Approved
2/27/14

LAS POSITAS
COLLEGE

College Council

Thursday, December 12, 2013 | 2:30 -4:30 PM | Room 1687

Voting Members Present: Quorum = 9

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

Others Present: Sharon Gach, Interim Executive Assistant to the President.

1. **Call to Order -** The meeting was called to order at 2:33 PM by President Russell. It was noted that a quorum was present. Dr. Russell offered a welcome to everyone and said he is very happy to be at at his first College Council meeting at LPC.

2. **Review and Approval of Agenda –** Dr. Russell asked for review of the agenda for today. A few changes were suggested, below.

   It was motioned and seconded to approve the revised agenda with the following changes. The motion was unanimously approved. (Orf/ Miner)

   a. Mr. Samra suggested adding to Item 4.a., "Vote on Integrated Planning Committee Creation, Membership, Charge, and Meeting Dates & Agreement on Current Budget and Planning Cycle."
   b. Dr. Noble suggested that Item 4 b. "Continue Discussion of Standards Mapped to College Council" be placed after the Area Reports, so that this item would not cause the meeting to run past 4:30 PM.

3. **Review and Approval of Minutes – November 14, 2013 -** It was motioned, seconded and approved unanimously to approve the minutes of November 14, 2013 with no changes. (Rodriguez/Samra).

4. **Old Business**

   a. **Vote on Integrated Planning Committee Creation, Membership, Charge, and Meeting Dates & Agreement on Current Budget and Planning Cycle**

Planning, Budget and Assessment Cycle - Dr. Russell said that the Budget and Planning Cycle has been reviewed by all the constituent groups, and the Senate Presidents have confirmed that each Senate agreed to the use of the Budget and Planning Cycle for one year, with assessment at the end of a year, and making needed changes to the process each year.

This was presented in Town Meeting on November 6th, and at the three Senates (slideshow at: http://grapevine/administration/TownMeeting.php , and summary screenshot appended to these minutes). Dr. Russell verified in the meeting with each of the Senate Presidents, and Mr. Southorn (Student Senate), Ms. DeNisco (Classified Senate), and Dr. Orf (Academic Senate) each confirmed that their Senate is in agreement.

Dr. Russell offered to do a review of the Cycle, however, the Council didn't feel it was necessary.

Dr. Russell stated that the Cycle document is very clear that this is the beginning of a process which the College will utilize for one year, then assess. This cycle, its assessment, changes to it, and revision of the cycle will take place each year toward the end of the Academic Year. It is imperative that we put this into place immediately.

President Russell asked if any further questions or clarifications were needed. Mr. Miner commented about the timing in the cycle of budget development between the Divisions and the Deans. He suggested that to avoid having smaller departments 'out-voted' that each Dean call a meeting of 1 person from each department to discuss Division priorities. Having a voting situation where departments with many faculty members have more votes creates a situation that is not always in the in the best interest of all students. All agreed that Mr. Miner's suggestion would be most appropriate, and VP Noble took note of this to discuss with the Academic Deans.

Mr. Samra asked if the current Resource and Allocation Committee (RAC) charge allows the committee to do the tasks needed in the Budget and Planning Cycle? After brief discussion it was suggested that Mr. Samra meet with the RAC on behalf of the College Council to review, and change if needed, the RAC Charge of Committee. If changed, they will provide a revised Governance Worksheet to the College Council.

It was motioned, seconded and approved to formally establish the Integrated Budget and Planning Cycle as noted on the webpage above. (Orf/Southorn)

Integrated Planning Committee (IPC) – President Russell opened discussion of the Integrated Planning Committee which has been researched and discussed for almost a year. He distributed copies of the IPC Charge and Membership again. He stated that the IPC is the key to making the Budget and Planning Cycle work.

Dr. Russell asked each of the Senate Presidents for a verbal agreement about the creation of the IPC, and each stated that their Senate concurs with the creation and operation of the IPC.

It was asked if the IPC is a replacement for the Planning Task Force. The IPC is not a replacement, the Task Force was a research group, and its work ended on October 1st.

Mr. Southorn noted that the Student Senate President is a non-voting member of the IPC, which is agreeable, since there are two Student Senate representatives on the IPC.

It was motioned and seconded to establish a new college committee, the Integrated Planning Committee, with the Charge and Membership as shown on the handout and attached to these minutes, which will have one seat on the College Council, and start as soon as possible. (Noble/Sahota).

