



DRAFT COLLEGE COUNCIL MINUTES

September 23, 2021 | 2:30 – 4:30 p.m. | Confer Zoom

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

College Council

Quorum: 10

Non-Voting Members:

Dr. Dyrell Foster, President (Chair)

Members Present (voting):

Kristina Whalen, VP Academic Svcs & Accred.

Steering Cmte

Anette Raichbart, V.P. Admin. Services & Budget Development Cmte

Jeanne Wilson, V.P. Student Services

Rajinder Samra, IPEC

Titian Lish, Resource Allocation

Kristy Woods, Guided Pathways

Mike McQuiston, Technology

Sarah Thompson, Academic Senate President

Craig Kutil, Academic Senate VP

Thomas Orf, Faculty Association

Jean O'Neil-Opipari, Classified Senate President

Elizabeth McWhorter, Classified Senate VP

Kyle Johnson, LPCSG President

Lara Wiedemeier, LPCSG V.P.

Mike Alvarez, LPC SEIU

Members Absent:

TBD, Facilities & Sustainability

Guest: Dan Cearley

1. Call to Order

Dr. Foster called the meeting to order at 2:32 p.m.

2. Review and Approval of Agenda

Mr. Kutil/Mr. Orf/VP Whalen clarified that she will not report on the Institutional Self-Evaluation Report (ISER) at this meeting. No change to this agenda item, VP Whalen will report on the Accreditation Committee for that agenda item. The report out on ISER will be at the October College Council meeting/unanimous.

3. Review and Approval of Minutes (8/26/21)

Mr. Kutil/Mr. Orf/unanimous.

4. Action Items - None

5. Old Business

- **COVID-19 Update:** Dr. Foster reviewed the COVID-19 resources available on the District web site at <http://districtazure.clpccd.org/urgentalerts/index.php>, specifically noting:

- [Student/Employee Flowchart Protocol for COVID-19 Reporting and Return to Work](#)

- [COVID-19 Case Response Form](#)

He indicated that the District has implemented a vaccine mandate for student and they will need to provide vaccine verification. Students do have the option of submitting an exception form for either a medical condition or religious beliefs. Dr. Foster shared the summary data for COVID Compliance Program for Athletics, EMS, ECE dates September 14, 2021, indicating total students (314), unvaccinated/decline (31/5), vaccinated (242), and missing forms (36). Dr. Foster acknowledged that students were unaware of the vaccine mandate prior to enrolling in the courses that require it. Dr. Foster shared the process of following up with the students and their options. He did indicate the College will not drop students at this time. For students requesting exemptions, the College is working with H.R. and Legal in determining decisions. This is currently a "pilot" program and as this is rolled out for spring, there needs to be a way to provide support and address issues on a broader scale. The District has hired a Project Manager, Adrienne Bracks, who will work closely with IT to ensure there is an automated platform to collect the verification forms. We also need to determine how to support Middle College students. Finally, Dr. Foster reported that the Board approved [BP 5210, Communicable Disease Protocol](#) and [BP 7330 Communicable Disease](#) at the September 14, 2021 Board Meeting.

- **2021-22 Return to Campus Plan:** Dr. Foster reported that conversations continue with regard to fully opening for spring with the following goals:
 - 60-65% of instruction will be face to face
 - Regular office hours to provide student support services
 - Meetings on campus, with flexibility to attend in-person or via Zoom
 - On campus events and activities
 - In person commencement

- **Budget Update:** VP Raichbart indicated not much has changed since her last report and that our biggest change for the revenue side this year is the 5.07% COLA that was received, which increased our revenue. We are still depending heavily on CARES Act money. LPC has received three apportionments and have used the first and most of the second and are on our way to using the third apportionment of roughly \$5 million for COVID-related expenses that we are planning to incur during this pandemic. We are continuing to monitor our hiring and looking at structural deficit. Almost 100% of the budget goes to salaries and benefits, so LPC is being intentional with hiring and expenses as we move forward.

- **Planning and Budget Cycle: Degree of Integration – IPEC Report Out:** Mr. Samra reminded Council members that College Council assesses the degree of integration of planning, budgets, and allocations. He reviewed the [LPC Integrated Planning and Budget Cycle diagram](#) and indicated that IPEC completed a review of each of the four processes to assess the effectiveness to determine the degree of desired outcome.
 - **Program Review Process:** Overall, IPEC felt that this process was pretty effective but felt the following areas could be improved:
 - 1) Working more closely with the Deans
 - 2) Reinforcing the purpose of the program review process and the linkage to the planning and budget cycle
 - 3) Highlighting how the EMP can serve as a framework for the program review process

 - **College Planning Process:** Mr. Samra indicated there is a large amount of information that IPEC reviews, including overarching goals when it comes to creating the college planning priorities and the EMP, division program summaries, institutional research, and accreditation requirements. IPEC would like to focus more attention on CTE data, budget-related matters, for example the Student Centered Funding Formula's effect on us, and the Institutional Self Evaluation Report at their next meeting.

