December 19, 2013

Dear LPC Family,

Last Thursday, December 12th, the College Council took two very important votes that will impact the life of Las Positas College in a very positive way for many years to come. The Council formally adopted the Planning, Budget, and Assessment Cycle for Las Positas College and also established the Integrated Planning Committee (IPC). The IPC will play a central role in producing and recommending planning priorities at our college. These two actions provide the campus with the assurance that actions taken will be in concert with the needs of the campus and bring the college closer to compliance with the accreditation standards.

Personally, I would like to thank all the members of the Planning Task Force (2012-2013 and Fall 2013) who gave their time and energy to make this cycle come to life. They participated in intense research and discussion before engaging all corners of the campus to come to a consensus. What has resulted is a refined process that will serve the campus well.

The first meeting of the IPC will be on February 13, 2014 from 2:30 to 4:30 (location TBD). Anyone interested in serving on this committee should contact their constituent group to express their interest.

Attached to this email are items which may be useful to you as we go forward:

1. Planning, Budget, and Assessment Cycle (http://grapevine.laspositascollege.edu/administration/TownMeeting.php under Nov. 6, 2013)
2. The Charge and Membership of the Integrated Planning Committee
3. An excerpt of the section of the College Council draft minutes

If you have any questions or comments, as always, feel free to email or phone me.

Sincerely,

Barry A. Russell, Ph.D.
President
LAS POSITAS COLLEGE
Students First
Ph 925.424.1001
www.laspositascollege.edu

Las Positas College
Planning Task Force of the College Council
Recommendations for an Integrated Planning Council (IPC)

Charge and Responsibilities

The Integrated Planning Council (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

COMPOSITION

Voting Membership

4 Administrators:

- 1 Vice President, 1 Researcher, 1 Administrator from Administrative Services, 1 Dean

5 Faculty Division Representatives:

- 1 Student Services
- 3 Academic Divisions
- 1 from a CTE Discipline

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4 Classified Senate Representatives – All at-large

2 Student Senate Representatives

15 - Total

Non-Voting Membership

1 College President

2 * Co-Chairs – both sit on College Council, with 1 vote. (Can be faculty, classified or administrator.) [To set up rotating chairs, first year: one person holds 1 year term, one person holds 2 year term.]

1 Academic Senate President – can double as voting Division Representative, in case of lack of participants

1 Classified Senate President/Co-President – can double as voting Classified Senate Representative, in case lack of participants

1 Student Senate President – can double as Student Senate Representative, in case lack of participants

1 Faculty Association (FA) Representative

1 SEIU Representative

8 - Total

Terms

- Terms are for two years. For the first year, for purposes of continuity and learning the processes, terms shall be chosen by lottery, such that one-half of the members serve a two-year term, and the other half serves a three-year term.
- This committee's responsibilities are seen to be complex, taking quite some time to learn the inter-relationships and requirements of the many mandates and agencies.

*Co-Chairs: Due to the complexity and volume of work of this committee, Co-Chairs are seen as necessary. An application to co-chair may be submitted by faculty, classified or administrator during May of the previous academic year, so that reassigned time for faculty may be arranged.

Draft 1

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	
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.

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…… *Excerpt* ……

4. Old Business

a. Vote on the Budget and Planning Cycle, and the Integrated Planning Committee (IPC) Charge and Membership

Budget and Planning Cycle - Dr. Russell said that the Budget and Planning Cycle has been reviewed by all the constituent groups, and confirmed with the Senate Presidents that each Senate agreed to the use of the Budget and Planning Cycle for one year with assessment and 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). Dr. Russell confirmed with each of the Senate Presidents, and Mr. Southorn (Student Senate), Ms. DeNisco (Classified Senate), and Dr. Orf (Academic Senate) each agreed that their Senate is in agreement.

Dr. Russell offered a review of the Cycle, however, the Council didn't feel it was necessary and extra copies were distributed for future reference.

President Russell stated that it is very clear on the cycle proposal that this is the beginning of a process which the College will utilize for one year, then assess. This

cycle, assessment, changes, and revised cycle will take place each year. It is imperative that we put this into place immediately.

President Russell asked if any further questions or clarifications were needed. Mr. Miner asked about the place in the cycle of budget development between the Divisions and the Deans, and 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 interests 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 noted that Mr. Samra will meet with the RAC on behalf of the College Council and review, and change if needed, the RAC Charge. If changed, they will provide a revised Goveranance 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 the copies of the IPC Charge and Membership again. He stated that the IPC is the key to making the Budget and Planning Cycle work.

??During spring 14 will review PR in various forms, / summary form in 14, and review the documents mentioned in the charge/resp, and then will make planning priority recc's to president. Pres then determine whether adoped, then communicated out to the college.

Dr. Russell confirmed agreement about the IPC with each of the Senate Presidents each agreed that their Senate is in agreement.

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, which will have a seat on the College Council, and start as soon as possible. (Noble/Sahota).

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 in 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. Dr. Orf asked that we avoid Wednesdays, which is the day for both Division Meetings and Academic Senate. Will the IPC need to meet more than once a month, as they will have a massive amount of information to learn and put into place, in addition to the request from Program Review Committee to read the Reviews

in summary form. It was decided to set the first meeting date, and let the Committee establish other dates as needed, for 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.