Approved
Oct. 10, 2013

LAS POSITAS COLLEGE

College Council

August 29, 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**		
Planning&Budget Comm. Chair	Scott Miner			**Facilities Comm. Chair**	TBD	
CEMC Chair	LaVaughn Hart	X		**Staff Development Comm. Chair**	Gregory Daubenmire	X
Sustainability Comm. Co- Chairs	Rita Carson Colin Schatz	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 2:35 PM by Dr. Lease. It was noted that a quorum was present. Dr. Lease welcomed the new members this year. He asked that if a Chairperson is unable to attend any of the meetings, to please send an informed substitute so that quorums can be maintained.

2. **Review and Approval of Agenda** – The agenda was reviewed and approved as drafted (M/Orf; S/Rodriguez).

3. **Review and Approval of Minutes of May 16, 2013**– The minutes of May 16, 2013 were reviewed and approved (Orf/DeNisco; 2 abstentions).

4. **Old Business**
   a. **Urgency of Integrated Planning (I.P.) at LPC –** Dr. Lease opened this discussion referring to his convocation talk and reminding the Council how the Accreditation standard for Integrated Planning must be in place and integrated into all activities of the College. We must now establish a process, which may later be changed after use and evaluation . We must use the process for the upcoming planning and budget and program review cycle, looking toward planning for the 2014-15 academic and budget year. There must be a two year cycle for ACCJC to review, therefore planning now for 2014-15, and during our Accreditation site visit in Fall 2016, we will be in the planning phase for the 2nd year, 2015-16. We have no wiggle room in this, we must document evidence of use of the planning process and begin using it this Fall.

Included in this planning also are the Strategic Plan, the Facilities Master Plan, Human Resources planning and staffing. All elements must be tied together in a plan to establish priorities for all LPC spending.

Dr. Lease asked if there were questions, concerns or discussion needed, and none was needed; Council members agreed with Dr. Lease's discussion on the need for integrated planning.

b. **Planning Task Force Continuance – Strategic Plan –** After the above presentation and concurrence by the Council, Dr. Lease asked for the full support of the Council to continue the Planning Task Force from last Spring.

To begin discussion it was motioned and seconded (Rodriguez/Orf) that the College Council continue the Planning Task Force during Fall 2013, that the fifteen volunteer members who have stated interest be invited to participate, and that the Task Force use the College Council meeting date on Sept 12th for their first meeting.

Discussion included:

- Review of the acute need for integrated plan use now and in future
- Accreditation schedule of writing our Self Evaluation 4/1/14, Site Visit Fall 2015
- The Integrated Planning process used in 2013-14 for the 2014-15 year would be evaluated and could be adapted as LPC sees the need
- No college has a perfect model, and models evolve as they are used
- We will need to get consensus from all constituent groups to use the model we come up with for one cycle and start a second cycle
- **The Planning TF representatives are being tasked to bring a Recommendation to College Council that all parties 'can live with', even if the model is not perfect, as urgency for Accreditation is imperative**

The necessary timing was decided upon as:

- September 12 – October 1: Planning TF meets
- October 10: Planning TF presents a Recommendation that they believe their constituent groups 'can live with' to the College Council
- October 10: College Council has first reading of the Recommendation. If acceptable, College Council requests all constituent groups review the Recommendation for one month in the Consultation Process, and return to the November 14th College Council meeting with their findings. This is a 'Mutually Agree' topic, thus it necessitates input from the Senates
- November 14: College Council meets to discuss the consultation and try to get consensus on an Integrated Plan for one year
- Leaders will ask for Agreement from Senates; if an entity cannot agree leaders will ask for specific changes which could be agreed to. Since speed is of the essence we must have alternatives proposed on November 14th

Discussion of membership – The membership make-up was discussed and agreed upon as:

- President
- 2 Vice Presidents (add the VP of Admin. Services, if hired)
- Faculty Senate - Elena Cole
- 4 from Divisions - Thomas Orf will invite
- 1 Student Senate - Christopher Southorn, or Cherry Bogue (Trustee)
- 1 Classified Senate Co-President - Frances DeNisco
- 2 DBSG Representatives – Ask Heidi Ulrech and Natasha Lang
- CEMC Chair – LaVaughn Hart
- FA Representative – LaVaughn Hart, also
- Program Review Co-Chair - Ask Teresa Henson or Jill Carbone
- Director of Research and Planning – Rajinder Samra

