Approved
Oct. 10, 2013

LAS POSITAS COLLEGE

College Council

September 26, 2013 - 2:30 p.m., Room 1687

MINUTES

Voting Members Present: Quorum = 9

Position	Name	Present		Position	Name	Present
President (Chair, Non-Voting)	Guy Lease	X		**VP Academic Services**	Janice Noble	X
VP Administrative Services	(vacant)			**VP Student Services**	Diana Rodriguez	X
Academic Senate President	Thomas Orf	X		**Academic Senate Vice President**	Elena Cole	
Classified Senate Co- Presidents	Frances DeNisco Todd Steffan	X X		**Inst. Effectiveness Comm. Chair**	Rajinder Samra	X
Student Senate President	Christopher Southorn	X		**Student Senate Vice President, Acting**	Shanan Sahota	X
Planning&Budget Comm. Chair	Scott Miner	X		**Facilities Comm. Chair**	Catherine Eagan	
CEMC Chair	LaVaughn Hart	X		**Staff Development Comm. Chair**	Gregory Daubenmire	
Sustainability Comm. Co- Chairs	Substitute: Cynthia Ross	X		**LPC SEIU VP**	William Eddy	
CLP FA Site VP	LaVaughn Hart	X				

Others Present: Sharon Gach, recording secretary.

1. **Call to Order –** The meeting was called to order at 2:36 PM by Dr. Lease. The Council welcomed Shannon Sota, VP Student Senate, representing the AS VP who could not attend today.

2. **Review and Approval of Agenda** – It was M/S/P to approve the draft agenda. (Rodriguez, Samra).

3. **Review and Approval of Minutes – August 28, 2013 –** The minutes of August 28th were not yet available for review due to the increased workload in the President's office.

4. **Old Business**

   a. **Planning Task Force Update** – Dr. Lease reported that the Planning Task Force met 2 more times and is very close to finishing work on its recommendation to College Council on Oct 10th. The Planning TF invited Dr. Robert Gabriner, the retired vice chancellor for Research and Planning at CCSF, to work with them last week which gave the TF good ideas and direction and background.

   For information Dr. Lease noted that of all the issues CCSF is having, none have to do with their educational program, or planning *per se*. Other issues contributed to the CCSF accreditation problems such as being almost bankrupt and being close to inability to open their doors.

   b. **Accreditation Update** – Dr. Noble reported that she is in the process of sending out the Mapped Accreditation Standards. All units and committees are asked to review the standards mapped to their areas as a pre-assessment on how we are meeting them. It is also time to find the evidence that we are meeting standards. As a follow-up later this year each group will be asked for a descriptive summary, analysis and self examination to identify any items that need action plans. Later, groups will identify the actual evidence and put into our wiki accreditation website.

It was asked when groups should send their final write-ups to Dr. Noble, and this will not be needed until April. Now is the time to look at standards, discuss them, research what they mean, do our self-examination about each unit's or group's work, and begin and continue the dialogues and document them. Dr. Lease added that during self-reflection, if change is found to be needed, this is the time to document and begin to plan to make the improvement. **The key to the process is the cycle of continuous improvement, and doing our own self assessment on a continual basis.**

Cynthia Ross asked about the Campus Change Network, as it is no longer in existence. Dr. Noble asked her to write about the processes they did, and Ms. Ross' historical perspective will be needed and appreciated.

Dr. Noble shared that she and nine college employees will be attending the ACCJC kickoff workshop on Oct. 25th at San Joaquin Delta College.

5. New Business

a. **LPC's Budget Process 2014-15** – Dr. Lease reviewed and re-stated the Draft Budget Process that he presented at the August 28th College Council meeting, in relation to ACCJC's Cycle of Continuous Improvement. He again showed the cycle chart from August 28th and provided the history that 5 years ago when budgets in the State started getting cut colleges had to lower their workload FTES numbers. Then the amount of money in the LPC and Chabot College budgets (except personnel) became so small the District had to help fund the colleges.

Now we are seeing the economy come back, and a possible small State COLA fund (not a payroll COLA) and with small FTES restoration it is enabling us to add back courses. This is not growth, it's restoration money. This gives us some hope that as move forward we may have money over and above what is budgeted, which would be why our planning process will be needed. We will then know exactly what our planned and integrated priorities are, and not have to make a study of this, but spend on the highest integrated planning items for which funds become available.

In addition over the last few years we have had to say to our VPs: you get 20% of what you got last year, try to make it work. The District let us overspend, and used co-curricular funds to cover the balance. Our budget is $1.1M above what the new Allocation Model formula gives us and District is letting us overspend by $850,000, thus providing some 'soft landing' /bailout funds. However, we have had to make cuts to the budget of $240,00 over what we had planned.

