



COLLEGE COUNCIL MINUTES

Thursday, April 23, 2020 | 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.

College Council

Quorum: 7

Members Present (non-voting):

Dr. Dyrell Foster, President

Members Present (voting):

William Garcia, V.P., Student Services
Kristina Whalen, VP Academic Svcs & Accreditation Steering Cmte
Anette Raichbart, V.P., Admin. Services
Rajinder Samra, IPEC
Tina Inzerilla, CEMC & F/A
Titian Lish, Resource Allocation
Sarah Thompson, Academic Senate President
David Rodriguez, Classified Senate President
Melissa Brown, Classified Senate VP
Blessing Nkrumah, LPCSG President
Alina Verzi, LPCSG V.P.

Members Absent:

LaVaughn Hart, Guided Pathways
Meghan Swanson-Garoupa, Technology
Elena Cole, Academic Senate VP
Mike Ansell, Facilities & Sustainability
Mike Alvarez, LPC SEIU

Guests:

None

1. Call to Order

Dr. Foster called the meeting to order at 2:35 p.m.

2. Review and Approval of Agenda

Mr. Samra/Ms. Lish/unanimous.

3. Review and Approval of Minutes (2/27/20)

Mr. Samra/Ms. Inzerilla/correct spelling of Ms. Nkrumah name/unanimous.

4. Review and Approval of College Council: CARES Act Allocation Minutes

Mr. Samra/Mr. Rodriguez proposed to include "prioritizing needs holistically"/Ms. Lish/unanimous.

5. Action Items

- **Update to Glossary of Terms for College Mission Statement**
Unanimous agreement to include "veterans services" under "Support" in glossary.
- **BPs and APs**
 - BP 4020 Program, Curriculum, and Course Development
 - AP 4020 Program, Curriculum, and Course DevelopmentMs. Thompson indicated that this BP and AP were not discussed at the April 14, 2020 Chancellor's Council and moved to defer voting/one abstention. Ms. Thompson indicated she wants to request that the District review BPs and APs by semester.

6. Old Business

- **CARES Act Allocation**
Dr. Foster indicated that additional information came out and recipients retain some discretion in determining how to allocate and use the funds. However, funding is not allowed for marketing, senior administrator salaries, benefits, bonuses, lost revenue, etc. Students should complete the FAFSA. Students not eligible for CARES Act funds include DACA, non-credit, and international students. Additional clarity is needed on how funds can be used.
- **Accreditation Update**
Ms. Whalen indicated that the Accreditation Steering Committee has begun to identify gaps that need to be addressed and currently there are some standards without evidence. Mr. Samra indicated an accreditation staff survey and a student survey will be conducted prior to the accreditation visit. Ms. Whalen reminded the group that the ACCJC Training is scheduled for April 30 and all members of College Council are invited.

- **Educational Master Plan**

Mr. Samra reported that the EMP Task Force has been working diligently and has completed a lot of work including reviewing the feedback received in March. As a result, a draft update to the EMP goals and strategies was produced and emailed last week. The plan is to start the second phase by reviewing the goals and strategies in context of the environmental scan – internal and external factors for the next five years. This phase includes a special IPEC meeting, a survey, the May town meeting, and breakout sessions.

7. New Business

- **College Organizational Structure**

Dr. Foster discussed the new organizational structure with the committee and shared the diagram reflecting the following changes:

Academic Services → Administrative Services: Child Development Center

Administrative Services → Student Services: Campus Safety & Security

Student Services → Academic Services: Course and Program Data Entry into Banner

Student Services → Administrative Services: Bookstore

Shared Responsibility → Academic Services & Student Services: Guided Pathways

Ms. Whalen discussed the reorganization and renaming of the SLPC Division to the BSSL Division (Business, Social Science, and Learning Resources with Mr. McElderry as the Dean) and the BHAWK Division to the PATH Division (Public Safety, Advanced Manufacturing, Transportation, Health & Kinesiology with the Dean position to be posted.) Ms. Thompson moved to approve the new organizational structure/Ms. Whalen/unanimous. The PATH Dean position has gone to SLT and is scheduled to go to the Board in May.

- **Student Needs Assessment Survey**

Ms. Samra shared the preliminary results via a Power Point presentation of the Spring 2020 Online Student Needs Assessment Survey.

- **BPs and APs**

- BP 3050 Institutional Code of Ethics
- AP 3050 Institutional Code of Ethics
- BP 3100 Organizational Structure
- BP 4010 Academic Calendar
- AP 4010 Academic Calendar
- AP 4022 Course Approval

Ms. Lish moved to approve the above BPs and APs/Mr. Samra/passed with one abstention.

- **2020-2021 LPC Governance Worksheets**

- Curriculum Committee: no changes.
- Distance Education Committee: no changes.
- Resource Allocation Committee: no changes.
- Accreditation Steering Committee: add Executive Assistant of Academic Services as a non-voting member.
- College Enrollment Management Committee: two non-voting Classified Professionals changed to one non-voting Classified Professional; add non-voting Executive Assistant of Academic Services; and add Curriculum & Scheduling Specialist as a voting member.

- Professional Development Committee: add one Classified Professional from Administrative Services as a voting member.
- Technology Committee: change to charge and change to membership – non-voting college Classified Professional* be appointed by the Technology Committee to fill any vacant voting Classified Professional position (*Instructional Technology Coordinator, Telecommunications Coordinator, Webmaster.)
- College Council: the committee reviewed the Shared Governance Worksheet. No changes were made to the reporting relationship, chairmanship, or membership. Changes were made to the charge. Ms. Thompson moved to remove the bullet “Reviewing recommendations and processes to ensure the integration of planning and budget for allocation”/Mr. Rodriguez/unanimous. The committee agreed to the development of the “Budget Committee Development Task Force” with the following members: Ms. Thompson, Ms. Samra, Mr. Rodriguez, Ms. Inzerilla, and Ms. Raichbart. The Task Force committed to having something to College Council by the next meeting. The committee agreed to move next meeting’s date to May 21. College Council tasks for 2019-20 were reviewed.

Ms. Inzerilla moved to accept above Shared Governance Committee changes including changing the CEMC Curriculum & Scheduling Specialist from a non-voting member to a voting member/Ms. Whalen/unanimous. Members agreed to review each Committees’ 2019-20 Tasks at the August College Council meeting.

8. Information Items

- Budget 2020-21
Ms. Raichbart gave a budget update. Of note were the following items:
 - COLA is not going to happen;
 - State is indicating they don’t know what the budget will be. Personal income, sales, use, and corporate taxes have all been deferred to July;
 - LPC must still plan our budget within our traditional timeline;
 - Managers will receive their 20-21 discretionary allocations on April 27 with a requested return date to Admin Services of May 4;
 - Allocations provided will be tentative based on current budget;
 - Ms. Raichbart is happy to meet and discuss budgets with individual managers.
- Professional Development Planning (District-Wide) 2020-21
Dr. Foster discussed the Professional Development Planning Task Force taking place at the District level with participation from both colleges. The Task Force is looking at faculty, classified professionals, librarians, counselors, and distance education to establish a foundation in terms of what professional development should look like across the board so that professional development is better aligned as an institution.
- BPs and APs: the following BPs were approved at the February 11, 2020 Chancellor’s Council:
 - BP 2717 Personal Use of Public Resources
 - BP 2720 Communications Among Board Members
 - BP 2725 Board Member Compensation
 - BP 2730 Board Member Health Benefits

9. Updates

None.

10. Adjournment – Dr. Foster adjourned the meeting at 4:34 p.m.

11. Next Regular Meeting: May 21, 2020