Discussion: Dr. Russell asked for questions and comments. It was noted that members should be appointed by the constituent groups as soon as possible, and the first meeting will be targeted for February.

It was asked if a regular meeting date and time had been chosen yet. Dr. Russell mentioned that Ms. Gach has reviewed the Master Committee Calendar, and either the second or fourth Thursdays would be available, as College Council could meet once a month instead of twice.

It was asked if the IPC needs to meet more than once a month, as they will have a massive amount of information to learn and put into place. They also have been requested by the Program Review Committee to read the Reviews in summary form in the Spring. It was decided to set the first meeting date, and let the Committee establish other dates as needed depending on their schedules and the amount of work to accomplish.

It was decided to reserve on the Master Committee Calendar the second Thursday of each month, 2:30-4:30, for the Integrated Planning Committee meetings.

It was reiterated that the IPC co-chairs will sit on the College Council, with one vote, as noted in the IPC Charge.

It was unanimously voted to establish the Integrated Planning Committee, with the Charge and Membership as shown on the handout, which will have a seat on the College Council, and start as soon as possible.

b. **Governance Worksheets/ Received/Review –** The Governance worksheets for the following groups were reviewed and action taken as noted:

   i. **Resource Allocation Committee (RAC)**: The RAC added one new phrase at the end of its charge: "This committee will determine processes for tangible resource allocation and make recommendations to the college president." **This was agreed to by the College Council.**

      The RAC also put the number of students at '1 or 2', and this could affect a voting situation. Thus, Ms. Gach was asked to send the Charge back to RAC to delineate whether it would like 1 or 2 students in the Charge.

Technology Committee – This committee reports to RAC, rather than College Council. The Charge submitted is the same as the current charge. This committee also put the number of students at '1 or 2', and this could affect a voting situation. The following statement is also unclear in the Voting Members: "1 Faculty Member from each division including 1 from the Library." The Council will ask if this means: a) having an additional member from the Library so that there are 4 total division members (at this time with 3 Divisions), or b) that the ALSS Division member must be from the Library, so there are 3 total division members currently. Ms. Gach was asked to send the Charge back to the Technology Committee to delineate what they recommend for these two questions.

Discussion – Voting/Non-Voting Chairpersons - There was a discussion of having Committee chairs be voting or non-voting members. Sharon Gach mentioned that only 2 or 3 of 11 committees state that the Chair is voting (Curriculum, and unsure about Basic Skills and Staff Development). Ms. Gach feels that after intensive review of the current Participatory Governance Document the intention is to have all college committees be non-voting chairpersons. The Academic Senate committees may wish to do something different, and we should review whether the Brown Act says anything about this.

Dr. Orf said the Academic Senate has discussed the difficulty of getting representatives to even serve on committees, no less be chairpersons.

It was noted by the Council that due to the ability to shape committee agendas and discussions there is some power in that, thus there is a need for chairpersons to be impartial leaders for the good of the college as a whole**.**

It was decided to note this voting/non-voting situation next Spring when there will be a review of the whole Participatory Governance Manual which is under revision.

5. New Business

a. **Institutional Effectiveness Annual Report -** Mr. Samra shared the informational item: Institutional Effectiveness Annual Report, 2012-13. The Institutional Effectiveness Committee voted to accept the report recently. The report analyzes key processes and metrics, and reccommends and shares information to improve student learning and outcomes. This is the first report of its kind done at LPC and it will be emailed to all campus constituents.

   Several notable items in the report were mentioned by Mr. Samra:
   - The report is available on the R&P webpage: www.laspositascollege.edu/researchandplanning/StudentOutcomes.php
   - There is a review of the 22 remaining KPIs (Key Process Indicators), SLOs, completion data, processes used at LPC, and transfers to UCs and CSUs

- eLumen data reveals that of the five LPC Core Competencies, the one we are assessing the most is Critical Thinking
- The IEC hopes the SLO Committee will add some narrative to the SLO portion of the report, including historical data, and improvements over time.
- Data breaks down our ten College Goals, the Strategies under each Goal, and the Key Process Indicators (KPIs) which show how we are making progress on each
- There is a review of whether last Spring's change process for the Mission, Vision and Values statements were effective
- The Program Review 'Common Tool' was analyzed as to whether it was effective tool; its use has now been discontinued.

The College Council acknowledged that the report involved some very intense work, and many people contributed to its success. The Council thanked Rajinder and all who helped put this report together.