We do have a process to decide classified staff, faculty, capital equipment, and Measure B expenditures, but ACCJC needs us to bring it all together under one roof. Before we finalize the Integrated Planning Process, we need to begin budgeting for 2014-15. Dr. Lease showed the chart from last month again, and stated that we are not inventing anything new, we have used this process each year in the past.

Dr. Lease explained step by step how the cycle of budgeting worked previously, and how it will dovetail into the work of the Planning TF with very little change. There are a number of timings that mesh well together with the former and the new additions (like the Program Review cycle) for Integrated Planning; and a few that will have to be shifted slightly to mesh with the best flow for planning.

The draft budget process would work in this way (combining current and proposed practices):

- **In September** Administrative Services puts out a document with the ongoing budget and directions on how to make requests for new items with department priorities.
- **In October** Faculty leads complete their requests tying them to Program Reviews
- **In November** the Deans receive these and prioritize the many requests, through department discussions with dean and come to mutually agreeable priorities based on the College planning priorities and our current strategic goals

- **In January** all are sent to the VPs to put their Deans' sets of requests into priority order.
- **In March** all are sent to the President, to put in order as a whole college.
- **When Spring comes**, the Governor will put his/her proposed budget out to the State, and we then would see if there is a COLA and more restoration monies. The District then projects its budget to the colleges
- **In April** the LPC RAC, reviews and analyzes, and decides whether there is reasonable revenue from all sources (parking, co-curricular, etc.), and the President and VPs present the College funding request priorities to RAC.
- **In April** at same time, in the Spring, the Faculty and Staff Priorization Committees will be making their recommendations and also presenting them to RAC.
- **In May** from RAC discussions come the final budget analysis and proposal, sent to College Council for a final look at its May meeting. During Summer most faculty are away and the President and VP of Admin. Services finalize the budget based on approved college priorities (gained from our soon to be Integrated Planning Process), and any new information on funding from the State or District
- **In August** the President brings the final budget to College Council, then to district so the VC for Admin Services puts LPCs budget into district budget.
- **In September** the Budget is then reviewed and adopted by the Board
- **From September to May** as our process for continuous improvement, the IEC then works to see how that years' process worked for budget planning and if it was effective, or what changes it recommends for the next round.

Dr. Lease stated that now is the time to start our 2014-15 budget process and he will present this to the managers, and an Integrated Planning entity will hopefully be put into place soon. However, managers will see the budget process begin in a few weeks. He reiterated that this is nothing new as it is how LPC has always done budgeting. When an IPC gets put into place will flow its processes into the current cycle. In addition, when the College works on its Goals and Strategic Plan later this year they will be worked into the processes and it all becomes part of our continuous quality improvement.

Questions and answers from Dr. Lease's presentation included:

- How to match the Program Review timelines with the budgeting needs timeline. Dr. Noble suggests that PR will be due at the end of September, and will be reviewed in Oct. and Nov. By the end of November the Deans will be able to use PRs in their prioritization of budget process.
- We may need some education time (flex days or monthly 2 hour meetings for those interested) for the new processes to make sure to make sure all fulltime faculty and Deans are using the timeline to best effect and meeting all deadline points
- Could the May Revise from the Governor cause us to adjust our budgeting after we accept it in May and send it to the Board for approval? If this happened, between May and August administration would track all State changes and be ready to review again in August at College Council. That step is in the planned Cycle.
    - **What won't change are the priorities we have set out. If we have completed our planning, and funds get cut then we use the College Priority list and adjust it such that we cannot do 1 or more priorities as we planned**
- **The Process and the budget are not set in stone. We will continuously review at the end of each year to make improvements needed – and document our review!**
- Regarding 1 person departments and being 'out voted' at Division review time – So many of our CTE programs are 1 person departments, and this is one of the 3 main missions of the Community Colleges. Dr. Lease suggests that we make it a process that the Deans: 1) have

discussion in the Division Meetings as a whole, then take that information and sift through it for fairness to 1 person departments. 2) The Dean then meets with each 1 person dept so that a more balanced approach can be created for fairness to the 1 person services to our students. Dr. Lease suggests this as a conceptual idea to discuss as we go along

- Should we ask the Planning Task Force to work on the roll-out and questions with the New Allocation Process? Most members feel that when we have an IPC in place, if Allocation problems occur, that the IPC would work on this in a formal manner, so we do not feel the need to ask the Planning Task Force to do this at this time.

b. **Approval of Additional 'Annual Review of Committees' Charges & Membership'** – The Governance Handbooks asks each college committee to review both charge and membership each year. One committee has returned their review, Ms. Gach will send out the form and request again to get more input.

