

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.

Meeting Name

Members Present (non-voting):

Barry Russell, Ph.D., President (Chair)

Members Present (voting):

Diane Brady, V.P., Admin. Services

Susan Cota, Ph.D., Interim V.P., Student Svcs

Rajinder Samra, IPEC

Scott Miner, Facilities & Sustainability

LaVaughn Hart, CEMC

Diane Brady, Resource Allocation

Karin Spirn, Program Review

LaVaughn Hart, LPC Faculty Association

Melissa Korber, Academic Senate President

Tina Inzerilla, Academic Senate V.P.

Heidi Ulrech, Classified Senate Co-President

Amanda Ingold, Classified Senate Co-Pres.

Ginger Ripplinger, LPC SEIU

Eric Pineda, ASLPC President

Members Absent:

Roanna Bennie, V.P., Academic Services

Greg Daubenmire/Howard Blumenfeld,

Staff Development

Angela Toledo, ASLPC Vice President

Meeting Guests:

Barbara Morrissey, Dean Student Svcs

1. Call to Order

Dr. Russell called the meeting to order at 2:35 p.m. and introduced Dr. Susan Cota as the Interim Vice President of Student Services.

2. Review and Approval of Agenda – The agenda was approved as presented, with the addition of a Measure A information report. **(Miner/Brady).**

3. Review and Approval of Minutes (9/22/16) – The minutes from the September 22nd meeting were approved. **(Inzerilla/Ulrech). All in favor.**

4. Action Items

- a. **Review & Acknowledgement or approval of committee charges:**
- Faculty Hiring Prioritization Committee** – The issues were timing issues and the changes were unanimously accepted by the Senate. It was moved to approve the changes to the Faculty Hiring Prioritization Committee. **(Korber/Inzerilla) All in favor.**

Facilities and Sustainability Committee – There was a motion to table the item and bring back to a future meeting. **(Inzerilla/Korber)**

Technology Committee – There were changes to the membership. The Technology Administrator was stricken and a Vice President added in. The division representation for faculty increase to 5. It was moved to approve the changes to the Technology Committee. **(Inzerilla/Korber)**

Institutional Planning and Effectiveness Committee (IPEC) – Mr. Samra stated that the charge was approved at the last meeting but there was further discussion about adding the VP of Student Services to the membership. The committee voted to request that all three VPs would be members and one dean would be taken off. **(Ulrech/Gagnon) All in favor.**

5. Informational items

a. President

- **President's Goals for 2016-2017** – The President's goals are still being finalized.
- **Committee Governance Worksheets for 2016-2017** – Committees need to send forward their worksheets.
- **Faculty Hiring Prioritization Ranking** – Dr. Russell received the ranking from the committee and is reviewing at the Administrative level and working on budget. The hold on this item coming to College Council is some of the source of funding for faculty will come from strong workforce money. Ms. Shipman has done a great job and has huge

faculty input on her committee. Ms. Korber has a concern about funding from all of these special funds. Dr. Russell and Ms. Brady mentioned that the terms are changing. These funds are more like general fund money. While it is a possibility that this changes, if the positions are generating FTES, the funding will be here for the long term.

- **Measure A Bond** – Dr. Russell showed the presentation that was shown at Town meeting with a few notes that the facilities committee used. Dr. Spirn asked if everyone should say the same thing within the survey if a division has a unified statement or is a single statement fine. Dr. Cota mentioned that this planning seems to be going very fast. Dr. Russell stated that we are trying to meet the District's deadline and it will be reviewed again in the future. It is more about function and needs instead of what buildings look like. A consultant has been here to look at safety in general. A lot of glass can be covered with something that is not bulletproof but could be unbreakable. Money will be spent first on safety and security issues and infrastructure needs that the District has identified on both campuses. The facilities master plan is still there and after building 100 is completed, building 300 would be next.

The planning is way at the beginning. After the survey, a draft document will be completed. The facilities committee members will report from each of their division meetings to the facilities committee. The final due date for the survey is November 4th. Once the District Facilities Committee gets information from the colleges, estimates will be made. During the month of November the divisions and deans will continue to discuss. The December 7th Town Meeting is reserved for the Measure A discussion. The final recommendation will be sent to the Chancellor by December 21st.