Meeting times were discussed and it was decided that the College Council would give up its September 12th meeting date for the Planning Task Force to meet. Future meetings could be set at the convenience of Planning Task Force members

It was suggested whether to add the Strategic Plan work needed, into the Planning Task Force work. This was discussed in detail and there was agreement to not add Strategic Plan recommendations into the Planning TF work at this time. The goal will be to have the College Council work on the College Goals first, then the Strategic Plan for how to meet those goals. As the Planning Task Force works on the current task, it can also be thinking of the ideas for the goals and strategic plan for the future.

It was noted that we can do integrated planning even if the College Goals and Strategic Plan need to be reviewed and revised; planning is the process; goals and plans are the specifics. It was mentioned that we have gathered quite a lot of feedback and research through last year's Planning Task Force and the Institutional Effectiveness Committee to speed the work of reviewing and revising goals and strategic plan.

It was agreed that the assigned tasks for the Planning Task Force would be:

- Make a recommendation to College Council for an Integrated Planning process for LPC
- Include the Charge and Membership if I.P. to be done in a new council
- Develop the calendar and timing for what the I.P. group will do and where they receive information from, and provide information to. (Flow and relationships to other LPC entities.
- The Footprint of Annual Activities created by the Spring 2013 Planning TF, will be useful in all work and tasks necessary for the college

Mr. Samra reminded the Council that last Spring the Planning TF discussed several ways of doing Planning: 1) Create an Uber-Committee to absorb all responsibilities of Planning and the College Council; 2) Create a separate Planning Committee and keep CC duties the same; 3) Maintain the CC and Committee structures as they currently are and give more responsibilities to current committees to accomplish the planning needs.

Outside Perspective – It was discussed whether we should invite an expert in community college planning to meet with the Planning TF for additional perspectives. A name mentioned was Robert Gabriner, Ph.D., a leading planner from CCSF, now retired and coordinating doctoral programs at SFSU. He would be willing to spend time with our TF and guide us through best practices and to assist us in getting over some of the concerns.

The motion was re-read as made and seconded (Orf/Rodriguez). It was voted to approve the motion that the College Council continue the Planning Task Force during Fall 2013, that the fifteen volunteer members who have stated interest be invited to participate, and that the Task Force use the College Council meeting date on Sept 12th for their first meeting.

c. **Accreditation Timeline and "ACCJC Standards Mapped to LPC Committees/Units"** - Dr. Noble presented the Accreditation Timeline, and named it the 'Accreditation 10+11" as it needs ten teams to to take on part or all of a Standard. The "Plus 1" is the editor.

Dr. Noble explained the timeline steps:

1. By end of Fall 2013, have the committees set up
2. Begin with the Mapped Standards, assign them to teams and units, and start filling in our evidence. Not just committees will be involved, each office and service will have some evidence to record. This will become an ongoing process, year-round, each year
3. Fall 2014, Dr. Noble is asking the District Calendar Committee for Flex Day for "All College Accreditation Day", where all fulltime employees will pick a standard to work on for the day, find information and evidence, and record it, to create the pieces of our Self Evaluation Report (formerly called Self Study)
4. The Editor will then put all the written evidence into one voice in the Spring of 2015
5. During Spring 2015 the Self Evaluation Report the Self Evaluation Report will be vetted through our constituency process, to send to the Board for approval in the early Summer 2015

6. The target is to submit the Report to the ACCJC in August 2015, with the ACCJC Team Site Visit in October 2015

Dr. Noble showed the Mapped Standards Excel sheet, and gave examples of how the departments and committees would be linked to places where evidence can be input.

The College Council was asked by Dr. Noble for approval to proceed to distribute the Mapped Standard to all College Committees and departments by Mid-September.

Discussion included: The reason to have cross-checking of the evidence on the All College Accreditation Flex Day is to get new eyes on the evidence and make sure everything is there; this is very complex work and much assistance is needed. The IEC will also go through the Mapped Standards this and see how it maps to the current charge. Jeff Sperry will set up the electronic file folders on our Wiki-Accreditation website so that the Accreditation Review Committees will be able to easily place evidence in the right place.

