Approved

LAS POSITAS COLLEGE

College Council - Minutes

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 that we would wait for a quorum before approving the minutes or voting.

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 members represented other members 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. Frances 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 and thought and discussion to the Task Force recommendation last May, and further discussion this Fall, and they respectfully submit to College Council the proposal to create a new committee called an Integrated Planning Committee (IPC). Discussion of how the IPC would fit into the governance relationships, and other items were discussed.

Questions and Discussion included:

- Where would the IPC report to? 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 of 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 of IPC, Charge and Responsibility, 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
    - (It was also mentioned to consider other committee restructuring, such as Program Review as an addition, and examining the colleges' needs for other existing committees' to be on College Council)
    - The Planning Task Force sees that there may be changes needed in RAC processed, related to the dates of receive information and working with college-wide priorities and deadlines
    - The budget and allocation timeline is still in flux and under discussion thus 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. done away with last year
- Mr. Southorn asked for reference why the Membership has fewer students represented, with only 2. Ms. DeNisco replied that student input was received last year regarding 4 voting members would be too many for the Student Senate to commit too, 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.

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 has listened in the Planning Task force meetings, consulted with campus leaders, and studied the May recommendation of the Planning Task Force, Dr. Lease drew the chart as a possible budget review process to dovetail the needs of integrated planning, program review, district timing, and needs of faculty and programs, into a possible flow chart.

- Dr. Noble explained the September through August cycle of budgeting and planning needs, and how the SLOs, Program Reviews, annual requests, and Dean, VP, President reviews; through to budgeting, and State funds announcements flow, and how LPC could adopt this sort of cycle to codify our current practices and improve them with integration of planning
- Dr. Noble explained that the RAC would look at all requests in relation to planning documents

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

The Chair asked if further discussion was desired, which 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 annual reflect on effectiveness and change items to work better any structural changes would bring up discussion for associated committee changes. Other committee memberships would also be affected.
- 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 in 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, or choose not to weigh in on; Students via Student Senate; Classified via Classified Senate; and the FA and SEIU
- Ms. DeNisco said that the Pl TF 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 Pl TF recc accepted. 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, and 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 year, and input was welcomed and used all along the way

MOTION: It was motioned and seconded to ring this recommendation to the Senates, to the Unions, and to Town Meeting for full and same 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. 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

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, showing that 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 and will close on Nov. _____. 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 to attend as another important college meeting was taking place. Dr. Noble stated that she made recent presentation to board on 3SP, and today to 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 IPC is in existence this would be something it would be able to assist with in framing the discussion with the strategic planning docunments, and current college goals and priorities.

e. **Facilities Committee** – Dr. Eagan is unable to attend due to teaching at this time; and we will ask her to provide a substitute for future meetings.

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

g. **Resource Allocation Committee (RAC)** – Mr. Miner said the committee discussed 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.

   He also reported on technology committee news, and said the committee had a spirited discussion of classified staff which were able to be hired and not hired, including the theater manager not able 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 so that analysis can be done for how to fund each position. The Position Request forms allow LPC to base decision 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 as to funding as we find out what the criteria for each outside source is. We will need to research how the Lottery money can be used and applied. This is a topic that could be discussed at the IPC also.

h. **Staff Development Committee** – Mr. Daubenmire has not been present yet this year; a substitute will be requested for future meetings.

i. **Sustainability Committee** – Ms. Carson shared that the composting bin is in the purchasing process. The Committee continues to look at ways to reduce use of paper on campus. There are more people driving electric cars to campus and the Committee has received requests for more charging stations; Rita will make sure that request goes to the Facilities Committee for prioritization. Mr. Miner asked if our charging stations are equipped to charge for electricity; Ms. Carson said they are grant funded and the DoT is doing a study with our data; most of our stations don't have the charge card ability. It was suggested to ask people to charge their cars until full; then move to another spot to make room for other drivers' charging needs.

   The committee heard from guest speaker, Vice Chancellor Jeff Kingston, who discussed the Climate Action Plan, to reduce our carbon footprint, which is a Statewide Community College Initiative to become carbon neutral by 2020. Dr. Noble mentioned the Facilities Committee is moving forward with bike racks on the south side of the SSA. The City of Livermore did a study of bike traffic into LPC and has made a plan for how bikes can enter campus more safely and conveniently.

j. **Academic Senate** – Dr. Orf said that the Faculty Prioritization Committee gave a list of their top priorities for the year, and will bring to the Division meetings next week; then it will return to Senate for a vote. Guest Speaker VC Jeff Kingston gave a presentation to the Senate on re-writing board policies that have the 10+1 issues in them, and requested Senate members from each campus to assist on the five person review committee. Dr. Orf also reported that a resolution that chastises the ACCJC will be discussed at Senate and Divisions, then be voted on at Senate.

k. **Classified Senate** – Ms. DeNisco was asked by Mr. Kingston to assist, and find other Classified to assist, in review and re-writing of the Board policies. The Senate is in process of voting on its rewritten Constitution and Bylaws. The Classified Senate was asked by the Program Review Committee if anyone would be available to read program reviews, but no one has been able to volunteer yet. The Senate is attempting to fill some committee member spots still, and is looking for a flex day date for the Spring, and seeking ideas for the day.

l. **Student Senate** – Mr. Southorn introduced Olga Salgado, Senator of the Month last month. The Community Outreach committee is doing an arthritis walk and visiting the Open Heart Kitchen this term. For additional community outreach the Senate is looking at changing to smaller more consistent events to reach students, such as, surveys, and lunch with your Senator(s).