6. Area Reports

a. **Academic Services –** Dr. Noble reported that many items are winding down for the semester: large amount of curriculum, the Catalog for spring or early summer, and accreditation. She will bring to College Council in early Spring a detailed Accreditation database, using *SmartSheets* for the timeline. Elena Cole is the faculty lead and the Standards Team has been filled. Committees are doing their pre-assessments, due on April 4th.

b. **Administrative Services** – Dr. Russell stated that LPC is still searching for a VP of Administrative Services and has extended the deadline to mid-January. In the meantime Dr. Noble will assist Administrative Services as their administrator with the department reporting to Dr. Russell.

c. **Student Services** – VP Rodriguez mentioned that both colleges' Student Services areas are determining registration priorities with respect to who has or has not completed SB1456 requirements. Both colleges are reviewing options to ensure continuing students, especially those getting ready to graduate, are not negatively impacted.

   As a follow-up to the Active Shooter Training, the Safety Dept. and Health Center staff are working on how we can track students who show signs of mental illness, or other potentially violent problems. This term the BIRT (Behavioral Intervention Response Team) is being piloted, which includes mental health counselor, director of health center, faculty, counselors and a psychologist. There are systems in place to check that the students are not having an overly bad day, and if that occurs to attempt to de-escalate their situations. This is a pilot and will be rolled out in the Spring with training for faculty and staff.

d. **College Enrollment Management Committee (CEMC)** - Ms. Hart reported that this week's meeting will include discussion of Discipline Plans for 2014-15 and a summary document will be discussed. For future Discipline Plans the committee will begin looking at anomalies, to true-up the data from year to year for increased accuracy in

WSCH. Information currently is received from the Enrollment Management tool and other sources. Sometimes faculty members do not base their projections on past terms' history and base their numbers on their hopes, instead. There certainly is a need for cleaner data.

Rajinder pointed out that the Enrollment Management tool, iTEST, will be put into ARGOs and data will be more easily accessible soon.

e. **Facilities Committee -** Dr. Eagan, the Committee Chair, was unable to be present. Dr. Noble reported for her that at the December 16th meeting there will be a vote for or against a new building to be built with remaining Measure B Funds. Dr. Noble gave an outline of the remaining 3 million dollars and how it might be allocated to support the Library remodel, small projects, and instructional equipment. Additionally, at one of the next meetings the "Small Projects List" will be reviewed and ranked.

f. **Institutional Effectiveness Committee (IEC) -** Mr. Samra mentioned there is a meeting next week.

g. **Resource Allocation Committee (RAC) -** Mr. Miner shared that RAC members are now reviewing about 16 Non-Instructional Equipment Requests which are due on December 16th.

h. **Staff Development Committee** – Mr. Daubenmire discussed Accreditation Tasks with the Staff Development Committee. At their February meeting they will discuss how much funding has been provided, which is on target at approximately $5000 for conferences. A large number of faculty have done their Flex obligation already.

i. **Sustainability Committee** – Ms. Carson said the committee could not meet because of members' illnesses. She mentioned that the Compost Bin has been ordered and that we already do green waste recycling into the fields behind M&O.

j. **Academic Senate** – Dr. Orf stated that at yesterday's meeting they put many items to rest, including voting on the IPC and the board policies. The Senate will work on more Accreditation responsibilities in January. He also said that the Senate seats are not full (only 1 per Division currently), and Elena Cole is working on promoting positive ways to serve on committees to attract more faculty. He also said that he will represent LPC at a general education conference in Napa in early February.

k. **Classified Senate** – Ms. DeNisco reported that the Senate could not meet in November due to numerous responsibilities of the leadership. She shared that decisions will be easier as the new Bylaws were changed to 1 person/1 vote of the attendees at any particular meeting; rather than a set quorum. The Senate is holding elections for 2 ambassadors and 1 secretary. Formerly a college administrative assistant took both the Classified Senate and Faculty Senate minutes, however that position was not re-filled when she resigned. Thus, Classified Senate has had not meeting minutes written for almost two years, they are called 'Notes' and posted as-such.

l. **Student Senate** – Ms. Sahota related that the Student Senate approved the IPC. The Senate is now reviewing their bylaws and constitution and will hopefully approve them

tomorrow. She said that there are actually too many people participating this year (41), and the Senate will need to put a cap on participation to be able to accomplish work. Elections are upcoming. Students are also working on the Legislative Sub-committee for Board Policy review. The Inter-Club Council (ICC) wrapped-up the semester with an event including dodge ball and other events.

