LAS POSITAS
COLLEGE

College Council

Thursday, October 24, 2013 | 2:30 -4:30 PM | Room 1687

Please Note: *If you are unable to attend please send a substitute from your Governance Group or Committee.*

AGENDA - Draft

1. Call to Order — Noble

2. Review and Approval of Agenda — Noble

3. Review and Approval of Minutes – October 10, 2013 (pgs 1-8)

   and May 26, 2011 (pgs 9-12) — Noble

4. Old Business
   a. Accreditation Update: (pgs 13 – 17)
      Standards Mapped to College Council / Assigning Responsibilities — Noble
   b. Governance Worksheets/ Received/Review — Noble

5. New Business

6. Area Reports

   a. Academic Services — Rodriguez
   b. Administrative Services — Noble
   c. Student Services — Rodriguez
   d. College Enrollment Management Committee (CEMC) — Hart
   e. Facilities Committee — Eagan
   f. Institutional Effectiveness Committee (IEC) — Samra
   g. Resource Allocation Committee (RAC) — Miner
   h. Staff Development Committee — Daubenmire
   i. Sustainability Committee — Carson/Schatz

j.	Academic Senate	Orf
k.	Classified Senate	DeNisco/Steffan
l.	Student Senate	Southorn
m.	Faculty Association	Hart
n.	SEIU	Eddy

7. Adjournment

Next Regular Meeting: November 14, 2013
Room - 1687
2:30 -4:30 p.m.

Draft 1

LAS POSITAS COLLEGE

College Council

Thursday, October 10, 2013 | 2:30 -4:30 PM | Room 1687

Voting Members Present: Quorum = 9

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

Others Present: Sharon Gach, recording secretary.

1. **Call to Order** - Dr. Noble called the meeting to order at 2:33 PM, noting there was no quorum at that time.

2. **Review and Approval of Agenda** – Dr. Noble asked for review and approval of the agenda by consensus. It was noted that the College Council did not meet on Sept. 12th, and that date will be removed from Item 3, "Review and Approval of Minutes." The Agenda was approved by consensus with this one change.

   At this time additional Council members arrived and **a quorum was met**, noting that several attendees represented committee chairs or administrators who were away in another important college meeting.

3. **Review and Approval of Minutes –** August 29, September 26, 2013 – Dr. Noble asked the members to review the minutes provided. After review, it was motioned and seconded to approve the August 29th and September 26th minutes as written. There was no discussion. The minutes of both meetings were approved as written with two abstentions.

4. **Old Business**
   a. **Planning Task Force Recommendation**
   Ms. France DeNisco presented the recommendation of the Planning Task Force on Integrated Planning at LPC. She distributed the handout showing the Composition, Terms, Charge and Responsibilities of the proposed Integrated Planning Committee.

Ms. DeNisco reported that the Task Force gave considerable study, thought and discussion to the Task Force recommendation to College Council last May. After further discussion this Fall the Task Force respectfully submits to College Council the proposal to create a new committee: the Integrated Planning Committee (IPC). Discussion of the IPC and other items were discussed.

Questions and discussion included:

- To where would the IPC report? To the College Council, it would be a Committee, not a 'council'
- Is this the same as an idea from last year, the IPAC? No. The IPAC included the duties of Accreditation, and budgeting, but it was determined that the campus could not agree on that sort of scope for a committee. Accreditation and budgeting were taken out of the recommendation and never brought to the College Council
- Ms DeNisco said that the Planning Task Force recommends the attached Composion, Charge and Responsibility of an IPC, but is not recommending where it fits into the Governance Structure. This is for the College Council to decide. However, possible suggestions to consider are:
    - Adding the Chair of the IPC to College Council
    - The Planning Task Force sees that there may be minor changes needed in RAC processes related to the dates of receipt of information and working with college-wide priorities and deadlines
    - The budget and allocation timeline is still in flux and under discussion, thus the Planning Task Force didn't want to make a recommendation on where those items would fit
- It was asked if this in an 'Uber Committee'? No. It was explained that this idea was not something the campus wished to have, and was not brought forth as a recommendation to College Council at any time
- Mr. Southorn asked, for reference only, why the Membership has fewer students represented, with only 2. Ms. DeNisco replied that student input was received last year that 4 voting members would be too many for the Student Senate to commit to, as only 1 student could attend the Planning Task Force meetings last year. It would be helpful for quorum purposes if groups would commit to the number of members they can actually bring to the meeting. Mr. Southorn said he understood this reasoning

