

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 (voting):

Roanna Bennie, V.P., Academic Services
 Diane Brady, V.P., Admin. Services
 Rajinder Samra, IPEC
 Joel Gagnon, Resource Allocation
 Scott Miner, Facilities & Sustainability
 LaVaughn Hart, CEMC
 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.

Members Absent:

Barry Russell, Ph.D., President (Chair)
 Diane Scott-Summers, Ph.D., Interim V.P.,
 Student Svcs
 Karin Spirn, Program Review
 Greg Daubenmire/Howard Blumenfeld,
 Staff Development
 Ginger Ripplinger, LPC SEIU
 Eric Pineda, ASLPC President
 Angela Toledo, ASLPC Vice President

Meeting Guests:

1. Call to Order

Ms. Brady opened the meeting at 2:35 p.m. A quorum was not present at the start of the meeting and information items were discussed.

5. Information Items

a. President

i. IEPI Visit – March 23, 2017 (tentative)

Ms. Brady mentioned that the date for the IEPI visit is still tentative. The money received will be going towards marketing efforts to boost enrollment. Schedules and catalogs were discussed. Ms. Ulrech stated that the bookstore is now printing catalogs as needed. Mr. Gagnon mentioned that the catalog is being introduced to students at their orientation. It educates the students on what they need to know. Ms. Bennie mentioned that the programs are not in the schedule, but it does include some of the policy information. Dr. Scott-Summers was looking at code of conduct and that the policies should be referenced wherever possible.

b. Academic Services

i. ACCJC Conference

Ms. Bennie is getting the word out that ACCJC is having their first conference this spring. There will be sessions before and after the conference and a new evaluator training. There will be training and information about best practices.

c. Administrative Services

Ms. Brady gave an update. Faculty prioritization has been completed and equipment and positions have been ranked. Equipment has also been looked at by Jeannine Methe for any technology related items that could be paid for elsewhere. There are also CTE funds that could pay for the CTE related equipment. The full list is \$300K over and above the amount of money available. Also, some of the faculty positions could possibly be paid for out of the Strong Workforce funding.

The facilities committee sent the bond priorities recommendations to the President. The top 8 were ranked. The campus safety and parking and traffic improvements are at the top of the list. There was a list of new things, which included revisions and expansions and these items were not ranked. One of those items included the library, which would include proctoring space and field study, etc. Mr. Samra conducted the Measure A survey and the results were 51 pages long. More information can be found: <http://www.laspositascollege.edu/measure-a/>

d. Student Services

Dr. Scott-Summers discussed sensitivity training. The issue is raised due to the presidential election. Discussions have started with the Student Services folks about ways to try and address the problem of students being scared. There are other groups and areas that are discussing the same subject. These folks should come together for the discussion and

put their thoughts together. This would give an opportunity to express what some people are experiencing. This should be an ongoing discussion. Ms. Ulrech met with Dr. Russell and discussed maybe having a Flex Day session about this and how to handle questions. Flex Day may be closed in terms of adding sessions, but this is important to discuss.

**A quorum was present at 3:03 p.m.*

2. Review and Approval of Agenda

The agenda was approved. **(Hart/Gagnon) All in favor.**

3. Review and Approval of Minutes (11/17/16)

The minutes were approved with a two corrections. **(Hart/Bennie). Ripplinger abstained.**

4. Action Items

a. Review and Approval of Committee Charges

There were no committee charges to review.

b. California College Promise Innovation Grant Program

Ms. Brady discussed the college promise innovation grant program. This is a big thing with the incoming State Chancellor. His previous college, Long Beach, had one of the earliest college promise programs. Dr. Russell put this on the agenda to discuss moving forward to pursue the grant. There are a lot of ways to implement this grant. Mr. Samra stated that this was signed by Governor Brown three months ago. It establishes the program between K-12, Community College, etc. to create pathways. Ms. Bennie stated that she agrees with Mr. Gagnon that it should be brought back to another meeting for approval. It was agreed to table the discussion. **(Inzerilla/Hart) All in favor.**

c. Accreditation Follow-up Report

Ms. Bennie mentioned that the report was walked through at the last meeting and it is basically the same report. The report was approved. **(Hart/Inzerilla) All in favor.**