 - **Budget Development Process:** IPEC reviewed each college planning priority, listing everything that could be connected. Mr. Samra reported that there are a lot of things that are budgeted, including categorical money coming in from the state. Some of the funding overlaps with multiple college planning priorities. Overall, IPEC thought LPC was doing very well with the Budget Development Process.

 - **Resource Allocation Process:** Mr. Samra indicated that in terms of committees, one of the things IPEC looked at to determine effectiveness was to review request forms for resources. IPEC thought RAC did a great job, including requesting a linkage to the college planning priority when it came to instructional equipment and classified and administrative positions. RAC has included President Foster's response memo to RAC regarding classified, administrative, and equipment requests in which he references the planning priority. IPEC felt there is room for improvement because not all

committees use a resource request form and request a link to college planning priorities. Mr. Samra gave the example of the Faculty Hiring Prioritization Committee not using a request form; IPEC will recommend that one be added. Other committees may not use a resource request form, so there is a need to integrate an awareness of the college planning priorities and how it can be used to help committees allocate resources. Overall, Mr. Samra indicated that IPEC felt each of the processes were really effective and any room for improvement was related to the committees. That concludes Mr. Samra's IPEC report out.

College Council's task is to identify the degree of integration of planning and budget allocations. Mr. Samra indicated that from IPEC's perspective, one could make a case that we have a good degree of integration with the evidence showing that college planning priorities have been graduated.

Ms. Thompson spoke about the challenges when looking at planning priorities in the area of hiring and the tendency of priorities to be where LPC has a weakness or where LPC wants to grow. It may be ultimately more important to keep the status quo, particularly when talking about faculty and some classified. The stability of different disciplines and departments may not trickle up to planning priorities because they are stable. However, by not maintaining stability, one could actually create problems that could be a future priority in years when we don't have money to hire. Mr. Samra agreed indicating that college planning priorities are long term. They're only short term until we get them integrated, then they are long term.

Dr. Foster shared that the importance of having the EMP in place is that there needs to be long-term planning in terms of resources. As we continue with Guided Pathways and move forward with Student Success Teams, there is a need for resources, which may not surface as part of our Program Review, but we need foresight in what that is going to look like in the next several years. He indicated it is a good reminder of how we will continue to be thoughtful on the decisions and commitments we make as we move forward.

Dr. Foster asked Mr. Samra to clarify the charge of College Council on the integration of the budget and planning process. Mr. Samra indicated that College Council's charge is to determine the degree of integration, not whether or not there is integration. The question was posed on whether College Council should discuss whether LPC is graduating college planning priorities in a timely way in an effort to help answer the degree of integration. This item will be placed on November's College Council agenda.

- **President's Goals 2021-22:** The [President's Goals](http://www.laspositascollege.edu/president/goals.php) can be found on line at: <http://www.laspositascollege.edu/president/goals.php>
- **Native Land Acknowledgement:** Dr. Foster reported that he had an initial conversation with Mary Puthoff from the Livermore American Indian Center. Ms. Puthoff provided good suggestions on how to move forward and with whom to connect. She also offered to share the Center's native land acknowledgement with us. Dr. Foster will share this information with the SEA Committee which may develop a sub-committee or task force to move this forward in the most thoughtful and inclusive way and then present something to College Council for review.

6. NEW BUSINESS

- **Brown Act Update:** It was reported that Governor Newsom signed [AB 361](#) enabling local public agencies to continue to use teleconferencing without complying with certain Brown Act provisions as long as there is a state-proclaimed state of emergency. AB 361 will sunset on January 1, 2024.

- **ISER/Accreditation:** VP Whalen indicated that she has been visiting different LPC committees over the last month to provide accreditation updates. She thanked members of College Council that have helped with the ISER. The Accreditation Steering Committee will provide an update at the upcoming Town Meeting with a focus on reflections. The conclusion is that the state of LPC is very healthy, meeting all accreditation standards, but there's always room for improvement. One of the reflections is to possibly include the accreditation standards for each committee on the charge document in the Shared Governance Handbook, much like we do with BPs and APs. College Council agrees that this would be a good idea and to forward the recommendation to the Exec Team.
- **Equitable Placement: Implementation and Evaluation of AB 705:** Dr. Foster reported that the State Chancellor's office put out a [report](#) completed by Vice Chancellor Aisha Lowe that turned into a recommendation on how the State Chancellor's Office will respond to the implementation of AB705. Slide 16 shows a summary of the results. LPC is being counted as one of "the colleges not maximizing one-year completion for any student groups, maximizing for only one group, submitted incomplete data, or had small sample sizes." Slides 18, 19, and 20 outline the State Chancellor's Office Response and their expectations. LPC will be expected to "submit a transition plan this fall detailing how the college will achieve full AB 705 implementation by fall 2022."

