College Council

October 20, 2011
2:30 p.m., Room 4129

MINUTES

Present: Kevin Walthers, Renee Pegues, Bob Kratochvil, Jeff Baker, Sarah Thompson, Jane McCoy, Jacob Park, Amir Salehzadeh, Rajinder Samra, Marge Maloney, Melissa Korber, Scott Miner, Sharon Gach, Jennifer Adams

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1. **Review & Approval of Minutes**
   Review of the September 2011 minutes was held until the meeting next month.

2. **Old Business**
   a. **Update on ASLPC Resolution**
   President Walthers provided an update on ASLPC's "Student Activity Fee" increase; the item was approved by the Board of Trustees on Tuesday night (October 18). He commended the Student Senate for their work on this effort and their collaboration with Chabot.

   b. **Academic Senate Resolution for Staff Development**
   Academic Senate President Sarah Thompson asked for feedback from the Classified Senate. Sharon Gach, representing Todd Steffan, reported that there hasn't been full meeting of Classified Senate since the proposal; however they did conduct two online surveys. Ms. Gach shared some excerpts from comments submitted during first survey, but noted that the responses may not be considered reliable data. She needs to talk with Todd Steffan and Rajinder Samra about the development of the survey; many respondents weren't clear on issue, background, details, implications, and different people answered the two surveys (although the second contained a follow-up question to the first instrument).

   President Walthers and Vice President Maloney called attention to the Planning Agenda items from the 2009 Self-Study, and noted that it seems to outline an approach that is the opposite of the Academic Senate's proposal; item 3A5 indicates that the institution will work toward "centralization" of the Staff Development program and activities.

   When asked how professional development for administrators would be handled if the Academic Senate's proposal were to be approved, Ms. Thompson suggested that such activities could be covered out of each administrator's respective budget. It was noted, however, that those funds would not necessarily be adequate or used as intended: with significant reductions the last few years, most budgets for conferences/travel have been all but eliminated; additionally, those funds are allocated for "conference expenses" (conferences and trainings that administrators attend as a result of their position/role at the College [e.g. annual budget sessions, accreditation workshops, state-wide legislative updates, etc…]) and not for "professional development" (i.e. leadership programs).

Jane McCoy stated that, as a part of negotiations, there were some changes made to the contract; it now reflects part of what the Academic Senate addressed in its proposal (with regard to faculty being more involved in the planning for professional development and Flex Day). Ms. Thompson added that the proposal also included some sort of connection/reporting structure between Staff Development and the Academic Senate. Several Council members suggested having the Staff Development Coordinator provide a report/update at the Academic Senate meetings, and Ms. Thompson indicated that would accomplish the goal of increasing/improving communication.

3. New Business

a. Accreditation

Vice President Maloney distributed several documents related to upcoming work on the Midterm Report.

i. Timeline for Midterm Report

The group reviewed the timeline, which includes dates related to the preparation, presentation, and finalization of the Midterm Report.

ii. Midterm Report Teams

The Council members reviewed the proposed list of Midterm Report team members, and made the following revisions:

- Recommendation 1A – remove John Gonder
- District/College Recommendation 1 – add John Gonder
- Recommendation 5 – correct spelling of "Steffan"
    - Jane McCoy stated that the faculty will not participate on this Recommendation team, per the FA (and its attorney), as this items deals with issues addressed in the contract; Melissa Korber believes that an ethics code had been developed/passed by the Academic Senate and FA several years ago (when Greg Daubenmire was Academic Senate President), and Sarah Thompson offered to look for it; President Walthers asked Ms. McCoy to send him (or have the FA attorney send him) and email stating their position on the ethics code, so that it can serve as a reference for the Accreditation Site Visit Team.
- District/College Recommendation 2
    - Ms. McCoy suggested that, since this is a Recommendation shared by both colleges, it would be beneficial to have another faculty/DEMC member (such as Dave Fouquet) participate; Ms. Thompson explained that the participants volunteered/were selected at a DBSG meeting, and agreed that Dave Fouquet would be a good addition to the group; Ms. McCoy will ask him to participate on the team.

iii. **Planning Agenda**
Vice President Maloney shared that, at the Executive Staff meeting, the President and Vice Presidents discussed having a steering sub-group lead the efforts to address the Planning Agenda items and assess progress. The steering sub-group would include: Vice Presidents; Senate Presidents; Director of Institutional Research & Planning; SLO and Program Review Committee Chairs; Executive Assistant to the President; ASLPC rep; and the Executive Assistant to the Vice President of Academic Services (who will "staff" the sub-group and assist the ALO).

4. Coordination of Information

a. Academic Services
No report

b. Administrative Services
No report

c. Student Services
No report

d. Academic Senate
Sarah Thompson reported that the Academic Senate is reviewing/addressing the draft recommendations from the Student Success Task Force (SSTF); they are primarily working on responses to the recommendations, but also exploring some approaches to implementation. On a related note, Ms. Thompson said that President Walthers will send out a college-wide email to provide some context for the SSTF draft recommendations and to serve as a kick-off for the dialogue at the upcoming Flex Day. The Senate is also working on the development of college-wide Student Success Plans.

Ms. Thompson was also pleased to report that she has asked the English Department to submit an application for the ASCCCC's model program award because of their work to revise/re-invigorate the English program here at LPC and their efforts to increase student success.