6. Area Reports

a. **Academic Services** – Dr. Noble said that her department is working on the Spring schedule of classes; it was delayed a bit because we were able to add a few classes. Registration for spring term starts in the 2nd week of Nov.

Several High Schools are now interested in aligning with us so their seniors have better understanding of what it is to be college freshmen at any college. Dr. Noble has met with representatives from all three of our feeder HS districts, and they are very excited about this program. The recent Student Success conference stated how difficult to connect with HS districts in some parts of state, however our HS districts want to work with our faculty to understand what expectations are here. Chris Southorn stated that the Student Senate has TF of 10-12 senators to go to High Schools to talk about LPC. Shannon Sahota is Chair of the Student Senate HS Team, and Dr. Noble will involve her in the K-12 / College meetings. We may be one of first in the State to get these HS connections. The TriValley Educational Collaborative met recently to discuss common core standards, which are now called "Better Balance" in the State of California. Ms. Rodriguez will meet with them in future about the Student Support Success Program (3SP). The Better Balance program is for the whole K – 12 grades, replaces the "No Child Left Behind" program as it is more measurable, and also replaces the STAR testing.

b. **Administrative Services** – Dr. Lease reported that fiscal year 2012-13 is now closed and Ms. Lang is now uploading the 2013-14 budget into Banner. Soon the forms will be sent out for the 2014-15 budgets worksheets.

Dr. Lease recently discussed with the Chancellor recruitment of the VP of Administrative Services, especially since Dr. Noble will become the new Interim President, and VP Rodriguez will be taking on both Student Services and Academic Services. We have decided that to bring in an Interim who doesn't know our district it will take 3-4 months to ramp up. Instead, the Chancellor agrees to now starting recruiting for VP of Administrative Services, and the recruiting committee will be set soon. The timing is that the new President will make the final choice of the new VP and we hope to have the new VP on staff by February.

c. **Student Services** – VP Rodriguez gave good detail about the 3SP workshop which she, Dr. Noble, and Barbara Morissey attended. A few important items for LPC to note are:

- A definition of a comprehensive educational plan was finally given

- The State Chancellor's office realizes it need more work on how it will treat institutions if they do no withhold services to students who do not declare an educational plan within 3 terms or 15 units. This was a shocking revelation to attendees.
- All 3SP Plans are now due in March 2014, rather than Oct. 2014 – VP Rodriguez will be relying on many staff to help with this
- The State introduced 3 mini-grants: online education, common assessment, and educational planning. Vicki Shipman and VP Rodriguez will start looking at these immediately
- There was a Panel on the 3SP with student participants that was very good, and it is suggested to have a similar student panel at a Town Meeting. Mr. Southorn said that the Student Senate will be glad to help find the students and participate. Very interesting and powerful.
- VP Rodriguez stated that for the many types of educational plans needed at LPC her division will need to find a way to consolidate all needs into one form, as the State wants to see 1 format for all students at each College
- This Spring Student Services will be implementing a "Do Not Lose Your Priority' campaign. She will be putting together a task force to plan how to keep students informed

d. **College Enrollment Management Committee (CEMC)** – Ms Hart said the CEMC will meet this Friday to discuss how allocate the extra 3.56 FTES for Spring. Hopefully some preliminary 2014-15 FTES targets will be available at DEMC next Friday. Overall, LPC appears to be on a good track for the FTES goal in 2013-14. Also a bonus could be if the State provides restoration monies at end of year.

   Ms. Hart led a discussion of the functioning of FTES to FTEF at LPC and Chabot and many of the interrelationships of these intricacies.

e. **Facilities Committee** - Dr. Lease shared that the committee met and discussed the vacated buildings. He said that after administration moved out of Bldg. 100 it will stay vacant until the District finds out if it receives a renewal of the County One Stop Center for 5 years. We may be able to put out an RFP in February, with further complication if the District is able to lease out the whole Franklin Drive building and the current One Stop must move early.

   Dr. Lease also mentioned that Portable Bldg. 100B has been removed and grass will be put back in that space. Portable Bldgs. 1300 A,B,C have also been removed. Bldg. 700 will be used for swing space for the library, during it's remodel next summer. It is a 6 month project. Bldg. 700 will house some of lib operations; with many books in a separate location and able to be ordered and delivered within a day or so. For Bldg 700, after the Library has been moved back to Bldg 1000 the plan is to create a 45 station computer lab in half the building, and the other half is still in the planning process.