   The Senate Public Relations area is working on outreach and we will see more AS activity around campus, in addition to the paid article in the Express. Fright Night will be held on campus next week, with a movie, cake walk, and costume awards to connect with the night students. The senate is studying how to represent both the day and night student populations equally.

   Ms. Salgado mentioned that Club Day was very successful on Sept. 22nd with competition among the booths and a lot of club sign-ups. Chancellor Jackson attended a recent AS meeting, and she is asking them to look into forming a District AS. The Board policies will also be reviewed by the legislative committee AS members.

m. **Faculty Association** – No one was able to be present as another important college meeting was taking place.

n. **SEIU**- Mr. Eddy will begin monthly meetings for SEIU members, however attendance at various good times for staff is difficult to accommodate. The SEIU contract ratified earlier this year is now signed and officially posted at the district. For the contract review for 2013-14 Mr. Eddy's goal is to have it completed by June 2014.

o. **Good of the Order -** Dr. Noble mentioned that on Oct. 29, 5-7 PM, there will be an information talk on Covered California, please share this information with the public and announce in classes. This is hosted by Assemblywoman Joan Buchanan, and other agencies sponsoring also. Also, on Oct 5th there was a training here put on by the District Contract Education area for the insurance agents for how to help them sign up clients.

The members congratulated Dr. Noble as our new Interim President!

7. Adjournment – The meeting was adjourned at 4:25 PM.

Respectfully submitted,
Sharon Gach
Executive Assistant, Interim

Next Regular Meeting: October 24, 2013
Room - 1687
2:30 -4:30 p.m.
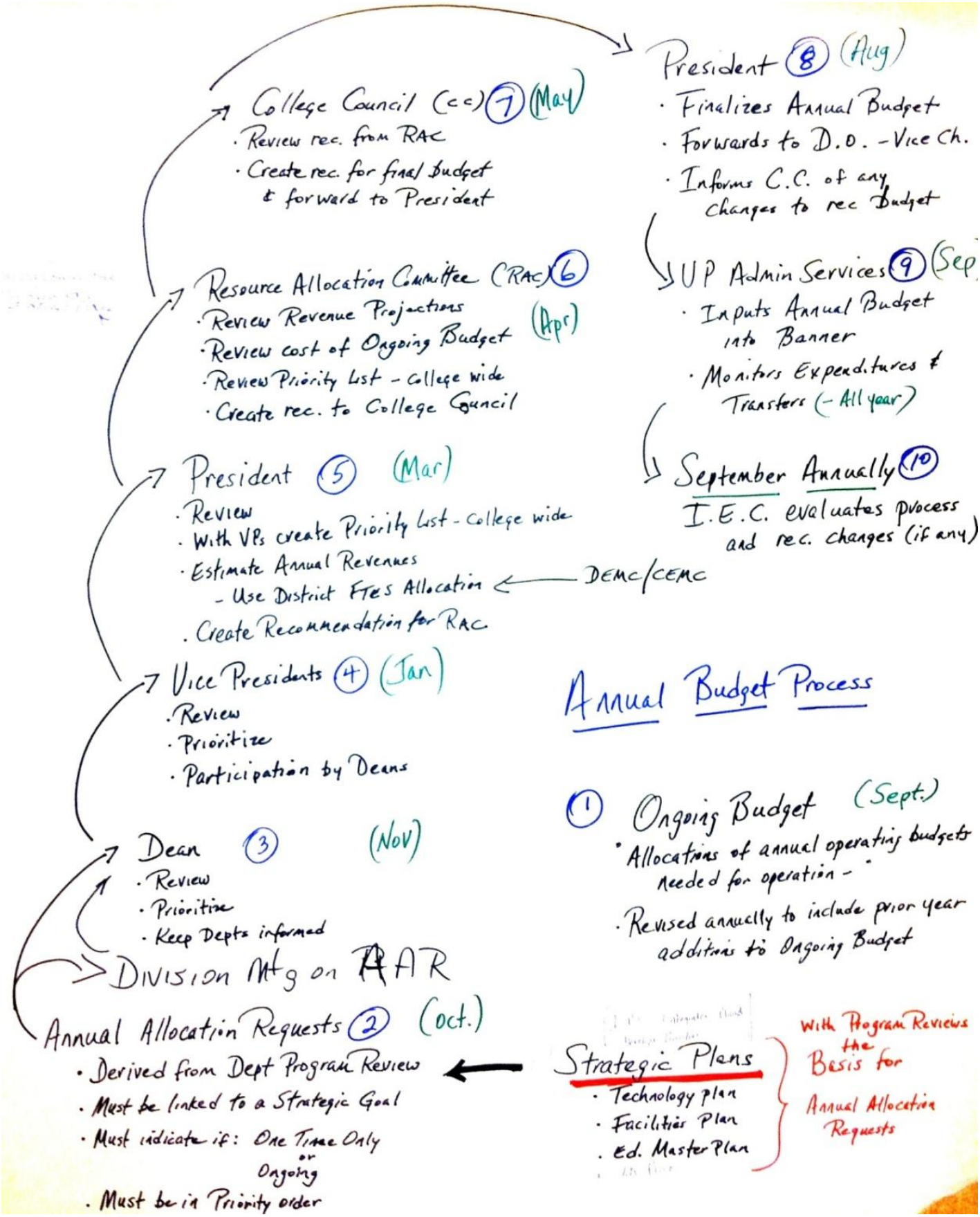
Chart discussed in item 4a, above: