February 2013, the Dean of Student Services, as well as the Executive Assistant to the President. He asked if there were any questions on the current year's budget, and there were none.

b. **Budget Planning – FY 2013-14** - Dr. Walthers informed the Council that since Prop. 30 passed, we get to keep the funds allocated by the legislature last year, which seems like one of the 'legislative tricks' that occur in some states. It will require $600,000 to catch up to the workload reduction process which will be dealt with through the DEMC and DBSG.

He believes LPC will have to load up the summer schedule, then roll it back. There will be more information on this after next Friday's DBSG meeting.

There are a number of decisions to make to come up with funds for important big ticket items for 2013-14. The College has suspended 2 Dean positions, and we are not discussing putting the Academic Services dean back. We will probably need to post the Dean of Students and Diana Rodriguez will bring forward a proposal for how to address this.

Another large item for next year is the Child Development Center. The District covered its operation for 1 year, therefore about $350,000 will need to be located for the 2013-14 year's operation. It was asked how are the CDC finances looking this year; they are ahead in revenue, but also in expenses, overall, not a better position. We are required to put together the CDC business plan by February 2013. There will have to be a subsidy no matter what, as the cost of each fulltime child without subsidy would be $1,800 per month.

6. Area Reports and Decisions

a. **Academic Services** – Janice Noble shared that there has been quite a bit of work for the Curriculum Committee lately, much to do with repeatability. They are still in the process of implementing the CurricUNet software and glitches are being repaired as they come up.

She is also happy to report that the new Scheduler has started work, Andrea Migliaccio. Sarah Aubert is on campus assisting in her training and they are just about ready to roll the schedule for next year.

For Accreditation we are working on the DE Substantive Change courses, and plan to get the internal and District processes complete by March, and then send to ACCJC in May. Soon they will start the Substantive Change Document for the Surgical Technologist and Paramedic Programs also.

b. Administrative Services – Dr. Walthers reported that Steve Gunderson now reports to CTO Janine Methe, however all budgets, activities and responsibilities remain at LPC.

c. Student Services – Diana Rodriguez advised the Council on a number of matters:

- A joint-use form for Program Review is being created with Academic Services and Student Services.
- Student Services is working with instruction on the Livermore Valley Charter Prep High School initiative to make for a smoother process next year.
- The One-Stop Center will be moving to the LPC campus in Spring, 2013, however no specific date is available yet.
- A new location for the Veteran's Center is in discussion and Todd and Diana will be discussing this with the District.
- It is predicted that departments will move into the new SSA building during mid-Spring term 2013
- Student Services is discussing with the Academic Senate how best to implement SB1440, especially with a new definition of matriculation.
- The Scholarship Review Committee is already busy with applications.
- Diana has made contact with the Hispanic Community Affairs Council (HCAC). They provide thousands of scholarships to Alameda County students and she will work to get more LPC students involved with the HCAC.
- Diana is serving on the VP of Administrative Services Hiring Committee.

d. **College Enrollment Management Committee (CEMC)** – Dr. Walthers said that Dr. Orf is teaching a class at this time. At the CEMC next week there will be discussion of a task force to create a base for how to add or reduce classes. It is expected that there will be a long dialogue about this and it is hoped a useful process will come of this work. Dr. Walthers has asked Mr. Samra and both VPs to create historical documents of our FTEF and FTES information for next Friday's meeting.

e. **Facilities Committee** - Dr. Walthers mentioned that Scott Miner, Facilities Chair is also teaching a class at this time. The Facilities Committee is happy to report that about $21 Million left from the Measure B funds will be available for capital projects on the LPC campus. Doug Horner from District is creating a process for how to request some of those funds. We will definitely have to find locations for the Veterans Center, Ricoh Copy Center, Mail Room, and the One-Stop Center. If you know of a group that needs space please send your information to Renee Pegues for the Facilities Committee. The Facilities Committee has heard from programs that need space, including the Library expansion/renovation (which is in the current Master Plan), and programs that could possibly grow with additional space, such as the Honors or Math Programs.

f. **Institutional Effectiveness Committee (IEC)** – Mr. Samra reported that there are now a total of 116 KPIs, after cleaning up and re-grouping the list. The IEC members voted to review the KPI list 1 more time to determine if they are SMART, and whether they can be accomplished by June 1, 2013.

g. **Resource Allocation Committee (formerly PBC)** – Dr. Walthers shared that the Tangible Resource Allocation Committee has shortened its name to the Resource Allocation Committee (RAC). This Committee reviewed the instructional equipment requests and approved every item, for a total of $200,000. The fact that all were approved shows that departments submitted a well thought-out and quality list.

h. **Staff Development Committee**– Michael Sato said that the Committee is determining a Flex Program for the 2013-14 year including the number of flex days, how many set or variable, including Convocation and College day. The Committee has asked Academic Senate if they would like to participate in the planning and he invites the College Council to participate also. There will be request for funding brought in the Spring of 2013.

i. **Sustainability Committee**– Rita Carson mentioned that the 2010 Climate Action Plan is ongoing, and is prepared annually by consultants. Our progress reports show that we are reducing our carbon footprint at LPC. It may require another consultant to complete the larger projects. All this information is on the Green Page of the LPC website.

j. **Academic Senate** – Ms. Thompson said the Senate is working on demands from the State regarding curriculum, and considering the LPC Committee structure, and the Mission, Values and Vision statements. She showed on-screen the directive from the State Chancellor's Office – a set of goals for the number of transfer degrees to be done by the end of this year, and for the following year.

   By the end of June 2013, 80% of degrees must be AAT or AST degrees. However there are 2 memos from the State with different language, which is a challenge for all the community colleges. There is no clarification available from the State on this; and a report is due to Sacramento by January 31st. Sarah and Jeremiah Bodnar, Curriculum Committee Chair, worked on this and came up with 3 possible options of how this could play out. Sarah showed these on-screen. They will send this information to the Divisions for further discussion and input. Going forward all individual courses must match the CID numbers or go through a rigorous process in Curriculum Committee.

k. Classified Senate – Todd Steffan recognized the work Frances DeNisco is doing to build morale through the Senate. There have been Senator visits to staff members' desks, a potluck will be held next week and a film shown. The Senate is working on Flex Day for late February. He also thanked the students and Veterans for all their great work on Prop 30.

l. **Student Senate**– Cherry Bogue said the Senate is wrapping up the semester and planning how to continue to best represent the students and also rethinking EPP questions. They are becoming more focused as a body, how they do things, and how they vote. The Senate Legislature Committee is working on talking points for the post-holiday legislature regarding Prop 30. Also a committee is setting up in the Tutorial center for the Prep to Pass, 3 days of free tutoring.

Dr. Walthers Walthers congratulated the Student Senate on all its work for Measure I and Prop 30. They had a voter registration drive on campus which contributed to the last day of State electronic voter registration when 250,000 people were registered. In addition, Dr. Walthers thanked Cherry herself for visiting over 70 classes for voter registration and Prop. 30 education.

m. Faculty Association (FA) – No report

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

7. Next Steps (no items)

8. 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…

Discussion were held with all members of the community in mind.

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

The Council inquired several times to make sure all constituencies were heard from.

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?

For ongoing projects additional information will be brought to the Council as needed.

9. Adjournment

The meeting was adjourned at 3:42 PM.

Respectfully submitted,

Sharon Gach
Administrative Assistant, Office of the President