

# Las Positas College Classified Senate

A G E N D A – April 28, 2011

2:30 – 4:30 p.m., Room 2411A

- 1) Welcome/Call to Order Jeff
- 2) Introduction of New Attendees & New Staff
- 3) Presentation by Dr. Machamer – Institutional Effectiveness/PBC/Upcoming Changes Amber
- 4) Approval of Agenda and Minutes of Dec, 2010 & January 2011  
(No Quorum in Feb., No meeting in March 2011) Jeff
- 5) Budget Sharon D.
  - A) Treasurer's Report
- 7) Committee Reports
  - a) All LPC Committee Reports – Notable items: report verbally Committee Reps.  
[Other items: refer to Committee Minutes posted: <http://grapevine/committees/index.php> ]
  - b) Classified Senate Committees:
    - a. Fundraising Committee – New Event on May 9<sup>th</sup>!! Cindy Balero
    - b. Activities Committee Jeff Sperry
    - c. Sunshine Committee Julie Thornburg
    - d. Other
- 8) Old Business
- 9) New Business
  - a) Election Committee – Greg Johns volunteered to chair Jeff
    - a. Timeline will be published via email soon
- 10) Good of the Order
  - a) ....

Adjournment

## Classified Report for DBSG (District Budget Study) 4/1/11

### Current Year Budget 2010-11 Updates

The First Principal Apportionment (P1) for CLPCCD was prepared. This report is showing an Adjusted Revenue Entitlement of \$85,101,180. This is an increase of \$925,072 over the budgeted amount for “unrestricted/ general fund” that was approved by the board at the beginning of the year (but don’t get too excited). The P2 is due around June with Annual and Recalculation reports that will most likely change this figure.

Budget analysis were also performed, for all entities, that projected expenses and revenue through the end of the current 2010-11 year:

- Chabot is anticipating a negative balance of 1.09 million.
- LPC is anticipating a negative balance of 74.7 thousand due to lower than anticipated revenue. The college believes it will be able to cover this by the end of the year.
- M&O is anticipating a negative balance of 421.6 thousand.
- District and Contract Education are anticipating a 442.8 thousand balance.

### Next Year Budget 2011-12 Planning Update

The June special tax extension election will not happen so the District is looking at scenarios that maintain Prop 98 funding levels and possible suspension of Prop 98 (the belief locally is that there isn’t any other way to balance the budget but to suspend Prop 98).

The District Enrollment Management committee has adjusted the FTES (full time equivalent student) for 2011-12 to 15,331:

- Chabot target 9,033 FTES (down from 10,041)
- LPC target 6,298 FTES (down from 7,001)

The projected expense changes for 2011-12 are anticipated as follows (above 2010-11 levels):

• Step/ column/ longevity increases	\$715,724
• Retiree health benefits increase	\$441,436
• Medical premium increase	\$1,055,528
• Dental/ vision/ life premium increase	157,737
• Property and liability insurance increase	23,183
• Property insurance (new buildings) increase	24,342
• Student/ athletic insurance increase	59,377
• Worker’s compensation increase	57,958
• Unemployment insurance increase	437,602
• PERS contribution increase	100,370
• Utilities increase	TBD
	<hr/>
	\$3,073,257

The District –wide Senior Administration met to look at mandatory and non-essential expenses in 4000, 5000 and 6000 series budget line items. Over \$720,000 of non-essential expenses were identified, some mandatory expenses were moved to Measure B funding. Additional DBSG meetings were scheduled for May 6, 13 and 20 to review these decisions.

### Other

It was noted that a couple of pension reform initiatives have been submitted to the California Secretary of State’s Office for review and inclusion on the ballot.

**Las Positas College ~~2003~~ Classified Senate**

**Meeting Minutes  
Thursday, December 8, 2010  
2:30 p.m. – Staff Lounge 1601**

Draft – 3-18-11
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**Members Present** (Quorum = 5): Julie Thornburg, Ann Jones, Daysi Valle, Elizabeth Bettencourt Abril, Tom Dodge, Connie Reding,  
*Quorum Met with 6 present.*

**Officers Present (Quorum = 5):** **Quorum?: Yes/ 7 present**

Title/Name	Present	Title/Name	Present
Sharon Gach	X	Sharon Davidson	X
Jeff Sperry	X	Christie Verarde	X
Cindy Balero		Frankie Alexander	X
William Eddy	X	Todd Steffan	
Natasha Lang	X		