- It was asked about a proposed Annual Budget Process as on the attached chart. This was not studied by the Task Force, however was a suggestion from previous Interim President Dr. Guy Lease. After he had studied LPC's work from 2012-13, listened in the Planning Task force meetings, consulted with campus leaders, and studied the May recommendation of the Planning Task Force, Dr. Lease drew this chart. This could be a possible budget review process to dovetail the needs of integrated planning, program review, district timing, and needs of faculty and programs

- Dr. Noble explained on the chart the September through August cycle of budgeting and planning needs. She discussed how the SLOs, Program Reviews, annual requests, would work with the administrators' reviews; through to budgeting, and State funds announcements flow. Dr. Noble stated that after Dr. Lease's study of LPC's needs that the college could adopt this type of cycle to codify our current practices and improve them with integration of planning.

- This is not written in stone and will be re-evaluated each year

The Motion was made that the College Council accept the Planning Task Force recommendation for an Integrated Planning Committee (Orf/Miner).

Further discussion included:

- Has there been discussion for the future if the college can add back another academic division and how it would affect membership? Yes. As the integrated planning process is never set in stone and we annually reflect on effectiveness and change items to work better, any structural changes would bring up discussion for associated committee changes
- *Mr. Southorn asked how is this planning occurring now? These functions of planning are not done now at all, and if we do not do this LPC will have a bad outcome on accreditation.*
- We need at least 1 year of doing integrated planning, and need to be into the 2nd year, while evaluating the first year
- No system is a perfect system, it will be reviewed annually

After discussion Mr. Orf called for the vote on the motion that the College Council accept the Planning Task Force recommendation for an Integrated Planning Committee. (M: Orf / S: Miner). The motion passed with none opposed, and 1 abstention.

Discussion was held on the proper way for College Council to roll out this recommendation for consultation by all governance constituents to consider:

- This is a 10+1 matter that the faculty may weigh in on via Academic Senate, Students via Student Senate, and Classified via Classified Senate
- *Ms. DeNisco said that the Planning Task Force would like it to be understood that one full year of planning has already gone into this document, and it reflects massive input, study, listening to all campus groups, and is the best start on integrated planning that the Task Force feels will be essential and useful to LPC*
- The goal is to have the Planning Task Force recommendation accepted knowing no process is perfect, this is a good process, and asking for groups to live with this for one year and re-assess
- *If, however, there are items that are difficult for a group to accept, it will be asked that groups understand that this process is a start, it must be done this Fall or we risk accreditation problems, and the IPC will be re-evaluated and revised as needed through the planning and Institutional Effectiveness processes of LPC each year*
- This is part of the process of continuous improvement that LPC does each year.
- The goal is not for perfection the first year; it is for a good start; and for what the groups can live with for this year, knowing it will be re-evaluated each year
- Groups are asked to remember that this recommendation is the result of a great deal of study, participation by over 30 people over a full year, and input was welcomed and used all along the way

MOTION: It was motioned and seconded to bring this recommendation to the Senates and to Town Meeting for the full presentation at each meeting. At the following meeting of the three Senates a vote will be taken, which will be reported back at the November 14th College Council. (M: Orf / S: DeNisco) The motion was approved with 1 abstention.

Ms. Gach led a hearty Thank You to this Fall's and last year's Planning Task Force. The College Council made their appreciation known with a round of applause.

b. **Accreditation Update** - Dr. Noble mentioned that she and nine LPC faculty and administrators will attend the ACCJC seminar at San Joaquin Delta College on Oct 25th. This will officially kick off our 2 year cycle until our Accreditation Site visit in Oct. 2015.

