College Council Minutes
Thursday, May 28, 2015
2:30 – 4:30 p.m. – Room 1687

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Focus Goals

- *Equity*
- *Completion*
- *Excellence*

LPC Planning Priorities

- *Support for the curriculum process*
- *Technology utilization with an emphasis on staff development*
- *Success and persistence through the Basic Skills sequence*
- *Accreditation*

Voting Members: Quorum = 9

Position	Name			Position	Name	
President (Chair)	Barry Russell	X		**Academic Senate President**	Tom Orf	X
VP Academic Services	Roanna Bennie	X		**Academic Senate Vice President**	Greg Daubenmire	X
VP Student Services	Diana Rodriguez	X		**Classified Senate Co-Presidents**	Frances DeNisco	X
VP Administrative Services	Jeffrey Kingston	X		**Student Senate President**	Rafi Ansari	
Institutional Planning Comm. Chair	Sarah Thompson	X		**Student Senate Vice President**	Paulina Reynoso	
Resource Alloc. Comm. Chair	Gerry Gire	X		**Facilities / Sustain. Comm. Chair**	Mike Ansell	X
Inst. Effectiveness Comm. Chair	Rajinder Samra	X		**Staff Development Comm. Chair**	Greg Daubenmire	X
CEMC Chair	LaVaughn Hart	X		**LPC SEIU Rep.**	William Eddy	X
CLP FA Site VP	LaVaughn Hart	X		**Program Review Cte.**	Karin Spirn	

1. **Call to Order** – President Russell called the meeting to order at **2:38 p.m.**

2. **Introduction of Vice President Roanna Bennie –** Dr. Russell introduced Ms. Bennie to the Council. The Focus goals and planning priorities were discussed one last time. The mission statement will stay the same for the upcoming year. A planning priorities report will be discussed at a later meeting.

3. **Review and Approval of Agenda –** The agenda was approved as presented. **(Orf/DeNisco). All in favor.**

4. **Review and Approval of Minutes – April 23, 2015** - The April 23, 2015 minutes were approved as presented. **(Rodriguez/Daubenmire). Hart and Gire abstained.**

5. **Action Items**

   a. **2015-2016 Flex Days – September 15, 2015 and February 16, 2016 –** Dr. Russell stated that Mr. Daubenmire have discussed that the campus wants two flex days, one in the fall and one in the spring. There was an attempt to coordinate the spring flex day with Chabot, but the dates did not coincide. Classified will be included in the second date so that everyone can engage in professional

development. Classified can decide what they would like to do. Some ideas included professional development activities for teaching and learning in general. It could be seen as a mini student success conference. The staff development committee chair and the President would like to have a vote of concurrence. There was a motion to accept September 15th and February 16th at the 2015-2016 flex days. **(Daubenmire/Rodriguez). All in favor.**

Planning and Budgeting Cycle Worksheet – The document was previously presented at the last College Council meeting. The Council is charged with overseeing the integrated planning and budgeting. We need a qualitative approach to assessment for evidence. Mr. Samra stated that the IEC conducted a survey that went directly to committee chairs. As a result, we do have some evidence from two committees that are directly using the planning priorities and one committee is using the priorities indirectly. RAC and Basic Skills are using it and the Faculty Prioritization Committee is taking it into consideration.

There is a need for more evidence showing that integrated planning is being used. The charge of this committee is to oversee the planning and budgeting. At the dean and executive levels, where budgeting decisions are being made, we could do a random sample. Ms. Hart asked what the timeframe would be. Ms. Thompson stated that it would be a report for a year out. The council would not be looking at every single decision, but documented examples of when planning priorities were used.

Mr. Samra showed the IPC integrated planning and budget cycle. Our planning priorities are used to prioritize resources. Each year, we would drill down in each one of these. Mr. Kingston mentioned that he thought the intent was that each of the chairs would report to the council. The chair would report out the act of the assessment. Ms. Thompson stated that it is one way of doing it. Ms. Gire mentioned that there is a struggle because we didn't have planning priorities involved in the decisions because we have forms before the planning priorities were created. It was found that the planning priorities were being used but not largely. The new form will be used next year.

Did our planning priorities drive budgeting and allocating decision? Reports from committees show that we have made incremental progress. Dr. Russell stated that we can report out on the reports in the fall.