5. Information Items (continued)

e. Institutional Planning & Effectiveness Committee

- **Glossary of Terms for College Mission Statement** – Mr. Samra changed the agenda item to: College Mission Statement and Glossary of terms. There was a recommendation that was received from the visiting team that was not required to respond to, but they will be asking if this has been completed. The mission statement needs to target our population. We do have a glossary of terms, which states the target population, but unfortunately this glossary did not go with the mission statement to get board approval. Mr. Gagnon asked if it is fair to say that many colleges have their local area as their population. We offer online classes that could go beyond statewide. Dr. Inzerilla stated that we cannot specify just our local area because our reach is much broader. The glossary of terms is located at the bottom of the same webpage, but it is much lower on the page and could be missed. The question is do we bring the mission statement forward with the glossary of terms to the board for approval again. Ms. Bennie stated that we should review the mission statement and it could go back again as an action item. It would then be approved at college council again. IPEC could have a discussion about this and then bring it back to College Council to approve.

f. Program Review Committee – No news to report. Ms. Spirn was absent from the meeting.

g. Resource Allocation Committee – Mr. Gagnon mentioned that the non-instructional positions and non-instructional equipment have been presented to the President and he has been invited to the first RAC meeting

in spring. Ms. Korber asked if the process will be done twice this year. RAC voted to set aside 5% of their total allocation for emergency replacement equipment. If there are not any emergency requests, the left over balance will fund additional items.

- h. Facilities & Sustainability Committee** – Mr. Miner stated that the facilities committee met on Monday and reaffirmed the information shown at the Town Meeting. There are also items listed as “new” and “refreshed,” which the committee chose not to rank, but send forward as-is.
- i. Institutional Effectiveness Committee (IEC)** – No news to report.
- j. College enrollment Management Committee** – Ms. Hart reported enrollment numbers. We are currently up 3.48% and overall 4.54% from Summer/Fall 2015 to Summer/Fall 2016. The not so good news is that we need to be up in the spring as well. As of today, we are down in spring from the same time last year. Our fill rate is at 67.05% and we were at 71.37% at the same time last year. We do not have a lot of open counseling time and that is a problem. People have been coming in steadily, but the numbers need to keep going up. Ms. Bennie and Ms. Hart have discussed marketing ideas to push the word out. The most availability is in the evening. Ms. Hart mentioned that enrollments are slower because there is no hurry. When we are in a downturned economy, students had to register immediately. Ms. Bennie mentioned that the Deans have discussed this with Guisselle Nunez on strategies of pushing out a campaign. Mr. Samra mentioned that there was a big survey done in class. One of the questions was about taking more classes. The preliminary results were that classes are not available or there were scheduling conflicts. This information can help us in the future. Ms. Hart stated that overall, there are still math classes available. Mr. Samra said there were about ¼ of the students that thought about taking an additional class.
- k. Staff Development Committee** – No news to report. Mr. Daubenmire and Mr. Blumenfeld were absent from the meeting.
- l. Academic Senate** – Ms. Korber gave an Academic Senate update. The program introduction or proposal process will go to Division meetings next month to get feedback. The senate is working on a resolution of inclusivity and diversity at LPC. Ms. Bennie mentioned that the program approval process is in response to programs that have progressed. This could mean anything from Middle College to including things such as grants. Ms. Korber stated that this was broken out into two separate areas. It is a pretty easy and streamlined process. CEMC was included in part of the process. Mr. Miner asked if this has anything to do with bringing new sports on campus. It would be covered if it has the definition of a program. Ms. Bennie mentioned that sometimes grants move fast and it is more of a consent thing that to make the Academic Senate aware.

Ms. Korber also stated that the College Promise subject should be discussed by Senate.
- m. Classified Senate** – No news to report except for the Classified Senate will vote on the ACCJC follow-up report tomorrow.
- n. Student Senate** – No news to report. Mr. Pineda and Ms. Toledo were absent from the meeting.
- o. Faculty Association** – No news to report.
- p. SIEU** – Elections are January 12th 1-3 p.m.

6. Adjournment – Motion to approve the meeting at 3:53. **(Hart/Ulrech) All in favor.**

7. Next Regular Meeting – Thursday, January 26, 2017