- I. **Welcome/Call to Order** – Sharon Gach called the meeting to order at 2:30 p.m. and said that since everyone was so busy in this season the Governing Council thought it would be nice to try to have a more fun-oriented meeting, with the cookie sharing and exchange. Many types of cookies and homemade candies were brought to share, and take home for their holiday goodie trays.
- II. **New Members** - There were no new members present for introduction and welcome.
- III. **Approval of Minutes – October 28, 2010** – The minutes were reviewed and approved as written (M/S/P Verarde/Jones).
- IV. **Budget** – The Treasurer’s Report was reviewed (page 4 of packet) and discussed. Natasha mentioned that we would want to shift some expenses to co-curricular to meet district policies, and this will be reflected in the next report.
- V. **Sunshine Fund** - Sunshine fund: Julie Thornburg reported that Sunshine (card and/or plant) was sent to the following since September: Helen Machuga, Roni Jennings, Elizabeth Noyes, Michael Furuyama, Dianna Navarro. The Sunshine Fund was also reviewed. Julie Thornburg said that the fund balance is at \$88.03 currently.
- VI. **Committee Reports** – Reports from committee members were presented in writing and are attached in the meeting packet.
- VII. **Old Business** – None.
- VIII. **New Business – Scholarships for Spring 2011:** Discussion was held to determine what amount and type of scholarships to offer for Spring 2011. Sharon Gach said that last year was the first year the Senate tried the \$100-gift cards to the bookstore and they were well received.

After brief discussion it was motioned, seconded and approved (M/S/P: Alexander/Valle) to offer (3) \$100 bookstore gift cards to applicants who do not meet requirements for the Pell

Grant, but still apply based on need. These applications will be received from the LPC Financial Aid office. We will need to form a committee in the Spring to review the applications.

## **IX. Good of the Order**

- a. Flex Day Spring 2011 – Sharon mentioned that Flex Day plans have just begun for a Spring voluntary flex day on Friday, Feb. 11, 2011. Additional members of the planning committee are needed, please see Jeff or Sharon. Based on the survey of what people would like to see offered at flex day, the program will be built around those ideas. An idea was promoted to do a silent auction of gift baskets on this day as a fundraiser. Anyone who would like to work on this is certainly welcome to do so.
- b. Child Development Center – It was asked how the CDC is coming, and mentioned that the adult classroom will begin holding classes Spring term 2011, and for the children’s classes a Director will be recruited and hired. The ratio of teacher to student in the children’s classes will be 1:8, whereas the State maximum is 1:12.
- c. Fitness/Wellness Ideas - William and Tom mentioned that they have been trying to form a basketball or other fitness program and are still working on this. An open gym concept would be useful for fitness and could also bring our health insurance premiums down by keeping staff healthier. More news to come.
- d. Sustainability Committee – Jeff reported that the committee hopes to do a “Red Paper” to raise awareness of all sustainable actions individuals can take. They also recommended to the Facilities/copier committee, to program the new copiers to print and copy in duplex mode by default to save paper.

It was asked what the status is on the parking spots labeled “Energy Efficient Cars Only”. As explained by Jeff and Frankie, there are two aspects to these spots: 1) That labeling was required to meet the Silver level for LEED Certification of the Mertes Center for the Arts Bldg.; and 2) the State updates the “Energy Efficient Cars Only” list rarely, so there are no good ways to determine what cars meet this status. Campus Safety is reluctant to ticket cars because determining what cars *are* energy efficient is very difficult, time-consuming and may not hold up in a legal proceeding.

Jeff also said that the Sustainability committee is working with ‘digital signatures’ to see if there is a way that time sheets can be digitally submitted and signed by the supervisors; this would require an H.R. policy change. *[There will also be a “Forms Subcommittee” at LPC to address this. S.G.]* More good news: The STARRS/Banner system is being set up so that all Financial Aid documentation is in the system and paperless.

## **X. Adjournment** – The meeting was adjourned at 3:20 pm.

Minutes recorded by:  
Sharon Gach  
President

***Next Meeting Date:  
Thursday, January 27, 2011 – 1:00 p.m.***



**Meeting Minutes**  
**Thursday, January 27, 2011**  
**1:00 p.m. – Room 1603**

Draft – 3-21-11

**Members Present** (Quorum = 5): Karen Kit, Julie Thornburg, Renee Pegues, Lilia Camino, Connie Reding, Cindy Robinson, Elizabeth Bettencourt Abril.