6. Information Items

a. President

- **2015-2016 College Council Meeting Dates –** A draft calendar for future meetings was presented. There are two anomalies on the calendar (November and December) due to holidays. The dates are as follows:

Month	Day
July	No Meeting
August	27th
September	24th
October	22nd
November	12th**
December	10th**
January	28th
February	25th
March	24th
April	28th
May	26th
June	No Meeting

- **Educational Master Plan / Strategic Plan Update –** MIG discussed the Educational Master Plan. There is a Las Positas College Educational Master Plan, Chabot College Master Plan and a Strategic Master Plan. At this time, input is being asked for on the rough drafts that are developed. MIG was brought in by the District and the colleges. The strategic plan defines the District's mission and vision, but the three plans will have equivalent importance. The planning process guidance committees have been meeting for the past 6 months. MIG has been doing significant outreach to many different subsection and now we're summarizing after input from the Districtwide charrette. The outreach summaries have been put into a draft framework and now there is need for feedback on the framework. EC2 is forming the basis of the district plan.

  Ms. Thompson stated that curriculum is in the district goals but not the college goals. Curriculum is a college job and not a district job. Items that are specific to each campus would be in the college goals, but what is so specific to LPC that is not specific to Chabot. Many things are replicated. If items are missing from our master plan, we do not really support the strategic plan very well. MIG stated that the intention with the goal of curriculum is serving the student population.

  Mr. Samra mentioned that many people are concerned that the college went through a strategic planning process and 10 goals came of that. We should be sensitive to listing too many things to do. Whatever the colleges come up with has to roll up to a districtwide strategic plan. It should not be a duplication or additional to something that isn't in the college's plan. Ms. Thompson agrees that there should be a feeding into the strategic plan. Mr. Kingston asked if the district has reviewed the state goals, such as SB860, which ties to many goals and relates to growth dollars. MIG stated that they completed an environmental scan and it shows we serve a diverse population, but we need to know what that means and that LPC is very different than Chabot. The document is a reflection of what MIG has heard. The intention now it to get feedback from the community because there really has not been the communitywide dialogue. The problem is timing because it is the end of the semester and it is hard to get feedback.

  Dr. Russell stated that final input is going to be gathered by June 15th. The plans are online and there is a form for input that goes directly to Mr. Samra. College Day and Convocation give us other opportunities to discuss. The planning group is meeting on June 9th and logistics will be discussed then. The administrators are having a retreat on July 15th and 16th and this will be a key part of the discussion.

  Mr. Samra stated that getting those overarching goals is the key. This plan should last us awhile so the more information given now, the better the material will be to review.

- **Webmaster Position Update –** Dr. Russell discussed the webmaster position, which was a very high priority. At this time, a strategy is being mapped out to get a new webpage. There has been a lot of time spent over the spring understanding how new webpages are being developed. The new content management systems allow you to create a webpage and everything is done for you. It was recommended by the Technology Committee that we move to a CMS and move off of contribute. The person working with it really needs to be a data manager. We do not know how quickly we will be able to move on this.

b. Academic Services – No news to report.

c. Student Services – Ms. Rodriguez gave a Student Services update.

- **Scholarships –** We have awarded 351 scholarships to 215 students in the amount of about $160K.

- **Commencement –** There will be just about 220 graduates participating in this Saturday's ceremony. There were 789 applications.

- **Grants –** An HSI grant and STEM grant were submitted. There is a grant for veterans to get more support for the student. The veterans program has grown to over 400 vets. The deadline is June 23rd and only 15 are awarded. Dr. Russell mentioned two grants that we are involved with, one with San Jose Evergreen and the other is a grant through the Tri-Valley Educational Collaborative (Dublin, Pleasanton and Livermore). We are awarded $5.9 million for that grant and it's focusing on providing technology for video capture. Cisco has some very high tech strategy to implement this in the Tri-Valley area.

- **Early admission enrollment –** Enrollment numbers look good. We've had 912 applications and 626 students have registered. We are just a smidge over the same point in time as we were last year. We could use a little help with FTES. Ms. Hart mentioned that we need to boost evening enrollments on campus. It is an area, when the economy is good, people are less likely to come. There is a large evening program and we have a lot of openings. Dr. Russell stated that we have a net growth of 6 classrooms in the fall. There is potential for good growth.

d. Administrative Services – Mr. Kingston gave an update on the Tentative Budget.

- **2015-2016 Tentative Budget Update**

  Mr. Kingston gave an update of the 2015-2016 Tentative Budget. The budget is built around a 7000 FTES goal. The summer is big and we have the right level of staffing. We have enough courses to achieve the FTES. We should grow at this period in time.

  I think system wide schools will not hit their numbers. There is a lot of opportunities in this budget. The total revenue is $32 million and our salaries and benefits are $29 million. We like to keep the salaries below the apportionment number. In the past, we have squeezed and we have gone without for the past five years.

