College Council Minutes
Thursday, December 11, 2014
2:30 – 4:30 p.m. – Room 1687

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 Focus Goals

- *Equity*
- *Completion*
- *Excellence*

LPC Planning Priorities

- *Support for the curriculum process*
- *Technology utilization with an emphasis on staff development*
- *Success and persistence through the Basic Skills sequence*
- *Accreditation*

Voting Members: Quorum = 9

Position	Name			Position	Name	
President (Chair)	Barry Russell	X		**Academic Senate President**	Tom Orf	X
VP Academic Services, Interim	Renee Kilmer	X		**Academic Senate Vice President**	Greg Daubenmire	X
VP Student Services	Diana Rodriguez	X		**Classified Senate Co-Presidents**	Frances DeNisco	X
VP Administrative Services	Jeffrey Kingston	X		**Student Senate President**	Rafi Ansari	X
Institutional Planning Comm. Chair	Rajinder Samra/ Sarah Thompson	X		**Student Senate Vice President**	Paulina Reynoso	
Resource Alloc. Comm. Chair	Gerry Gire	X		**Facilities / Sustain. Comm. Chair**	Dyan Miller, alternate	X
Inst. Effectiveness Comm. Chair	Rajinder Samra			**Staff Development Comm. Chair**	Greg Daubenmire	
CEMC Chair	LaVaughn Hart			**LPC SEIU Rep.**	William Eddy	X
CLP FA Site VP	LaVaughn Hart					

Other Attendees: Kelly Abad, Executive Assistant (minutes)

1. **Call to Order** - Dr. Russell called the meeting to order at 2:37 p.m. and noted that a quorum was present. The December meeting was originally canceled. IPC requested to bring an item to College Council in December and the meeting was scheduled.

2. **Review and Approval of Agenda** – The agenda was reviewed and it was motioned, seconded and voted to approve with changes **(Orf/Miller**). Under New Business: *b. Review Improvement Plan*, the agenda should state, "Review Improvement Plans." Mr. Ansari asked if discussion could take place to add students to all Administrator hiring committees. Add "Potential Changes to Shared Governance Document" under the Student Senate section.

3. **Review and Approval of Minutes** – The minutes of November 13, 2014 were reviewed and approved (**All in favor**).

4. **Old Business - no news to report.**

5. **New Business**
   a. **IPC Recommendation to Add Duty to College Council Charge –**
   Mr. Samra discussed the integrated planning and budgeting process. As the Integrated Planning Committee went through it, there were things that were unclear. IPC reviews planning documents and program review summaries and makes planning priority recommendations to the President. At the same time, budget planning is taking place. While the President is building the budget, he has to make sure that he is in alignment with the planning priorities and goals. It was recommended by the IPC that we come to College Council for feedback on adding a charge to make sure that the budget is aligned with the priorities. There is much representation on the council with allocating committees. Could College Council take on this role?

   After review of the draft budget planning process, President Russell asked if the change on the chart would be basically drawing a line from the President to College Council. Mr. Samra stated that the process will become linear instead of the current circle. Jeff Kingston is helping with the new draft. Mr. Kingston stated that the concept would include having four major committees that inform the budget. The chart is currently missing the budget development step. The idea is that the Tentative Budget would be reviewed by College Council because all committee chairs sit on the shared governance committee. The recommendation to the President would come from the council. The Resource Allocation Committee, Facilities Committee, Faculty Prioritization Committee, and Technology Committee inform the budget. The budget is developed and then reviewed by the council. Finally, College Council would give recommendation to the President. Meanwhile, the state is also informing the budget. It would then come back through the council. The President brings it forward to the District and the District brings the budget to the Board of Trustees for approval. The process will be shown in a linear fashion.

   Ms. DeNisco stated that the IPC questioned who needs to be in the room during these discussions and it included everyone already sitting on College Council. Ms. Gire stated that the Program Review Committee does not attend. Mr. Samra mentioned that Program Review will request to attend. Ms. Gire's comments on inviting technology and any other committees that are not currently on College Council should be recognized.