Mr. Southorn mentioned that the Prep2Pass Tutoring is ongoing now, funded in part by the Student Senate to keep the Tutorial Center open in the evenings. The Officers are planning a trip to Washington, D.C. for Spring 2014, and they are purchasing give-aways next term to raise awareness of the Student Senate.

m. **Faculty Association** – Ms. Hart reported that the FA reviewed its constitution and bylaws and are discussing them now with a few changes to structure likely. There are two new positions for the Executive Board, an at-large representative from each campus, and the treasurer and secretary are now appointed positions, which creates equal voting between the 2 campuses.

n. SEIU – Mr. Eddy had nothing to report.

7. **Continue Discussion of Standards Mapped to College Council** – See separate notes below.

8. **Adjournment** - The meeting was adjourned at 4:39 PM.

Respectfully submitted,
Sharon Gach
Sharon Gach, Interim Executive Assistant

# # #

<u>Summary of 7.</u> Discussion of Accreditation Standards mapped to College Council – Assigning Responsibilities

Standard Number/Question (Bold): Discussion (non-bold)

3D1C – LONG RANGE FINANCIAL STABILITY:

Evidence of long term fiscal plan and priorities – From the Planning Task Force discussions the Integrated Planning Committee recommends to the President the cycle of budget and planning. It includes the Bond funds and how they are to be used since 2009.

The Facilities Committee also has bond fun evidence in all their meeting minutes. The challenge is the long term history. We have used bond funds a lot in instructional equipment and repairs. Then a lot of our long term planning has been stopped by the emergencies in the budget, such as the February Surprise, district layoffs that were required, and we haven't been able to pursue our long term goals as we wished.

DOES THE INSTITUTION HAVE PLANS FOR LONG TERM DEBT AND PAYMENTS, AND HEALTH BENEFITS, ETC.?

Yes, new the new district budget allocation model (BAM) addresses this. Will the new SSA building have an impact on maintenance of facilities? The other new buildings have not had that impact, but the SSA will impact facilities time and funding. The non-instructional position requests that were denied year after year will now have impact in maintenance area also. The Colleges have no control over M&O – as a District department - but district needs to also fun custodial into the budget with the new buildings. SSA cannot get cleaned enough because not staff were hired before it was built. Also payback to the RUMBL retirement fund has to be kept in mind and budgeted to pay back the fund from which the district borrowed in a few difficult budget years (2009-10 and 2011-12?). The Colleges are accredited but the District is not, therefore Colleges can get dinged if the district unable to do their required tasks.

DOES THE INSTITUTION ALLOCATE RESOURCES TO THE PAYMENT OF LIABILITIES AND RESERVES TO ADDRESS LONG TERM OBLIGATIONS? DOES IT UTILIZE ACTUARIAL PLANS OR FUND POST-EMPLOYMENT BENEFITS?

For our District this refers to the RUMBL account. The Actuarial data was reviewed and the cost gone down somewhat. We know this and it's critical and good that we have the knowledge. We don't have the power at the college to do this, it's a District task, and the Business Department is doing this.

Dr. Noble concluded the discussion by noting that each Council member is asked to look at the Standards mapped to College Council, and chose several appropriate SubStandards to write evidence for, related to their Committee and/or areas of interest. At the end of March if Standards are left with no volunteer writers, Dr. Noble will have to ask individuals to pen the evidence.

Dr. Noble will soon send out the Standards spreadsheet for "Standards Mapped to College Council".

Mr. Samra asked if the Improvement Plan deadline is also April 4th. Dr. Noble said that deadline is later, with specific experts and committee chairs who will have to address each Improvement Plan.