  Based on the governor's May revise, the revenues will go up. The tentative budget will go to the Board in June. It is my recommendation that we have a cushion just in case we have to return funds to the state because of an FTES shortfall.

  An update was given on the Foundation Director position that there are currently 9 applicants.

e. Integrated Planning Committee (IPC)

- **Recommend 2015-2016 Planning Priorities –** Ms. Thompson stated that the form for the recommended planning priorities has changed. The IPC looks at all of the program review summaries and looks for similarities of needs. An assessment was also done with the stakeholders and they were ask to respond to what potential resolutions could be and also if they could recommend language. The feedback from the stakeholders came back to IPC to create the final wording. There were five planning priorities and it was reduced to four by deleting basic skills. The four recommended priorities are:

  1. Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
  2. Provide necessary institutional support for curriculum development and maintenance.
  3. Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
  4. Expand tutoring services to meet demand and support student success in Basic Skills, CTE and Transfer courses.

  Ms. Hart thanked the committee for coming up with something that was thoughtful. It is appreciated greatly that the committee thought through a different way of processing a difficult conversation. Mr. Samra stated that the committee learned from feedback. The committee met 6 or 7 times, instead of the 3 times that were scheduled. One item that should be noted is the section on the form that shows which administrator is assigned to the priority. The administrator is asked to report out on the progress we are making. This could be done at the end of the year

or quarterly. It is recommended that Dr. Russell accept them and assign the administrator. Dr. Russell stated that this item is on the agenda for the Administrative Retreat in July.

f. Program review – No news to report. Dr. Spirn was absent from the meeting.

g. Resource Allocation Committee (RAC) – Ms. Gire was not present for this portion of the meeting, but Dr. Russell handed out a document that stated the Resource Allocation Committee's accomplishments and items left pending.

- **RAC Accomplishments**
    - 100% quorum at all meetings
    - Minutes out to members 2 days prior to meeting
    - Effort to improve RAC communication to campus on important deadlines
    - Moved the Non-Instructional position process earlier in the year to assist with budget planning.
    - Collaborated with Classified Senate on the Non-Instructional position process & forms
    - Revised Instructional Equipment request form & rubric
    - Approved new Non-Instructional Position request rubric
    - Revised Non-Instructional Position request form
    - Reviewed & prioritized two funding rounds of instructional equipment with a total of 38 requests amounting to approximately $384,000 in funding
    - Reviewed & prioritized 22 Non-Instructional Position requests (3 information only) for an annual amount of $1.3 million
    - Surveyed 9 requestors on their fall 2013 funded requests for feedback
    - Surveyed committee members on the 2014-2015 Non-Instructional Position request process

- **RAC Items Pending**
    - Definition of a "new" position vs. unfunded; using position control or not
    - Report from Technology to RAC
    - Improvement feedback from the fall 2013 IER surveys

h. Facilities and Sustainability Committee –.Dr. Ansell was absent from this portion of the meeting. Mr. Kingston mentioned that after graduation the construction fence will go up and the portables will be in by August. The Building 700 contract has gone to the Board of Trustees.

i. Institutional Effectiveness Committee (IEC) – Mr. Samra mentioned that the IEC has had a lot of great feedback. There was discussion about having an IEC meeting in the summer and some folks have volunteered.

j. College Enrollment Management Committee (CEMC) – Ms. Hart discussed that she has been working with Dr. Wright to create an easy format for looking at where we are (with enrollment) each semester and looking forward. The spreadsheet is rolling so that we can have an idea of where we would be at the end of spring. It will make things a lot easier to visualize. Dr. Russell stated that it shows you how two percentage points in the fall has a huge impact on next summer.

k. Staff Development Committee – Mr. Daubenmire stated that they are presently filling out the forms for the state and they're due by June 1st.

l. Academic Senate – Dr. Orf mentioned that the equivalency has been finished. He met with Melissa Korber, the incoming Academic Senate President, to discuss upcoming issues.

m. Classified Senate – Ms. DeNisco stated that conversations have started about how retirements are currently recognized and the possibility of putting together a luncheon that could be planned by Classified Senate.

n. Student Senate – No news to report. ASLP was absent from the meeting.

o. **Faculty Association –** No news to report.

p. **SEIU –** Mr. Eddie mentioned that there are two recruitments being held up and they include the Assessment Specialist and the Trainer. Also looking to have more integration between Classified Senate and SEIU.

7. **Good of the Order –** None noted.

7. **Adjournment** – The meeting was adjourned at **3:47** p.m.

Kelly Abad
Executive Assistant to the President

Next Regular Meeting: ***August 27, 2015***
Room - 1687
2:30 -4:30 p.m.