   Reviewing the integration of planning and budget was added as a bullet to the College Council charge. It was motioned, seconded and voted to approve **(Rodriguez/Orf**). All in favor.

   Ms. Gire stated concerns about RAC's lack of returned feedback. The committee would like to hear if positions are held back. Can the format of the Council meetings be changed to a budget only agenda item? Mr. Kingston stated that when the budget comes in, we will discuss the exceptions to the budget. The budget is rather static and we would only be discussing the changes, which are usually very minor. The bigger details would become familiar. Ms. DeNisco mentioned that the IPC discussed information meetings and possibly special meetings for budget review. All invited may not be voting members of the council but could be an active part of the process.

   Ms. Gire asked that RAC receives feedback on what does not go through. Dr. Russell mentioned that it was communicated back to the division that had the position. The feedback did not go

back to RAC but the point is well taken because it should be reported out. Many things complicated the hiring process, i.e. budgets might change, HR issues, negotiation, job description availability, etc. A standard report should be brought back to RAC, even if it is informing Ms. Gire to take the news back to RAC.

Dr. Russell asked when the council gets to see the linear model. Mr. Samra stated that the IPC is meeting on Monday, December 15th. The council should have something before March.

b. Review Improvement Plans: Communications by Committees – Mr. Samra stated that there is work needed with committees on the process for communicating committee outcomes and information to campus constituents. A thought is to add the previous minutes to the agenda announcements. All meeting minutes are supposed to be posted on the grapevine. The announcements could link back to the website to make sure that each committee is held accountable.

Dr. Russell mentioned that if you refer people back to the website without any talking points, it is like a needle in a haystack. The normal every day person is not going to read minutes. Dr. Orf added that he got more positive feedback on talking points than anything that the senate has done. Ms. DeNisco said that there has been some backlash received by sending out information committee reports because they were not official minutes. Dr. Orf sends out only brief bullet points. Is the recommendation to provide talking points? If so, you are asking people to do more work without release time. Ms. DeNisco mentioned that we have one good example on how we are working on it. Others can be encouraged to do it. Pointing back to the minutes is not the best way, but it is a way.

Mr. Samra mentioned that there is a second improvement plan in regard to training committee chairs on the character and use of dialogue as a tool for continued improvement of programs and processes. This may fall under the overarching 1B and it is considered vague. Ms. Gire stated that Sharon Gach sent out the shared governance document that discussed the communication of committees that we can use as evidence to support the improvement plan.

c. Vice President of Academic Services

President Russell stated that the Vice President of Academic Services search was unsuccessful. The announcement will go out after the first of the year. The search committee will be reconstituted. The challenge is that Dr. Kilmer cannot continue past the end of this semester. Currently, we are trying to identify folks that could fill the role. Ideally, the college needs someone that understands the accreditation process, but we may have to get a consultant to round out all the pieces. The Deans, Vice Presidents and President will keep it going through January and hopefully have someone here in February.

d. Update on Positions

- Athletic trainer is still in the process of moving forward. There are some challenges with the job description due to Chabot's like position is faculty and LPC is suggesting to move forward as a classified position.
- The stage technician should be announced any day.

- Instructional Technology position (1/2 time) has been signed off to move forward. The challenge is that prioritization has moved it to 100% and we have to complete that in two steps.
- Some positions were filled at the Board meeting. Donna Alaoen is the new Administrative Assistant in the President's Office. Sheri Moore was approved as the Executive Assistant to the Vice President in Administrative Services. We will now have an open ½ time position in the Student Life Office. David Rodriguez, Research Analyst, was approved at the November Board Meeting.

6. Area Reports

a. President – No news to report

b. Academic Services – No news to report

c. Accreditation/ALO Report – No news to report

d. Student Services – No news to report

e. Administrative Services

- **Pepsi Contract** – Mr. Kingston discussed the contract with Pepsi. The College has a sponsorship with Pepsi so we exclusively sell Pepsi products. For that exclusivity, we are compensated. The new agreement is for a 3-year term at $8,000 per year. We exchanged the cases of free soda for a rebate instead. Out of good faith, Pepsi will also sponsor some of the college's events by bringing in Pepsi products. There will also be a dramatic price reduction in the product for students.

