

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):

Roanna Bennie, Interim President (Chair)

Members Present (voting):

Don Miller, Ph.D., Interim V.P., Academic Svcs

Diane Brady, V.P., Admin. Services

William Garcia, V.P., Student Services

LaVaughn Hart, CEMC

Rajinder Samra, IPEC

Karin Spirn, Program Review

LaVaughn Hart, LPC Faculty Association

Melissa Korber, Academic Senate President

Tina Inzerilla, Academic Senate V.P.

Heidi Ulrech, Classified Senate

Michael Sugi, LPC SEIU

Tatiana Hernandez, ASLPC President

Zainab Dogar, ASLPC Vice President

Members Absent:

Howard Blumenfeld, Staff Development

Scott Miner, Facilities & Sustainability

Joel Gagnon, Resource Allocation

Meeting Guests:

Nessa Julian

Michelle Gonzalez

1. Call to Order

Ms. Bennie called the meeting to order at 2:33 p.m. and there were introductions around the room.

2. Review and Approval of Agenda – The agenda was approved as presented. (Inzerilla/Brady). All in favor.

3. Review and Approval of Minutes (05/18/17) – The minutes from the May 18th meeting were approved (Inzerilla/Samra) Miller abstained.

4. Action Items

a. Review & Approval of Committee Charges

Ms. Bennie discussed the draft of the committee changes and updates timeline. The draft shows dates and months when certain activities should take place. This change would give committees some time to do their work in the fall and then make changes to the committee structure if needed in the spring. If a committee wants to make a change now, it can move forward. This is the transition year and we will see how it works.

b. Governance Participants Document

The governance committee document was handed out and reviewed. Updates happen so often and quickly that the most up to date version will be on the website.

c. Council Schedule for 2017-2018

The College Council schedule was handed out again as a reminder of upcoming meetings. The schedule was previously approved at the May meeting.

5. Informational Items

a. President

- **Travel Restrictions** – Ms. Bennie showed a letter that was received from the State Chancellor regarding out of state travel restrictions. The list includes 8 states: Alabama, South Dakota, Texas, Kansas, Mississippi, North Carolina, Tennessee and Kentucky. These states have laws discriminating against the LGBT community. For the College, anything going forward as an exception should go through Dr. Jackson for approval.

- **Accreditation** – Ms. Bennie met with the Accreditation Steering Committee and Mr. Rajinder Samra will be taking the lead on this committee with Mr. John Ruys. That committee reports directly to the Council. The College was affirmed this summer for the rest of the 7-year cycle. There will be a midterm report due in the fall of 2019.

Mr. Samra stated that the committee is working to try a new approach with mapping standards to committees and offices.

This time the midterm report will only focus on the recommendations that we need to address. There are 5 college recommendations and 4 district recommendations and we have to come up with action plans. The District recommendations will be coordinated between the colleges.

○ **Re-organization**

- **Student Services** – The Student Services re-organization was shown to the council. It was previously presented at College Day. Mr. Garcia stated that Student Services is trying to align expertise and make sure that students are being better served. Dr. Mike Schwarz was approved at the last board meeting to be the Interim Dean of Student Services. Also, the Puente and Umoja programs are listed on here, but it only shows the leads for Student Services. They are collaborations between Student Services and Academic Services.
- **Academic Services** – Dr. Miller showed the list of how Arts and Humanities has been split between the Deans. Even though the list is longer for some Deans, it is really about the number of faculty in those areas. This is how A&H will function through the fall.

- b. Academic Services** – Dr. Miller stated that he is working with enrollments across Academic Services and finishing the last adds and cancellations. 2.5 FTEF have been added. We are setup and right sizing.
- c. Administrative Services** – Ms. Brady mentioned that the budget was due as of last Friday afternoon. There are additional reductions that need to be taken. Vice Chancellor Legaspi will present the budget to the Board in September.

d. Student Services

- **New Integrated Plan Report Format & Timeline for BSI/SSSP/Equity** – Ms. Nessa Julian and Ms. Michelle Gonzales presented the New Integrated Plan Report format and timeline for BSI, SSSP and Equity. The Chancellor's Office is wanting to integrate these programs, but they will continue to have their own budgets. The integrated plan needs to be signed off and approved by the Board of Trustees. The plan has different parts:
1. Previous Accomplishments for SSSP, SE & BSI.
 2. Describe one strategy that LPC has implemented that is resulting in significant gains in completion or closing the achievement gap.
 3. Select five integrated goals and complete a table.
 4. How will LPC accomplish integration of matriculation, instruction and student support to accomplish student goals?
 5. How will LPC address moving students through their goals in non-credit?
 6. Describe the professional development plan.
 7. How and often will LPC evaluate progress towards goals?
 8. How will LPC coordinate efforts for SSSP, SE, BSI with Chabot?
 9. Budget Plan for 2017-2018.
 10. Executive summary narrative.
 11. What support is needed from the Chancellor's Office?
 12. Single point of contact with alternate and signatures.

A timeline of when constituent groups will be made aware and be presented to was shown. This will go to the November Board of Trustees meeting. It is going to be a very tight timeline.

- e. Institutional Planning & Effectiveness Committee (IPEC)** – No update. The first meeting will take place this month.

- f. **Program Review Committee** – Dr. Spirn mentioned that the first meeting was yesterday. Summaries are due on October 16th.
- g. **Resource Allocation Committee** – No update. Mr. Gagnon is absent from the meeting.
- h. **Facilities & Sustainability Committee** – No update. Mr. Miner is absent from the meeting.
- i. **College Enrollment Management Committee** – Ms. Hart mentioned that the update at College Day was that we are up 2%. At this time, the District is up 1.86%. Our non-credit has been growing and that is the positive. We have made an effort to obtain additional funding to meet our targets this year. The District has agreed to release 2 FTEF for the fall and 5 FTEF for Chabot. We are strongly advocating for the spring to add now so there is time to plan.

Ms. Brady let the new people know that FTES stands for full-time equivalent students and FTEF is full-time equivalent faculty. It is a real balancing act to make sure we have enough faculty and rooms for the amount of students we have enrolled.

- j. **Staff Development Committee** – Mr. Blumenfeld was not in attendance. Ms. Bennie reminded the council that flex day is coming up on Tuesday, October 24th.
 - k. **Academic Senate** – Ms. Korber stated that the senate met yesterday. There are 3 executive board members and 11 representatives. Ms. Julian gave the same report to the senate. At this time, task forces are being looked at. There are two with the exact same name and will be changed. Also, Faculty Hiring Prioritization committee report to the senate. Most people are aware of what is going on, but with the SERP, they want to put off their work until later in the semester.
 - l. **Classified Senate** – Ms. Ulrech said that the presidency position is still vacant. Classified Senate is trying to schedule a meeting to sit down and figure out how to move forward for the year.
 - m. **Student Senate** – Ms. Hernandez mentioned that there was a welcome booth in front of the office. The textbook loaner program is now free to students. ASLPC is also sending people to Washington DC. The ICC meeting is on September 1st.
 - n. **Faculty Association** – No update.
 - o. **SEIU** – No update.
6. **Adjournment** – The meeting was adjourned at 3:45 p.m.
7. **Next Regular Meeting** – Thursday, September 28, 2017