- **Committee Governance Worksheets for 2016-2017** – The council was reminded that all committees need to send their governance worksheets forward for the current year.
- Academic Services** – Dr. Russell discussed accreditation and retaining reassigned time for this semester. There is a lot of work that needs to be done with SLOs. We are currently at 56%.
 - Administrative Services** – Ms. Brady stated that there will be a short term task force on facilities rentals and fundraising. Best practices will be looked at and the task force will include the heaviest users of fundraising and rentals. Charges from M&O will also be reviewed.
 - Student Services** – Dr. Cota mentioned that the VP of Student Services recruitment will finalize sometime in January. The goal is to have someone on board March 1st and Dr. Cota will not be here after December 1st. There is a lot of work to do before then. The Student Services budgets, including student equity and success, do not have much coordination. There has not been good planning on how the funds would be spent. She is currently working with the Deans and VPs on ways that one-time money can be spent. Student Services is coming up with an extensive list and working with Guisselle Nunez and Michael Alvarez for intense recruiting plans. Dr. Russell mentioned that he takes responsibility for some of the delay. There are several pots of money that came up at the end of the summer and we were supposed to make plans on how to spend that money to target student success and retention. We will need to send our plan to the District to let them know how we would like to spend the money.
 - Integrated Planning Committee (IPEC)** – Mr. Samra discussed that the committee is getting status of the planning priorities. One is accreditation and the committee was quite impressed by it. The committee is concerned with the lack of progress with tutoring and have voted to request that someone is assigned to the committee. Dr. Cota stated that one of the things being done quickly is increasing the position in the tutoring center to 100%. Having someone do the work is the most important thing right now. Dr. Cota and Mr. Samra will discuss the progress.

- f. **Program Review Committee** – Dr. Spirn mentioned that the committee is reading program reviews. Discussion came up about next year and doing a triennial, but it may not be needed. Mr. Miner asked if we could look at it each year and heavily focus on something different each year.
 - g. **Resource Allocation Committee** – Mr. Gagnon mentioned that non-instruction positions are being reviewed and ranked. The rubric is robust and works. The committee will see them in a week and once the committee votes, it will come to a future meeting.
 - h. **Facilities & Sustainability Committee** – No update.
 - i. **College Enrollment Management Committee** – Ms. Hart showed enrollments were at 3176 and that is an increase of 2.33% over the last fall during the same period. We are up overall for the year by 2.5% and are on our way to meet our target. Our productivity is at 497 and our target was 500. A small group met at DEMC today to start the discussion about next year. We anticipate getting our number for 2017-18 by next Friday and then will probably meet on November 18th to finalize the allocation for each discipline. It is important to grow by about 2% in spring. Ask students to sign up for classes early. Dr. Russell reminded the group that we went on stability this year.
 - j. **Staff Development Committee** – Dr. Russell mentioned that February 21st is flex day and the agenda is still being developed. Dr. Sperling and Dr. Russell will get together to discuss an outline of what the discussion is going to be. The content should be meaningful and include something for classified professionals.
 - k. **Academic Senate** – Ms. Korber mentioned that the senate approved a stop gap measure for the co-chair for the professional development committee. There will be plenty of opportunity for feedback. The Umoja program was also presented at the last senate meeting and was well received. There have been ongoing discussions about Adult Education and there is a task force that sprung up. They are also looking at a slightly different platform in curricunet.
 - l. **Classified Senate** – Ms. Ulrech and Ms. Ingold mentioned that the classified senate has asked the classified professionals for suggestions on what the senate should take on. There will also be dessert available for Halloween on the 31st. Everyone is encouraged to dress up.
 - m. **Student Senate** – Mr. Pineda discussed student body events. He also mentioned their online community and how it keeps track of data on who is getting involved in what activities.
 - n. **Faculty Association** – Ms. Hart stated that the general meeting will be on Monday at 3 p.m. Jonathan Lightman from the Faculty Association of California Community Colleges will be there to talk about what FAC does and also talk about legislation.
 - o. **SEIU** – Ms. Ripplinger mentioned that the chapter membership passed the chapter bylaws, so the next step is elections. Next year the contract will be open.
6. **Adjournment** – Dr. Russell adjourned the meeting at 4:42 p.m.
7. **Next Regular Meeting** – Thursday, November 17, 2016