Dr. Noble explained the timeline steps leading up to our Site visit:

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. The Editor will then put all the written evidence into one voice in the Spring of 2015
4. 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
5. The target is to submit the Report to the ACCJC in August 2015, with the ACCJC Team Site Visit in October 2015

c. **Governance**

i. **Approvals of 'Annual Review of Committee Charges & Memberships'** – Dr. Noble reported that we still have some outstanding annual reviews of Committee Charge and Membership, which she and Ms. Gach will remind the Chairpersons to return after the next round of meetings.

ii. **Status of Governance Document** – As an annual educational item for Council and committee members, Dr. Noble reported that the Governance document for LPC is located on the Grapevine Intranet, and and Ms. Gach pointed out online where this is located. The most recent version is dated 2006 and a goal for the President's Office this year is to revise the Governance Document, vet it through the Council, and provide an updated document for the campus.

iii. **List of Committee Chairs/Support Staff 2013-14** – Dr. Noble pointed out this list which was attached to the meeting packet.

5. New Business

There was no new business.

6. Area Reports

a. **Academic Services** – VP Rodriguez, Interim VP of Academic Services, was unable to be at this meeting due to another important one-time college meeting at this time. Dr. Noble reported that the Spring Class Schedule will be published by the end of October. We were able to add 15-20 more classes due to the restoration funds from the State.

b. **Administrative Services** – Dr. Noble shared that the recruitment for the VP of Administrative Services position will open Friday, Oct 11th. This creates the timing such that new president will

make the final decision. It was asked about an update on the Presidential Search. Chancellor Jackson has interviewed the 3 candidates, the forums occurred Oct 2nd, and survey forms filled out by all the campus participants were reviewed by the Chancellor. In addition, reference checks were provided to the Chancellor and she read the student blogs and talked to students. She is slated to make her final decision by Tuesday, Oct. 15th to open negotiations with one of the candidates and often the candidate's name is announced at the Board meeting, which takes place Oct. 15th also.

c. **Student Services** - VP Rodriguez not available. Dr. Noble stated that VP Rodriguez made recent presentation to board on 3SP, and today to the Tri Valley Educational Collaborative.

d. **College Enrollment Management Committee (CEMC)** – Tom Orf reported for LaVaughn Hart that the CEMC was able to open more classes on the schedule. At DEMC it was announced that the target for next year is a 2% increase over _____ (Jan will tell me), which means that sections will increase for next year. The CEMC and Academic Senate will discuss how best to add courses back as the college does not want to do this division by division as it did when the cuts had to be made few years ago.

   Ms. DeNisco mentioned that, assuming the Integrated Planning Committee is in existence, this would be something it would be able to assist with in framing the discussion with the strategic planning documents, and current college goals and priorities.

   Facilities Committee – Dr. Eagan is unable to attend due to teaching at this time; and she will be asked to provide a substitute for future meetings. Dr. Noble mentioned the Facilities Committee is moving forward with bike racks on south side of the Student Services-Administration Bldg. She also said that the City of Livermore did a study of bike traffic into LPC and will be re-routing bikes to enter campus more conveniently.

e. **Institutional Effectiveness Committee (IEC)** – This committee has not been able to meet yet this Fall.

f. **Resource Allocation Committee (RAC)** – Mr. Miner said the committee discussed the Charge of Committee but tabled the update form based on the upcoming IPC recommendation. The RAC members will see how the IPC is taken, and then discuss formally the RAC integration into planning and budgeting. Mr. Miner reported that the committee had a spirited discussion of classified staff which were able to be hired and not hired, including the theater manager which is unable to be posted yet.

   Mr. Eddy asked about possible State Lottery-funded positions at LPC, and how to know whether to complete the Classified Position requests for RAC or not. Dr. Noble answered that to know what positions are actually requested the Position Requests should continue to be the format used for RAC so that analysis can be done for how to fund each position. The Position Request forms allow LPC to base decisions on established funding priorities, and to gather all requests in one place. If non-RAC funds are used, that is rather like finding 'budget dust', thus it is useful to have all requests in the same format, and sort them. It is being researched how the Lottery money can be used and applied. After the technical processes are understood, this is a topic that could be discussed theoretically in the IPC.

g. **Staff Development Committee** – Mr. Daubenmire was not present; a substitute will be requested for future meetings.

h. **Sustainability Committee** – Ms. Carson reported that the committee is moving forward with the composting bin project and it is in the purchasing phase. The committee continues to look at ways to reduce use of paper on campus.

There are more electric cars on campus lately and a request came to the Committee for more charging stations. Ms. Carson will take that request to the Facilities Committee. Mr. Miner asked if the electric charging stations now charge for electricity; Ms. Carson said that they are grant funded and the Department of Transportation is doing a study with our data, but that most stations don't have charge card capability. Some people are parking in the charging spot all day when they could charge, and the move to another spot so that another car could begin charging. Ms. Carson will discuss this with the Committee to see what action can be planned.

She also shared that a guest speaker, Vice Chancellor Jeff Kingston, discussed the District's Climate Action Plan to reduce our carbon footprint; this is a statewide community college initiative.

i. **Academic Senate** – Dr. Orf stated that the Faculty Prioritization Committee gave their list of priorities for the year, and will bring this to the Divisions for discussion next week; then the matter returns to the Senate for a vote. VC Jeff Kingston gave a presentation on re-writing board policy involving the 10+1 issues and requested Senate members from each campus to assist Mr. Kingston in re-writing. A five person committee will review them. A third item will go to the Division for discussion then to Senate for a vote: a resolution that chastises the ACCJC, which is from other area colleges.

j. **Classified Senate** – Ms. DeNisco was also asked by VC Kingston to ask Classified members to review the Board policies and weigh in on the re-writing. In addition the Senate is in the middle of voting on a rewrite the Constitution and Bylaws. The Classified members were also invited to read program reviews, but it appears that workloads are preventing volunteers from assisting. The Senate is still attempting to fill some College committee spots. A sub-committee is looking for a flex day date for the spring, and seeking ideas for something necessary and invigorating.

k. **Student Senate** – Mr. Southorn introduced Olga Salgado, Senator of the Month last month. He reported that Community Outreach is doing an arthritis walk and visiting the Open Heart Kitchen this month.

Public Relations sub-committee is working on outreach around campus, and a Fright Night will be held on campus next week, involving a movie, cake walk, and costume awards to connect with the night students.

Ms. Salgado reported that Club Day was very successful Sept. 22nd. Mr. Southorn mentioned that Chancellor Jackson attended their Senate meeting, and she is asking them to look at creating a district AS. There was a suggestion from the Council for an evening student position on the Senate, as the night students have different and specific needs, and the Senate has been considering this also.
The Board policies will also be reviewed by by the legislative committee members of the AS.

l. **Faculty Association** - Ms. Hart was unable to be at this meeting due to another important one-time college meeting at this time.

m. **SEIU** – Mr. Eddy said that he will begin monthly meetings for SEIU members, however attendance is difficult to accommodate due to time schedules and tight work turnarounds. The SEIU contract which was ratified earlier this year is now signed and in both parties' hands. Mr. Eddy stated that his goal for the 2013-14 contract review is to have it completed by June 2014.

n. **Good of the Order** - Dr. Noble reported that on Oct 29, 5-7 PM, LPC will host an informational talk on Covered California; and asked everyone to announce in classes and spread the word. This is co-hosted by Assemblywoman Joan Buchanan, and other agencies are sponsoring also. In addition, on Oct 5th there was a training here for the insurance agents to help them sign up clients for Covered California, through our District Contract Education Department.

Everyone congratulated Dr. Noble as our new Interim President!

7. **Adjournment** - The meeting was adjourned at 4:20 PM.

Respectfully submitted,
Sharon Gach

Sharon Gach
Executive Assistant, Interim

Next Regular Meeting: ***October 17, 2013***
Room - 1687
2:30 -4:30 p.m.