In addition, Mr. Samra presented the Guide to Evaluating Institutions from the ACCJC. Copies will be made for all Committees, it is also available on the ACCJC website. Each standard has the exact questions that the visiting team will be asking of us, and of our evidence. If we write to those questions we will be prepared.

It was motioned and seconded and approved that the College Council is in favor of following the plan presented by ALO and VP Dr. Janice Noble, and using "The Guide to Evaluating Institutions". (Rodriguez/Samra)

d. Report on ACCJC Letters sent in May 2013 – Dr. Noble reported that she received a reply to the two letters sent to the ACCJC in May 2013 regarding whether Substantive Change notices were needed to notify the agency of the approval of four degrees and two certificate programs; that five transfer degrees were completed last year; and that the LPC College Mission Statement was revised. No Substantial Change Notice is required for any of these situations.

5. New Business

a. **College Council Meeting Schedule** – Dr. Lease said that he would like to confirm the Council's meeting schedule this year which is now set up for the 2nd and 4th Thursdays, 2:30-4:30 PM. He asked if anyone had any concerns with these times or would like to discuss a change. By consensus the 2nd and 4th Thursdays were acceptable to all.

b. **Annual Review of Committees' Charges & Membership** – Dr. Lease presented that our Governance Document (2006) requires us to review the Charge and Membership in all College Committees each year. Please take the Governance Worksheet to your committees and return after your first meeting this year.

He asked the Council to review its charge and membership, and all agreed after discussion that there were appropriate for this year. It was noted that depending on what type of Integrated Planning structure was put into place later this Fall, that the CC charge or membership may change, or may not change.

It was asked if, out of the I.P., process there will be discussion to have other important committees represented at College Council, such as Program Review, Curriculum or SLO. This has been discussed by the Planning TF last year, and these may make sense for accreditation and functional planning reasons. Conversely, some committees which may have been in the forefront of attention and needs for the college years ago may be reviewed as to appropriate membership on the council at this time of change. The nature of CC functions may change as we get deeper into integration of planning.

It was discussed to consider amending the membership of the College Council in the future, with the following voting membership list to be considered. The non-voting members would also be invited to report and add to discussions at any time; however for the sake of quorums and to place importance on

Integrated Planning, the Council membership may need to be modified. Possible future membership could be discussed as: College President, VP SS, VP AS, VP Admin. Svc., President Student Senate, President Classified Senate, President Academic Senate, Chair of RAC, Chair of PR, Chair of CEMC, VP of FA, VP of SEIU, IEC Chair. This would be 14 people, and 8 for a quorum . There was discussion that some entities may not agree with removal of some positions, and this would need to be discussed carefully and considerately. For instance removing Sustainability, Facilities or Staff Development would be a discussion matter. Currently there are 18 members of College Council which seemed like quite a large number in this discussion.

6. Area Reports

a. **Academic Services -** Dr. Noble reported that: our enrollment numbers are up 3-4%, the Spring Schedule is underway, and Program Reviews due Sept 27th. The Administrative Unit Program Reviews are due August 30th. Recruiting has begun for the permanent STEMPS Dean and the hiring committee has been set up. We will recruit for the ALSS Dean next semester. The Men's Basketball coaching position is open as a result of Coach Costello's death; interviews will be held soon, and also for new part-time coach

Dr. Noble shared that Coach Costello's memorial service this morning was a wonderful tribute, and struck all the best notes for a memorial service.

b. Administrative Services - Dr. Lease said that Natasha Lang just finished closing fiscal year 2012-13. It appears we will be slightly over budget. Ms. Lang is now finalizing inputting numbers into department budgets and these will be discussed at our Resource Allocation committee (RAC) next week. Since the new District Resource Allocation Model has created a new budget process we will be working on the 2014-15 budget with the new Model this fall.

c. **Student Services –** Diana Rodriguez informed the Council that Student Services will be reinstituting the Behavioral Response Team because of increasing numbers of mental health issues on campus. On the Team are staff from DSPS, Counseling, Student Services Administration, Public Safety, and the Health Center. The Team is identifying someone to be the daily on call person to handle mental health issues each day. Todd Steffan mentioned that he knows of individuals who could help train staff in working with Veterans if this is needed. If the Team feels a student needs additional level(s) of support they will refer the student to the appropriate level of care.