# # #

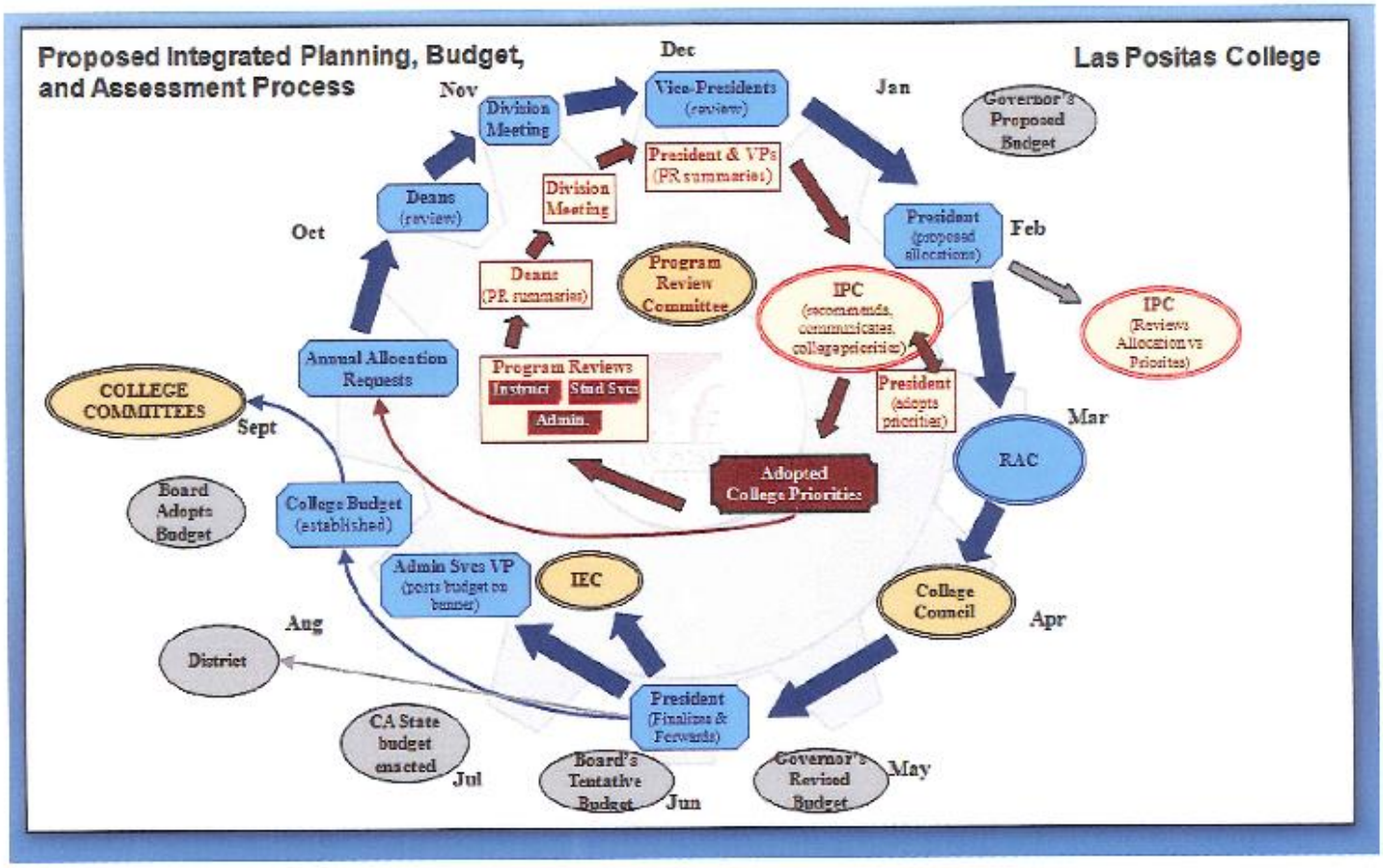
Las Positas College
Integrated Planning Committee (IPC)

Charge and Responsibilities

The Integrated Planning Committee (IPC) will provide institutional-level planning priorities to the College President by using the Mission, Vision and Values Statements, Strategic Plans, Program Reviews, SLOs, institutional research, and accreditation documents as its focus. The IPC will be informed by a variety of sources including district priorities, and State, Federal, and ACCJC* mandates, as required.

The responsibilities of the IPC will include, but are not limited to:

1. Guide the institutional and strategic planning efforts, by establishing planning priorities
2. Identify, review and revise, as necessary, processes for:
    a. Integrating the College strategic planning documents, including SLO and Program Review documents, into planning
    b. Integrating and communicating the planning priorities to committees for allocation purposes
    c. Integrating the assessment of institutional effectiveness into planning
3. Provide direction to the Institutional Research office to generate the data and analysis necessary for the planning efforts needed by the college
4. Review institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning
5. Recommend planning priorities to the College President
6. Communicate adopted planning priorities to the College and College Council
7. Evaluate charge, tasks and membership on a regular basis

*ACCJC = Accreditation Commission for Community and Junior Colleges

Integrated Planning, Budget and Assessment Process, Adoped Dec. 12, 2013 by College Council