Chart discussed in item 4.a., above

President (8) (Aug)
- Finalizes Annual Budget
- Forwards to D.O. - Vice Ch.
- Informs C.C. of any changes to rec Budget

College Council (CC) (7) (May)
- Review rec. from RAC
- Create rec. for final budget & forward to President

UP Admin Services (9) (Sep)
- Inputs Annual Budget into Banner
- Monitors Expenditures & Transfers (- All year)

Resource Allocation Committee (RAC) (6) (Apr)
- Review Revenue Projections
- Review cost of Ongoing Budget
- Review Priority List - college wide
- Create rec. to College Council

September Annually (10)
I.E.C. evaluates process and rec. changes (if any)

President (5) (Mar)
- Review
- With VPs create Priority List - college wide
- Estimate Annual Revenues
  - Use District FTES Allocation ← DEMC/CEMC
- Create Recommendation for RAC

Vice Presidents (4) (Jan)
- Review
- Prioritize
- Participation by Deans

Dean (3) (Nov)
- Review
- Prioritize
- Keep Depts informed

Division Mtg on AAR

Annual Allocation Requests (2) (Oct.)
- Derived from Dept Program Review ←
- Must be linked to a Strategic Goal
- Must indicate if: One Time Only or Ongoing
- Must be in Priority order

Annual Budget Process

(1) Ongoing Budget (Sept.)
- Allocations of annual operating budgets needed for operation -
- Revised annually to include prior year additions to Ongoing Budget

Strategic Plans
- Technology plan
- Facilities Plan
- Ed. Master Plan

} with Program Reviews the Basis for Annual Allocation Requests

Draft 2 - Oct. 22, 2013

College Council

Thursday, May 26, 2011 | 1:30 – 3:00 PM | Room 4129

Voting Members Present: Quorum = 9

Position	Name	Present		Position	Name	Present
President, Interim (Chair, Non-Voting)	Guy Lease	X		**VP Academic Services, Int.**	Pamela Luster	X
VP Administrative Services	Bob Kratochvil	X		**VP Student Services, Int.**	Jeff Baker	X
Academic Senate President	Sarah Thompson	X		**Academic Senate Vice President**	Tina Inzerilla	X
Classified Senate President	Todd Steffan	X		**Dir. of Research & Plng.**	Amber Machamer	X
Student Senate President	Absent			**Facilities Comm. Chair**	Scott Miner	X
Planning&Budget Comm. Chair	Todd Steffan	X		**Staff Development Comm. Chair**	John Ruys	
CEMC Chair	Thomas Orf			**Sustainability Comm.**	Michael Ansell	
CLP FA Site VP	Jane McCoy			**LPC SEIU VP**	Judy Martinez	

Others Present: Elena Cole, Teresa Henson, Kimberly Tomlinson, Jennifer Adams, recording secretary.

Call to Order - Dr. Lease called the meeting to order at 1:42 PM, and noted a quorum was present.

1. **Review and Approval of March Minutes** – The Minutes of March 17, 2011 were approved as drafted.

2. **Old Business**
   a. **Institutional Effectiveness & Planning**
      i. **Update on Strategic Plan Implementation**

         1. Status of 2010-11 ("Year 1") Strategies & KPIs – Dr. Machamer reported on the Year 1 strategies.

         2. Recommendations for 2011-12 ("Year 2") Strategies & KPIs – Dr. Machamer said the Institutional Effectiveness group completed a selection of Year 2 strategies. They will bring them to College Council in September for report and review.

            The group is putting together a draft and outline of the Institutional Effectiveness Report and others will be able to type in additional relevant content on updates

from Year 1 Strategies, where we are on the Institutional Indicators, and any milestones and institutional accomplishments. In the Fall once the Strategies are endorsed by College Council the Year 2 'owners' will be notified and work can begin on Year 2.

Dr. Machamer thanked the Council for being supportive of the IEC for being creative in accomplishing the goals laid out for the committee.

ii. Program Review

1. Using Program Reviews in Planning and Resource Allocation Processes –

a. Ms. Cole stated that the committee is focusing on what will happen with the Program Review updates next year. The Committee met with representatives from various areas to discuss the updates, including Student Services program review, Non-Instructional PR, Dr. Luster for Academic Services, and the BRIC team. She shared that if we do the annual updates to the PR, which seems to be the consensus, the group would add to the Common Tool to show where we are in meeting our goals, in addition to a review of the data including SLOs.