Lastly, Ms. Thompson stated that the Academic Senate passed a resolution asking College Council to review (and possibly consider revision to) the 10 Strategic Goals. President Walthers asked that the resolution be brought forward at the next College Council meeting so that the group can officially address it.

e. Classified Senate
Sharon Gach reported that the Classified Senate is working on plans for Flex Day (March 29, 2012). She thanked Sarah Thompson for attending their last meeting to present the Staff Development proposal. She also thanked everyone who supported the Senate's recent fundraising activity; the funds will go toward scholarships.

f. Student Senate

Amir Salehzadeh reported that 6 ASLPC reps will be heading to a conference in Tennessee, and that the ASLPC continues to focus on advocacy issues. The group has their own set of Strategic Goals, and they are beginning work on those; one of the goals deals with a Study Abroad program, but thus far the dialogue has only occurred within the ASLPC. Vice President Kratochvil suggested they contact Dr. Ruys, Dean of Arts & Communication.

Jacob Park shared that they are also working on improving the ASLPC website; they would like to help students understand what the ASLPC does, and might include a student forum for discussions about activities, referral to services, answering questions, etc… They have also been working with their counterparts in the Associated Students of Chabot College (ASCC) on recommending an increase to the student activity fee.

Vice President Baker added that another ASLPC project has been working with him on how the College communicates with students; these efforts have evolved into a discussion of social media, and we now have control over an existing Facebook page; with the help of Rajinder Samra, they will conduct a survey to find out students' preferred methods of communication. The Council then engaged in dialogue around the new waitlist process and the use of "Zone-Mail"; there was concern that the word hasn't gotten out (broadly enough) to students, and Vice President Baker offered to work with ASLPC to improve that.

Vice President Kratochvil commended the ASLPC for their participation on the College committees, and Sarah Thompson stated that their participation was also recognized at DBSG.

g. College Enrollment Management Committee (CEMC)

No representative present; the Council members asked that the CEMC Chair be invited to attend or send an alternate.

h. Facilities Committee

Scott Miner reported that work is going forward on the College's current projects (Science Building expansion, SSA, and Campus Boulevard), and the Sustainability Committee provided an update on the new solar array being installed at the east end of campus. Mr. Miner believes that there is a great opportunity for the College to engage with the community, as Dublin has a brand new recreational facility that includes the areas we may wind up unable to build as part of PE Phase III; he suggested that perhaps there is a possibility for a partnership or satellite site. The Council members then discussed transportation between Dublin (and/or the western portion of the Tri-Valley) and the LPC campus.

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i. Institutional Effectiveness Committee (IEC)
Vice President Kratochvil stated that several IEC members had scheduling conflicts for the last meeting, so the group used the time to recap the special sub-committee meeting that had taken place a few weeks earlier. The committee also discussed the proposed contents of the Financial Review Document ("Brown Book") and the template that will guide the narrative piece(s) accompanying the prior year financials.

j. Planning & Budget Committee (PBC)
Todd Steffan reported that PBC did not hold a meeting this month.

k. Staff Development Committee
No representative present. Sarah Thompson shared that they are in full-on planning mode for the upcoming Flex Day; she is working with Vice President Baker, Vice President Maloney, and Rajinder Samra to finalize the information that will be sent out.

l. Sustainability Committee
Dr. Mike Ansell reported that the committee viewed a presentation about the ground-mount solar project being installed outside the east end of the Loop Road. He also provided the committee with an overview of his visit to CSU Chico, a campus known for its green efforts. The Council then discussed the use of (and number of) bike racks on campus; Dr. Ansell stated that we used to have about 40, now we have 80, and there are people who would like to have even more. Several Council members suggested that it would be helpful to have data on the number of people actually riding bikes to campus and making use of the racks, and that it may make sense to wait and see if there is increased bike traffic once the Isabel/Portola roadway project opens.

Scott Miner brought up another item related to both the Sustainability Committee and Facilities Committee: he's attended several faculty energy forums, at which colleagues from other institutions talked about presenting their college's energy usage info to the campus community. He feels it would be helpful for people to understand and see how their behaviors and conservation efforts impact LPC (in terms of units of use and dollars saved). He suggested including such presentations at Town Meetings.

m. Faculty Association (FA)
Jane McCoy stated that the FA has been working with Vice Chancellor Gularte on an issue related to Planning Agenda 3A1a, and it will be going forward to Chancellor's Council. She reported that the faculty contract is very close to going to a ballot, and she believes that they are aiming to have it done in early November.

n. SEIU
No representative present.

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5. **Next Steps**
   At the November meeting, the Council will review/discuss:
   - Academic Senate's resolution on the College Council/Strategic Goals
   - Plans to meet the Nov. 1 deadline/milestone on the Midterm Report timeline

Jane McCoy will follow up with Dave Fouquet about participatint on District Rec #2 Team.

6. **Equity Perspective & Reflection** (added to agenda)
   The Council members asked to have this listed as a standing item on the meeting agenda. Since an "Equity Point Person" had not been selected, Amir Salehzadeh volunteered to present the questions. The Council identified the following items/discussions as having an impact on/connection to equity issues:]
   - Academic Senate's proposal to have College Council revisit the Strategic Goals
   - The absence of several College Council members
     - Reminders will be sent to those who haven't attended recently
     - Is the intent to have College Council represent constituency groups or committees? Is there a balanced representation on the Council?
       - The Council reviewed its membership at the first meeting of this semester and briefly discussed representation, but may want to consider other possible scenarios (e.g. having committee representatives serve in an ex-officio capacity)

7. **Adjournment**