Members of College Council discussed their views of AB 705 and the need for pushback. There is no requirement that we are forcing students to take a transfer-level math course if their goal is not to transfer. For English, they are given an opportunity to take a below level course if they chose, but they are always, for both math and English, placed into transfer. If the student is going for an AA or AS degree, they are suddenly saying that those students are now required to take a higher course than the degree requires in many instances. It is not clear why a student who just wants to get a certificate of achievement that has no math or English in it would be required to do this. There is concern in making these numbers more meaningful than they are. Simply passing a college-level writing or math course does not ensure enough mastery for continuance. A student can take a stat class, get into the support course, get tutoring every week, fail most of the exams, do all the homework, discussions, etc., and still squeak by with a C. That is not learning but rather a false indicator of success. Ms. Woods indicated that each student who enrolls in Basic Skills is asked why they are enrolling in it. A student may not accidentally enroll in it and not realize their rights. There is an agreement that LPC needs to be really careful and push back on these definitions that are coming out of the State Chancellor's Office on defining success. The legislation itself is problematic. There is a need to educate the new people in the State Chancellor's Office.

- **Academic Senate College and Faculty Resolutions:** Ms. Thompson reported that last spring the Faculty Senate at Chabot College and the Academic Senate at LPC jointly passed three resolutions regarding LGBTQ+ Inclusivity at: 1) the District level, 2) the College level, and 3) the Faculty level. She presented the [Chabot College Faculty Senate and LPC Academic Senate Joint Resolution on LGBTQ+ Inclusivity Recommendations to the Colleges](#) and the [Chabot College Faculty Senate and LPC Academic Senate Joint Resolution on LGBTQ+ Inclusivity Recommendations to Faculty](#) as information. Ms. Thompson indicated that the resolution to the College would become part of the purview of College Council. Ms. Thompson reviewed the bullet points under the "resolved" section in each resolution. She shared the report on the progress of the LGBTQ+ Inclusivity Advisory Committee and their next tasks. She then reviewed the request from the LGBTQ+ Inclusivity Advisory Committee for an inter-constituency task force to address the items recommended to the colleges. Dr. Foster thanked Ms.

Thompson, the Academic Senate, and the Advisory Committee on the implementation plan and applauded their effort. This will be an action item for the next meeting.

- **New Non-Credit Program Proposal: Noncredit Aviation.** Mr. Cearley presented a [Power Point for a new Non-Credit Aviation \(NAVI\) Certificate of Completion](#), reviewing on-campus support, costs and resources, need and demand, regional programs, curriculum, alignment with LPC's EMP, interdisciplinary- current programs involved and uses, FTEF, implementation schedule, and outcomes. This will be an action item for the next meeting.
- **College Partnerships: Climate Corp Fellows, Base 11:** Dr. Foster reminded College Council members that one of the President's Goals is to enhance collaboration with K12 educational partners, 4-year institutions, and business industries. He reported that the District has applied for a Climate Corp AmeriCorps Fellow with an opportunity for each college to have a fellow position. The District will cover the cost of those fellows, one at Chabot and one at LPC. There is no cost to LPC for this partnership. The purpose is to help each college plan for its energy and waste transition to zero. Base 11 is a non-profit organization focused on STEM, an entrepreneur accelerator to increase the number of women and students in color in STEM. LPC's fellow will support the work of our Facilities and Sustainability Committee. Dr. Foster thanked Mike Ansell and Dean Nan Ho for being a part of the interviews to select a fellow for our college. This will be a Board item for October. Once approved, we will share out and make sure everyone has access to this information so that we can pass it along to our students at LPC.
- **BPs and APs:** The following BPs and APs were reviewed and will be placed on the next College Council agenda for action:
 - BP 2410 Board Policy and Administrative Procedure
 - AP 2410 Board Policy and Administrative Procedure
 - BP 3310 Records Retention and Destruction
 - AP 3310 Records Retention and Destruction
 - AP 5410 Associated Students Elections
 - AP 5430 Co-Curricular Activities

7. Information Items – None

8. Updates

LPCSG: Ms. Wiedemeier reported that Constitution Day was held on September 17, a LatinX Heritage Month Celebration event will be held in October, LPCSG is working on a monthly newsletter, LPCSG has five new senators, the Market served 130 people/families, flyers with QR codes for LPCSG information has been posted on campus bulletin boards, their budget was passed, they're hoping to introduce a smoke-free campus initiative in partnership with Chabot College student government, and they're discussing creating a mural on campus to celebrate and show true colors for LGVTQ+.