The PRC suggests that the Resource Allocation Committee (RAC) and Administration develop forms to be included in the PRs, and would like the Council to commit to overseeing that in the Fall so updates may occur in Spring. An "Assessment Day" flex day was suggested for reviewing processes, filling out forms, asking items of the PRC members, etc.

The main thrust of all these activities is to get PR to feed into Planning, for an integrated approach. With personnel changes we don't want to lose traction on the great amount of work done thus far. Mr. Kratochvil and Ms. Luster offered support over the summer, especially on the technology items to support PR.

VP Luster added that the CEMC is the largest allocator of resources due to the FTEF, and suggests that the program review process not be involved with CEMC processes. Dr. Machamer replied that CEMC is not tied into the PR and planning processes, so the CEMC/FTEF resources will remain separate.

b. **Special Meeting of the College Council** – The Council discussed the need for an early Fall meeting of the Council to review standardized processes and the strategic nature of these – i.e., are we being as strategic as possible on all our planning and committee work?

It was decided that Tuesday, August 30, 2011 would be the date for this special meeting.

Agenda items will include:

- Tying our college goals to student success language and practices
- Discussing the work of the State Student Success Task Force, and the fact that we will not know their recommendations until later in the year

- How the work of the Council will be effective as we review and make changes. This is precisely the practice of continuous quality improvement; especially using data rather than anecdotal information.

3. **New Business**

   a. **Looking Ahead to 2011-12** - Dr. Lease gave some end of year updates and work to follow in 2011-12:
      - The District Free Speech Policy is still in process. The Academic Senate and ASLPC have indicated they may have issues with the draft and will follow-up in writing for more feedback
      - Meeting Minutes – Dr. Lease will write to the district regarding minutes being sent out 5 working days ahead of meeting dates to help maintain momentum and workflow. He believes we should get away from verbatim/ transcript-like minutes and only provide summaries of relevant information
      - Participatory Governance – Dr. Lease said he and Ms. Adams will work on developing mapping/ decision-making processes for the RAD, IEC and CC
      - Accreditation – Dr. Luster will provide a manual of information for the next Vice President of Academic Services, as she will be transitioning to her new role as President of San Diego Mesa College

4. **Coordination of Information**

   a. **Academic Services** – VP Luster said that she is working hard to make sure that all systems are documented for new staff moving into Academic Services upon her departure.

   b. **Administrative Services** – Over the summer IT staff will be installing 300 computers in classrooms, labs, and office areas to update college equipment.

   c. **Student Services** – Mr. Baker said that the whole division is busy getting ready for commencement and showed the program for the event. He thanked Laura Weaver from the District for providing funds for upgrading the quality of paper.

   d. **College Enrollment Management Committee (CEMC)** – The representative was not present.

   e. **Facilities Committee** – Mr. Miner said the committee will receive all input on the Campus Blvd. Project by next Tuesday, and a lot of work is underway on the SSA and Science II buildings.

   f. **Institutional Effectiveness Committee (IEC)** – No further report than agenda item above.

   g. **Planning & Budget Committee (PBC)** – The Institutional Effectiveness document has been approved. Mr. Steffan thanked Mr. Kratochvil and Ms. Luster for a great job of reviewing the budget line by line with the PBC. In addition, there are placeholders for PBC meetings in the summer if needed, to keep the campus informed of budget developments as we find out information from the State and District.

   h. **Staff Development Committee** - No representative was present.

   i. **Sustainability Committee** - No representative was present.

j. **Academic Senate** – Ms. Thompson reported that at yesterdays meeting a discussion of a college-wide Student Success Plan was held, with ideas for links between completion and SLOs. The Senate hopes this can be incorporated into the Fall Flex Day discussion of Basic Skills.

k. **Classified Senate** – No report.

l. **Student Senate** – No representative was present.

m. **Faculty Association** - No representative was present.

n. **SEIU** - No representative was present.