***Quorum Met with 7 present.***

**ASLPC Rep.:** Scott Ault

**Officers Present (Quorum = 5):**

***Quorum met with 5 present.***

Title/Name	Present	Title/Name	Present
Sharon Gach	X	Sharon Davidson	X
Jeff Sperry	X	Christie Verarde	X
Cindy Balero		Frankie Alexander	X
William Eddy		Todd Steffan	
Natasha Lang			

***Tasks in Bold/Italic***

- I. Welcome/Call to Order** – Sharon Gach called the meeting to order at 1:03 p.m.
- II. New Members** – Sharon G. introduced and welcomed Renee Pegues, Executive Assistant for the VP of Administrative Services. She also welcomed Scott Ault as the representative from ASLPC. He said there may be a new representative at the next meeting. The group went around the room to introduce themselves and say where they work. Renee has been active in the Classified Senate at her previous Community College in So. Lake Tahoe.
- III. Approval of Minutes – December, 2010** – The December 8<sup>th</sup> minutes were not typed yet due to an abundance of work, and ***will be approved at the next meeting.*** There was no meeting in November, being a short month.
- IV. Budget** – Sharon D. gave the Treasurer’s Report: Awards Account \$1101.34; Social account: \$1,415.42; Training Account: \$821.00
- V. Officers and Committee Reports** – Reports from committee members were presented in writing and are attached in the meeting packet and will be posted online. Additional verbal reports are below.
  - a. Board Report** – Sharon G. gave a synopsis of the financial position of our District based on Vice Chancellor Legaspi’s report to the Board. He has been publishing Budget Updates, and the information at the Board was virtually identical; he only changes information as the State chancellor’s office provides updates. The district is planning for a worst case scenario; and leadership feels that legislators will be unlikely to let a vote go to the public, and that if they do, that voters will not vote for more taxes or extension to

Prop. 98. More review of this will be done each month by VC Legaspi in Town Meeting. It was noted that many districts are doing much worse than ours, and that our Board has made conservative financial decisions.

- b. **PBC** – Todd mentioned that Classified Position Requests are being submitted and will be reviewed/decided at the next meeting on Feb. 4<sup>th</sup>.
- c. **Sunshine Report** – Julie said that Sunshine cards and/or plants were sent thus far in the year to: Virginia Edwards. The fund balance is at \$77.15, and started at \$96.83 when she took over last year.

## VI. Old Business

- a. **Flex Day Planning** – Sharon and Jeff reported that the Flex Day was originally planned for Feb. 11<sup>th</sup>, but that the work could not be done by that time. A new date was surveyed and decided upon: Friday, March 4<sup>th</sup>. They presented the draft agenda for that day and stated that we will try to use internal presenters to keep the cost down. Volunteers were requested and names given to Sharon and Jeff for various duties (set up, check in, clean up, etc). Lunch will be paid for by Classified Funds and held in the new staff lounge, 1300D. A continental breakfast will be provided by the Dean of Student Services budget!
- b. **4CS (Calif. Comm. Coll. Classified Senate) Leadership Conference Attendee** – Sharon asked if anyone was interested in attending the 4CS Leadership Conference, which will be held in Ventura, CA June 23-25 this year, to accommodate travel for So. Calif. campuses. We have funds for 1, and perhaps 2, people to attend. Sharon D., Natasha, and Sharon G. will review the Treasury balances soon. Lilia mentioned that she will look in to attending; and Christie said she would be glad to also if needed (although she is not sure of her position's funding for next year, she would still represent our Senate and take good notes.).

## VII. New Business

- a. **Forming the Committee for LPC Classified Employee of the Year**- Sharon G. mentioned that it is time to begin planning for this committee work. She gave a brief history of the Committee in that this award used to come from the Chancellor's Office and given at convocation, however was switched to the campuses a number of years ago. Both Mary Straight and Debbie Earney have chaired the committee since then. The Classified Senate had always voted funds for the gift and certificate for the awardee, however, until Feb. 2010 the awards program was not formally adopted into the Classified Bylaws and Constitution. The membership voted this award be written into the Bylaws, and that is in process (with other, minor additions also).

Sharon asked if anyone is inclined and has time to chair the Classified Employee of the Year Committee. Kit volunteered to do so, and this was agreed by those present. Others who volunteered to serve include Dianna Navarro and Christie Verarde. It was discussed whether to continue to ask an administrator to serve on the committee, and it was Voted (M/S/P: Verarde/Reding) to have just Classified on this committee.