SEIU: no report

F/A: Mr. Orf reported that they've been working with District to complete an MOU for the vaccine mandate and a mask mandate.

Academic Senate: Mr. Kutil reported Academic Senate approved the following action items: Academic Senate Goals 2021-22 Advisory Committees and Sponsorship of LPC Veterans Center 2.2 Challenge

Event. The following consent items were approved: New Non-Credit Program Proposal: Aviation and PE/Athletics Assistant Hiring Committee. Ms. Thompson reported that the Academic Senate was very concerned about the voices of LPC's faculty association representatives not being heard equitably within the F/A. This topic was put on the agenda so that they could hear from the LPC F/A reps as to why there was this sense of frustration, specifically in the areas of MOUs that had been negotiated and LPC representation was left out. This topic was taken back to the Division where they received feedback from the faculty as to what the issues and solutions were. Ms. Thompson reported that she met with Dave Fouquet and outlined concerns and gave solutions with a message of there being an equity issue within your organization. Miguel Colon invited Ms. Thompson to speak to Chabot's Academic Senate meeting on September 23. Dave Fouquet and Jeff Drouin were there and took the opportunity to counterpoint Ms. Thompson. Ms. Thompson thinks there is good faith there to solve it, although it may be a long journey for our F/A reps in whom we are trying to support. Mr. Kutil reported that Academic Senate also looked at the Reed Buffington Award account which holds \$87k. They are looking to increase the annual \$500 award to \$1,000 with an award to a faculty member at both Chabot and LPC each year rather than alternating as is currently being done. Mr. Kutil indicated he has officially resigned from the ESS committee and Ms. Thompson would be serving on it in the future. Finally, Academic Senate is looking at how they can just consent approve BPs and APs that don't seem to have anything to do with Academic Senate.

Classified Senate: Ms. O'Neil-Opipari reported that they recently had their Governing Council meeting and one of the topics was to submit a Flex Day Proposal for a Classified Chill & Chat as part of their goal of mental wellness for classified staff. Caring Campus still waiting for final approval with LPC being on the list to be covered by the grant. The next step would be to start training at the end of the semester and continue into spring. Classified Senate just started a Classified Senate logo contest. Finally, they have two fundraisers for scholarships. One on September 30 at Page Mill Winery. The second on October 20 at Zachary Pizza in Pleasanton.

Guided Pathways: Ms. Woods reported 1) they are placing links on all degree and certificate web pages directly in the corner to the ideal course sequence or maps to make it easier for students; 2) a lot of students are using career coach; they have identified that while over 200 of them are linked to our degrees and certificates, many (350) are not and they should be; they are manually linking them; 3) implementation process for ongoing institutionalization every time there's a new program, how to make sure it's linked in career coach and program mapper; 4) working on the undecided landing page and support for those students; 5) in terms of pillar 2, on boarding and matriculation – tabled, had a lively discussion around one of the six student types. We were focusing on new students and how to streamline and improve onboarding process; however, we tabled in until the spring when there's going to be a district-wide focus on onboarding process across the District. Persistence project – Mr. Samra indicated that the Persistence Project started in spring 2021 and it was a project where professors are reaching out to students and engaging with them and some of the outcome that we are seeing now, the sections that had the persistence project had a 10% higher success rate, 75 vs. 65. In regards to persistence spring 21 to fall 21, our numbers are preliminary right now. Persistence rates are similar, 60 to 59, 1 percentage higher for those in the persistence project. Certain age groups we saw it seemed like persistence project benefited students. Age groups are 22-24, 30-39. We'll update regarding persistence as we get more data. This is pretty positive. Ms. Woods reported they are figuring out how to improve the project. Regarding success teams, we do have a community of practice coming up this Friday. Got a lot out of last month, definitely informing work on what success teams will do. Stay tuned for practitioner and student survey to collect info in October to inform our work.

Budget Development Committee: Ms. Raichbart reported LPC continues to meet to review budget, CARES \$ expenditures, and prepare for PBC meetings. They are continuing to collaborate with Chabot

and work with the District on the new BAM. Ms. Thompson reported that our agendas are being commandeered and it's difficult making the progress that they committed to during the summer.

Administrative Services: Ms. Raichbart reported that all forms and information are available on line. Moving forward, Administrative Services will focus on cash handling practices and best practices and informing the college community.

IPEC: Mr. Samra reported that LPC is meeting institution set standards for certificates due to our non-credit certificates. Regarding AB 705, Mr. Samra ran data to get a sense of how many students are in transfer level English. In fall 2020, there are 37 out of 2,200 students.

Resource Allocation Committee: no report.

Technology Committee: no report.

9. Adjournment: 4:42 p.m.

10. Next Regular Meeting: October 28, 2021