5. **Next Steps** – Meetings in the summer as noted in discussions above.

6. **Adjournment** - The meeting was adjourned at 3:02 PM.

Respectfully submitted,
Sharon Gach

Sharon Gach
Executive Assistant, Interim
For Jennifer Adams, Former Executive Assistant

Standard No.	STANDARD SECTION	COMMITTEE LINKAGE	RELATED UNIT/DEPT.	ADMINISTRATOR
I	**STANDARD I: Institutional Mission & Effectiveness** The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning and to communicating the mission internally and externally. The institution uses analyses of quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.	**College Council**	Instituitonal Effectiveness Committee	
I A	**IA: Mission** The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.	**College Council**		
I A 1	**IA1** The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.	**College Council**		
I A 2	**IA2** The mission statement is approved by the governing board and published.	**College Council**		
I A 3	**IA3** Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.	**College Council**		
I A 4	**IA4** The institution's mission is central to institutional planning and decision making.	**College Council**		
I B	**IB: Improving Institutional Effectiveness** The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.	Institutional Effectiveness Committee	**College Council**	
I B 1	**IB1** The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.	**College Council**	Institutional Effectiveness Committee	
I B 2	**IB2** The institution sets goals to improve its effectiveness consistent with its stated purposes. The institution articulates its goals and states the objectives derived from them in measurable terms so that the degree to which they are achieved can be determined and widely discussed. The institutional members understand these goals and work collaboratively toward their achievement.	**College Council**		
I B 3	**IB3** The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. Evaluation is based on analyses of both quantitative and qualitative data.	**College Council** **Institutional Effectiveness**	Institutional Effectiveness Committee	

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Standard No.	STANDARD SECTION	COMMITTEE LINKAGE	RELATED UNIT/DEPT.	ADMINISTRATOR
I B 4	**IB4** The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness. The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.	**College Council**	Institutional Effectiveness Committee Resource Allocation Committee	
I B 5	**IB5** The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.	**College Council**	Institutional Effectiveness Committee Resource Allocation Committee	
I B 6	**IB6** The institution assesses its evaluation mechanisms through a systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services.	**College Council** **Institutional Effectiveness Committee**		
II	**Standard II - Student Learning and Program Services**			
II A 2 f	**IIA2f** The institution engages in ongoing, systematic evaluation and integrated planning to assure currency and measure achievement of its stated student learning outcomes for courses, certificates, programs including general and vocational education, and degrees. The institution systematically strives to improve those outcomes and makes the results available to appropriate constituencies.	**College Council**	Institutional Effectiveness Student Learning Outcomes Committee	
III	**Standard III - Resources**			
III D 1	**IIID1** The institution relies upon its mission and goals as the foundation for financial planning.	**College Council**	Resource Allocation Committee	
III D 1 b hl	**IIID1b** Institutional planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.	**College Council**	Office of Administrative Services	possibly PBC, once charge is revised
III D 1 c	**IIID1c** When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies and plans for payment of liabilities and future obligations.	**College Council**	Administrative Team Office of Administrative Services	
III D 1 d	**IIID1d** The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.	**College Council**	Office of Administrative Services	
III D 2 a	**IIID2a** Financial documents, including the budget and independent audit, reflect appropriate allocation and use of financial resources to support student learning programs and services. Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.	**College Council** **Office of Administrative Services**	District Business Services	
III D 2 b	**IIID2b** Appropriate financial information is provided throughout the institution.	**College Council** **Office of Administrative Services**	District Business Services	