*We will also write a thank you letter to Debbie Earney for all her years of service as chair of the Employee of the Year Committee.*

- b. **New Ideas for Charity Work** – Connie Reding presented ideas for charity work : one a health provider in Haiti after the earthquake there (*Partners in Health*), and the other saving pop tops from cans to donate to the Ronald McDonald House for recycling for money. This would support free housing for families with children who are being treated for cancer at one of the Ronald McDonald Houses near a hospital. It was voted to start the pop top collection throughout campus. (M/S/P/ Verarde/ Kit). ***Connie will find a point person in each building and get containers to collect pop tops.***

***It was also decided that Connie will review the Partners in Health rating through one of the charity rating organizations, and find out ways to donate, and bring information to the next meeting.***

- c. **4CS Leadership Award and 4CS Model Senate Award Nominations** – Sharon mentioned that the 4CS (Calif. Comm. Coll. Classified Senate) is accepting nominations for leadership and model senate awards and will be making their decision at their Board meeting on March 4,5. ***If we have any nominations to submit, it can be done online.***
- d. **Information attached to read online** – Sharon G. mentioned some resources to read online for legislation and budget, and facts about Calif. CCs:
- i. CCLC Legislative Update to read online  
<http://www.ccleague.org/i4a/pages/index.cfm?pageID=3355>
  - ii. Our District’s preliminary budget to read online:  
<http://www.clpccd.org/business/documents/RetreatPowerpoint.pdf>
  - iii. Info Attached: CCCLC “Fast Facts” on Calif. Comm. Colleges

### VIII. Good of the Order

- a. **Election Planning/ Transition Planning** – Sharon G. asked the ***members to think about what capacity they would like to serve in next year.*** She will be unable to do a second year as a new supervisor will be arriving in her office. ***She will send out the duties of the officers and senators for review and thought.*** Any help is welcome, and the Board has been working as a good team, assisting each other with activities and responsibilities.
- b. **Donations to Our Classified Senate** – A discussion was held whether we can accept donations to the LPC Classified Senate; yes that is possible. Some people would rather just give an amount per year than participate in fundraisers. Donations could be targeted toward any of our funds. ***It was voted (M/S/P/Thornburg/Verarde) to establish and annual and continual donation drive for funds.***

***It was asked if these donations would be tax deductible, and Sharon D. will check on this.***

- c. **403b Information** – It was requested to have a 403b presentation at some time for Classified members to attend. It is believed that the payroll department will have sessions on this (and other topics) once a term.
- d. **Meeting Time Survey** – Sharon G. mentioned that we have had about the same number of attendees over the year at the 1 p.m. meetings, as at the 2:30 p.m. meetings. We changed to 1 p.m. thinking that some Classified Professionals would like to attend the

Campus Change Network (CCN) meetings, also at 2:30 pm on the 4<sup>th</sup> Thursday of each month. Sharon checked with the CCN chair and very few Classified have attended this year, if any. Therefore, this reopens the question of what is the best time for the Classified Senate meetings. *It was agreed that Jeff and Sharon will create a survey to see what works best for respondents, between 1:00, 1:30, 2:00, or 2:30 p.m.; still on the 4<sup>th</sup> Thursday of each month.*

- e. **Podcast of Meetings?** – Renee asked if anyone would like to work on Podcasting the Senate meetings. Her previous Senate did this and it worked well to keep people informed if they could not attend. *This can be worked on in future.*
- f. **Staff Trainings** – Jeff mentioned that he will give a training on “Googledocs” on Monday, Feb. 7<sup>th</sup>, 2-3 p.m. and all are welcome. Sessions can be created at other dates/times to meet the needs of any staff members.

In addition he said that Staff Development Committee has set up trainings in several areas, including CCCConfer, which provides online training for holding web meetings, classes, and conference calls – both in real-time on the internet, and/or telephone. He would be glad to orient anyone wishing to learn this.

**IX. Adjournment** – The meeting was adjourned at 2:55 pm.

Minutes recorded by:  
Sharon Gach  
President

*Next Meeting Date:  
Thursday, February 24, 2011 – 1:00 p.m.*

*[Note: It was voted on Feb. 16<sup>th</sup> not to hold a Regular Meeting,  
So that the Flex Day Committee could use that time for Flex Planning for March 4<sup>th</sup>. S.G.]*