  What do we do with this money? It goes into other revenue and helps fund co-curricular.

  Dr. Orf asked if Pepsi supplies the vending machines. Mr. Kingston stated that we have some work to do with the vending machine contract. A quick study needs to take place to see where the machines should be located. Contact Jeff if anyone would like to assist with feedback.

  Ms. Dyan Miller asked if there is a process for getting sponsorship for college events from Pepsi. Mr. Kingston will give the contact name and number to Ms. Miller.

f. Integrated Planning Committee (IPC) – No news to report

g. Resource Allocation Committee (RAC)

- **Non-Instructional Position Rankings** – Ms. Gire discussed position ranking. Each committee member ranked the positions anonymously. 50 points is good and it goes all the way down from there. The top 5 positions stood out and the middle ones were only a few points apart. The security officer, webmaster, technology instructional assistant and the instructional assistant in the tutorial center ranked high. The fiscal and administrative services technician ranked high. It was a pretty good collection of positions. The only management position was the Academic Services Dean and the rest were classified. The bottom three positions are listed as information only because they are paid through 3SP funds.
- **Other Clarifications** – Ms. Gire stated that the committee is looking at updating the form. The language needs to be cleaned up because sometimes we are asked to not fill a position when someone leaves. The committee will be working on that.

Dr. Russell mentioned that the prioritization will be used as the college moves through its budgeting cycle. There will be a lot of discussion internally where these positions play out. As the budget gets developed, some positions may get kicked out. As we get more information, we'll figure out where we are within the budget and make our best guess. At that point, he will come back to RAC and respond about what went forward and what did not.

Mr. Eddy mentioned that the compensation piece is being addressed and some positions may change. A classification study was done and according to the Bay 10, the position of a webmaster is grossly underpaid and we may need to change the amount that it goes out for to recruit accurately. Mr. Kingston mentioned that a cost analysis will be done because the prioritization is not done with salaries attached to the position. Ms. DeNisco asked how the college's priorities get included. Ms. Gire stated that they tried to include the planning priorities. Dr. Russell mentioned that one challenge is that the planning priorities are so broad.

Dr. Russell discussed the position of the webmaster. Meeting have taken place and we know that the webpage is hugely lacking, visually and operationally. We have not spoken to students on how it functions for them, but it is not effective. Discussions have taken place with Scott Vigallon and John Gonder. They will take on a review of the webpage and come up with a first run of what needs to be done. With that, Mr. Kingston and his group have been asked to push the webmaster position into the budget. In the meantime, the Scott and John will work with the Technology committee and come to the February Town Meeting to do a webpage presentation. Dr. Kilmer mentioned that not having access to information, from the webpage, is where we do not meet the standard. The College has identified a need and is starting the process to fixing the need. The webpage needs to be functional.

Dr. Russell announced that Dr. Kaye is retiring at the end of the academic year. The position will be up for review and there a plan is needed for filling it.

h. **Facilities Committee –** No news to report

i. **Institutional Effectiveness Committee (IEC)** – No news to report

j. **College Enrollment Management Committee (CEMC)** – No news to report

k. **Staff Development Committee** – No news to report

l. **Academic Senate** – No news to report

m. **Classified Senate** – No news to report

n. **Student Senate** – Mr. Ansari asked to include student representation for all administrator search committees. Mr. Ansari will get the information to Ms. Rodriguez to bring it forward to Dr. Russell. Everyone agrees that students should serve on administer hiring committees. If it is supposed to be there, it will be added.

o. **Faculty Association** – No news to report

p. **SEIU** – No news to report

7. **Good of the Order** – Dr. Kilmer mentioned that there is an Accreditation Steering Committee meeting tomorrow (12/12) to discuss the first draft of the Accreditation report. Dr. Orf mentioned there will be a long CEMC meeting tomorrow (12/12).

8. **Adjournment –** The meeting was adjourned at **4:09** p.m.

Next Regular Meeting: ***January 22, 2015***
Room - 1687
2:30 -4:30 p.m.