Standard No.	STANDARD SECTION	COMMITTEE LINKAGE	RELATED UNIT/DEPT.	ADMINISTRATOR
III D 2 c	**IIID2c** The institution has sufficient cash flow and reserves to maintain stability, strategies for appropriate risk management, and realistic plans to meet financial emergencies and unforeseen occurrences.	**College Council** **Office of Administrative Services**	District Business Services	
III D 2 d	**IIID2d** The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets.	**College Council** **Office of Administrative Services**	District Business Services	
III D 2 e	**IIID2e** All financial resources, including those from auxiliary activities, fund-raising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution.	**College Council** **Office of Administrative Services**	District Business Services	
III D 2 f	**IIID2f** Contractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution.	**College Council** **Office of Administrative Services**		
IV	**STANDARD IV: Leadership & Governance** The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.	**College Council**	Administrative Team	
IV A	**IVA: Decision-Making Roles & Processes** The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.	**College Council**	Administrative Team	
IV A 1	**IVA1** Institutional leaders create an environment for empowerment, innovation, and institutional excellence. They encourage staff, faculty, administrators, and students, no matter what their official titles, to take initiative in improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective discussion, planning, and implementation.	**College Council**	Administrative Team	
IV A 2	**IVA2** The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes. The policy specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and special-purpose bodies.	**College Council**	Administrative Team	
IV A 2 a	**IVA2a** Faculty and administrators have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. Students and staff also have established mechanisms or organizations for providing input into institutional decisions.	**College Council**	Academic Senate Classified Senate Associated Students of LPC Administrative Team	

Standard No.	STANDARD SECTION	COMMITTEE LINKAGE	RELATED UNIT/DEPT.	ADMINISTRATOR
IV A 2 b	**IVA2b** The institution relies on faculty, its academic senate or other appropriate faculty structures, the curriculum committee, and academic administrators for recommendations about student learning programs and services.	**College Council**	Academic Senate	
IV A 3	**IVA3** Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. These processes facilitate discussion of ideas and effective communication among the institution's constituencies.	**College Council**	Academic Senate Classified Senate Associated Students of LPC Administrative Team	
IV A 4	**IVA4** The institution advocates and demonstrates honesty and integrity in its relationships with external agencies. It agrees to comply with Accrediting Commission standards, policies, and guidelines, and Commission requirements for public disclosure, self-study, and other reports, team visits, and prior approval of substantive changes. The institution moves expeditiously to respond to recommendations made by the Commission.	**College Council**	ALO	
IV A 5	**IVA5** The role of leadership and the institution's governance and decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.	**College Council & IEC**		
IV B 1 b	**IVB1b** The governing board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.	**College Council**	Board of Trustees	
IV B 1 d	**IVB1d** The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.	**College Council**	Board of Trustees	
IV B 1 e	**IVB1e** The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.	**College Council**	Board of Trustees	
IV B 2 b	**IVB2b** The president guides institutional improvement of the teaching and learning environment by the following: establishing a collegial process that sets values, goals, and priorities; ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions; ensuring that educational planning is integrated with resource planning and distribution to achieve student learning outcomes; and establishing procedures to evaluate overall institutional planning and implementation efforts.	**Institutional Effectiveness Committee** **College Council**	President/ President's Office Institutional Research Committee Resource Allocation Committee Student Leanring Outcomes Committee	
IV B 2 c	**IVB2c** The president assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies.	**College Council**	President/ President's Office	

Standard No.	STANDARD SECTION	COMMITTEE LINKAGE	RELATED UNIT/DEPT.	ADMINISTRATOR
IV B 3	**IVB3** In multi-college districts or systems, the district/system provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. It establishes clearly defined roles of authority and responsibility between the colleges and the district/system and acts as the liaison between the colleges and the governing board.	**College Council**	District Office	
IV B 3 a	**IVB3a** The district/system clearly delineates and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice.	**College Council**	District Office	
IV B 3 b	**IVB3b** The district/system provides effective services that support the colleges in their missions and functions.	**College Council**	District Office	
IV B 3 d	**IVB3d** The district/system effectively controls its expenditures.	**College Council**	District Office Office of Administrative Services	
IV B 3 f	**IVB3f** The district/system acts as the liaison between the colleges and the governing board. The district/system and the colleges use effective methods of communication, and they exchange information in a timely manner.	**College Council**	District Office	
IV B 3 g	**IVB3g** The district/system regularly evaluates district/system role delineation and governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.	**College Council**	District Office	
IV B 1 c	**IVB1c** The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity.	**College Council**	Board of Trustees	
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