She also stated that the Counseling department saw over 460 drop-ins this week; and the new building helped to facilitate this amount of service. Staff from Student Services will be participating in three different College fairs this fall; Transfer Day is Sept 30th and 40 college representatives will be here. In addition, staff are redesigning educational plans and for ease of input into DegreeWorks and in compliance with the 3SP law (Student Support Success Program). Student Services is also doing program reviews. Planning is underway for a new Veterans Center as building 1000 is no longer adequate for a center, print center or classroom. Recruiting for the permanent Dean of Student Services will being in Spring, and in a few weeks Ms. Rodriguez hopes to post a CalWorks classified position.

Todd Steffan added that there will be a Job Fair on September 27th for the public and veterans, called *Honor a Hero: Hire a Veteran*. Todd recognized Renee Pegues and Diana Rodriguez to make this happen on our campus.

d. **College Enrollment Management Committee (CEMC)** – LaVaughn Hart said the next CEMC meeting will be on Sept. 13th and it will look at how to put 3.8 FTEF on schedule for Spring. Restoration funds from the State came in at 1.63, and this will be added to the Spring schedule .

A question from Mr. Samra generated an informative discussion of FTES, DEMC and CEMC roles, projections, and community/business demand for certain types of courses. Selected points

made include the following. History shows that when employment improves students leave college to go to work creating a situation of different types of classes needing to offered. Transfer numbers have been up for a long time, some believe because of the tuition increases at the CSUs and UCs. If the DEMC spreads the FTES in the way it historically has, LPC targets will be able to be met. The future role of the DEMC may evolve to be an FTEF target tracking entity for each college. Various complex scenarios produce different ramifications, and sometimes unintended consequences. The New Allocation Model will bring these types of discussions out sooner.

e. **Facilities Committee -** Dr. Lease reported on many items. The future for Bldg. 700 is under discussion with possible temporary Library placement there which the Library is remodeled next summer. The SSA/ Science Building II/ Campus Blvd. Ribbon Cutting and Tour is set for Sept. 17th. He noted that Bldg. 100B, the portable which sat between Bl. 100 and 700 for 5 years, has now been removed and grass will be placed back in that area.

   Renee Pegues is working way-finding signage for the SSA, and teams are working on entry signage on south and west entrances. There will be an L.E.D. screen for announcements at the Campus Hill/south entrance. The Library remodel is slated to start next June, and planning meetings are ongoing. Bldg. 100 is designated to be the One Stop Center if our District's contract is renewed with Alameda County. We will know by June 14th if the contract will be renewed, thus no funds will be spent on that remodel unless a contract is secured.

f. **Institutional Effectiveness Committee (IEC)** – This committee has not yet met/ no report.

g. **Resource Allocation Committee (RAC)** - This committee has not yet met/ no report.

h. **Staff Development Committee** - This committee has not yet met/ no report.

i. Sustainability Committee- This committee has not yet met/ no report.

j. **Academic Senate** - Dr. Orf reported that the first Academic Senate meeting was held yesterday with the yearly goals of: filling open senate seats, providing talking points to participants at the end of each meeting. There have not been issues yet for discussion. Senate will take on the Equivalency matter later this year, requested by the FA President. Our Equivalencies are not very functional and are very vague.

k. **Classified Senate** - Frances DeNisco reported that the Classified Senate met and is working on its Bylaws to make participation less restrictive and increase the ability to get information out to members, and to report Classified opinions back to the College Council more quickly.

l. **Student Senate** - Christopher Southorn said that they have welcomed 15 new student senators and had their first meeting last week. This Senate is larger than in several years with 25 senators plus 6 elected officers. A new sub-committee will be starting up for public relations with an officer added for the function also.

m. **Faculty Association** – LaVaughn Hart mentined that the Calendar Committee is working on its composition to begin meetings next month, and needs faculty volunteers, currently on the committee are Jane McCoy, John Ruys and Teresa Henson.

n. **SEIU** - Not in attendance.

7. **Adjournment** – The meeting was adjourned at 4:27 PM by Dr. Lease.

Next Regular Meeting: September 26 2013
Room - 1687
2:30 -4:30 p.m.

Respectfully submitted,
Sharon V. Gach
Executive Assistant, Interim