

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):

William Garcia, V.P., Student Services
 Karin Spirn, Program Review
 Scott Miner, Facilities & Sustainability
 Titian Lish, Resource Allocation
 Melissa Korber, Academic Senate President
 Donna Reed, Classified Senate
 Tatiana Hernandez, ASLPC President
 Zainab Dogar, ASLPC Vice President

Members Absent:

Diane Brady, V.P., Admin. Services
 LaVaughn Hart, CEMC
 LaVaughn Hart, LPC Faculty Association
 Rajinder Samra, IPEC
 Rajinder Samra, Accreditation Steering
 Howard Blumenfeld, Professional Develop.
 Nessa Julian, Student Success
 Tina Inzerilla, Academic Senate V.P.
 Ginger Ripplinger, Classified Senate Michael Sugi, LPC SEIU

Meeting Guests:

Jason Craighead, Faculty

1. Call to Order

Ms. Bennie called the meeting to order at 2:38 p.m. A quorum was not present.

2. Review and Approval of Agenda – A quorum was not present to approve the agenda.

3. Review and Approval of Minutes – A quorum was not present to approve the minutes from the January 25, 2018 meeting.

4. Action Items

- a. **Review & Approval of Committee Charges** – N/A

5. Information Items

- a. **President** – Ms. Bennie mentioned the two grant awards. One is the mental health grant that is a joint grant, one for the District and a \$350K grant for mental health activities for both Chabot and Las Positas College. The college applied for the Safeway grant for veterans and the veterans program will receive the renewal for state funding as well.

d. President

- o **Travel Forms** – Mr. Garcia discussed the travel forms for students. He presented the Keenan forms for domestic travel and another for foreign and international travel. There is important information missing from these documents, for instance the students' emergency contact. Another form was presented to the group that should be used alongside the Keenan form. A copy of the new form would be kept by the Dean of Student Services and the person coordinating the trip. A question was asked about streamlining the forms. In the absence of having everything on one form, we will need to use both. The location of the form will be discussed at eSLT. It should be brought up at Town Meeting. Another important aspect of a field trip is that the faculty needs to take roll. For athletic games, one form could be used for all dates.

- o **Ombuds** – Mr. Garcia mentioned that the campus will have an office known as an ombuds, which will be primarily for students that do not know where to go. Two individuals have decided to serve as the ombuds of the college and they will be a resource. The two people are Dr. Nessa Julian and Dr. Amir Law. Student can go to them if there is a problem and they could hand them off to the right resources.

- o **Scholarships** – Mr. Garcia stated that we currently have over \$400,000 in scholarships for students. The deadline to apply is March 11th at 11:59 p.m. There are some very generous scholarships, especially for transfer students. March 2nd is the priority deadline for the California Dream Act.

m. Academic Senate

- o **Follow-up with Chancellor about Special Meeting** – The Chancellor met with the Academic Senate on January 31st. There is a summary of the meeting attached to the Academic Senate agenda. A few items were focused on. The administrator problem was somewhat solved by the hiring of the Interim Vice President of Academic Services.

- o **Test Banks and Cheating** – It has been brought to the college’s attention that some students were able to buy the test banks online. To combat this problem, the goal is to get course policies. There is a student code of conduct and a group already looking into it. The student senate has asked how they can help. There should be best practices or maybe some verbiage for each syllabi. There are a lot of implications that come from having a student code of conduct violation. The subject needs to be discussed and assessed how widespread this problem is. There are many best practices that already exist. Members from College Council volunteered to serve on a task force to solve the problem. Mr. Miner suggested reaching out to the other academic senate presidents.
 - o **Online Education Initiative Resolution** – Ms. Korber mentioned that there is a draft resolution for a recommendation to join the online education initiative consortium. At this time, the application is being filled out to move forward to the OEI course exchange. This has not been passed by the senate, but is on the agenda for the next meeting. Forty-nine colleges have requested to become a part of the exchange and 8 are currently in the pilot group.
 - o. **Student Senate** – Ms. Hernandez gave a quick update for ASLPC. Elections will be held April 23-29. The Food pantry agreement is moving forward to the board of trustees. There is a March 27th campus campfire event. The talent show has moved toward the end of April.
 - b. **VP Academic Services** – No update.
 - c. **VP Administrative Services** – No update. Ms. Brady was absent from the meeting.
 - e. **Institutional Planning & Effectiveness Committee (IPEC)** – No update. Mr. Samra was absent from the meeting.
 - f. **Program Review Committee** – Dr. Spirn mentioned that the PRC is working on the template for next year and will roll it out for Flex Day. The Institutional Research data will not be ready until fall, but the template will be available. There is an opening section that has to be updated every 3 years. The website is currently being transferred to Omni Update.
 - g. **Resource Allocation Committee** – Ms. Lish mentioned that RAC ranked the requests and the ranking was forwarded to the President. There is some frustration on campus that we have not moved past the ranking process. Ms. Bennie will attend the next RAC meeting to discuss positions, which is more influx than the equipment. The hope is to push out some information soon.
 - h. **Facilities & Sustainability Committee** – Mr. Miner discussed that the committee will talk about the demolition of Building 900 and the need for a classified senate office space. There will also be discussion of the student in Middle College that requested to work on an Eagle Scout project on campus.
 - i. **College Enrollment Management Committee** – No update. Ms. Hart was absent from the meeting.
 - j. **Professional Development Committee** – No update. Mr. Blumenfeld was absent from the meeting.
 - k. **Accreditation Steering Committee** – No update. Mr. Samra was absent from the meeting.
 - l. **Student Success committee** – No update. Dr. Julian was absent from the meeting.
 - n. **Classified Senate** – Ms. Reed mentioned that the Chancellor came to the campus to meet with the Classified Professionals on February 1st. She has been very supportive of classified and it was very much a listening session. One item that was discussed has already had action take place. When someone gets hired into another position across the District, it is shown on the board agenda as a promotion. This was a real concern since it implies that the person was promoted to a position. Because it is an open application process, the board agenda for hiring includes the verbiage: *Promotion (Open Competitive Process)*. Another concern included the high turnover of Administrators and the hiring of the Interim Vice President will help. The Chancellor also spoke of the new funding formula. Classified Senate is planning to send two board members to a leadership conference in Southern California.
 - p. **Faculty Association** – No update. Ms. Hart was absent from the meeting.
 - q. **SEIU** – No update. Mr. Sugi was absent from the meeting.
6. **Adjournment** – The meeting was adjourned at 3:55 p.m.
7. **Next Regular Meeting** – Thursday, March 15, 2018