   Bldg. 900 is an ESL classroom now, and we will review its uses in the future.

   Bldg. 1000 (Veterans Center, Ricoh copy center) will be demolished and removed as it is not up to code for future renovations. The Veterans Center will be moving to a new location in Bldg. 1300.

   Bldg. 1700 (old cafeteria) will be renovated for the new mail room, Ricoh Copy Center and also meeting and event rooms.

f. **Institutional Effectiveness Committee (IEC)** – Mr. Samra stated that the IEC will be releasing a survey on Monday about the Program Review which will be used for part of our Accreditation response to Standard IB, and provide valuable information for our PR process.

   Mr. Samra asked Dr. Noble if the Mapped Standards could also be mapped to the last ACCJC recommendations? Dr. Noble will work on that.

g. **Resource Allocation Committee (RAC)** - In the RAC-Chairperson Scott Miner's absence it was mentioned that a DBSG small group meets next Friday to discuss the 19 remaining questions for the New Allocation Model, 2013-14. This small group will do a lot of research and bring it back to the full DBSG.

h. **Staff Development Committee** – Not in attendance, no report.

i. **Sustainability Committee** – Cynthia Ross attended for the Sustainability Committee. She reported that the composting project was approved over summer and is moving along. Our cafeteria vendor, Fresh and Natural, is excited to participate in this. The compost station is behind M&O. It is about a 10x12' bin, with an auger that turns the compost over, and it runs on electricity and uses water in the process. Ms. Ross also reported that the committee is working on finding ways to purchase more refillable markers because they are more cost effective and more 'green'. The committee is also working on building a website to show the LPC energy use in real-time.

j. **Academic Senate** – Thomas Orf reported that the Senate has met several times since the last CC meeting and is starting to deal with a better process for Equivalencies. The current process is somewhat vague regarding what processes faculty have to go through. They are also exploring several ideas such as 2-3 year cycles for budgets and discipline plans and seeking feedback currently. At the end of every Senate meeting Dr. Orf is releasing immediate talking points which helps in information distribution. At upcoming meetings the hiring prioritization discussions will begin.

k. **Classified Senate** – Frances DeNisco mentioned that the Senate has completed a revision of the Constitution and Bylaws, and is now distributing to all Classified Staff. The changes will help with participation rates and quorums. Instead of Senators, which has become unwieldy due to the large spread of campus buildings, the Classified Senate will now have Ambassadors.

   Ms. DeNisco also shared that the Senate is drafting a resolution to send to the State Chancellor to restore the State's Classified staff development funding which was removed recently. The Senate is also planning a holiday party offsite, and will investigate the support for the Tony Costello Scholarship Fund and help publicize it.

l. **Student Senate** – Chris Southorn said that the Student Senate now has a public relations column in the Express student paper. It is a paid column as a donation to the Express and was heavily debated in the Senate whether they should use their funds as a donation to that.

   Other news includes: the Senate is able to use some of the bulletin boards in in front of Bldg. 800 for Student Senate news; Club Day is next Wed., Oct 2nd; they approved 2 resolutions: 1) to name the basketball court after deceased Coach Costello; 2) to support honors courses being embedded in other courses, as Honors currently has fewer participants. Chancellor Jackson asked if the two Student Senates would look at creating a district-wide AS, and the Senate will begin reviewing this. Recently an "Outreach Picnic Day" was held on campus with a BBQ,, information on the AS and clubs and a water balloon fight. Ms. Sahota is the outreach chairman and will continue projects to reach out to high school students; hopefully MegaDay will assist with this as a presentation is planned for seniors during that event.

m. **Faculty Association** – Ms. Hart stated there was nothing to report.

n. SEIU – Not in attendance.

7. **Thank you to Interim President Lease**

The Council formally thanked Dr. Lease for his service as Interim President these last three months, and gave him a round of applause. He replied that it was a pleasure to work here, it is a great college, and he hopes we really appreciate how wonderful LPC is. Despite all the changes at the administrator levels in the last 5 years, the educational program goes on in a wonderful way, and faculty and staff keep getting the right things done. People are dedicated and seem to enjoy what they are doing and he sees that Students are put first at LPC. He said it was great to be a small part of this organization.

8. **Adjournment** – The meeting was adjourned at 4:29 PM.

Respectfully Submitted,

Sharon V. Gach
Executive Assistant to the President, Interim

Next Regular Meeting: October 10, 2013
Room - 1687
2:30 -4:30 p.m.