LAS POSITAS COLLEGE	**College Council Minutes** **Thursday, August 28, 2014** **2:30 – 4:30 p.m. – Room 1687**

APPROVED
9/25/14

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 Concentrated Goals

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

PRESENT / Voting Members: Quorum = 9

Position	Name			Position	Name	
President (Chair)	Barry Russell	X		**Academic Senate President**	Thomas Orf	X
VP Academic Services	Janice Noble	X		**Academic Senate Vice President**	Greg Daubenmire	X
VP Student Services	Diana Rodriguez	X		**Classified Senate Co-Presidents**	DeNisco/ Steffan	X
VP Administrative Services	Jeffrey Kingston	X		**Student Senate President**	Rafi Ansari	
Institutional Planning Comm. Chair	Samra/ _____	X		**Student Senate Vice President**	Paulina Reynoso	
Resource Alloc. Comm. Chair	Gerry Gire	X		**Facilities / Sustain. Comm. Chair**	Tbd	
Inst. Effectiveness Comm. Chair	Rajinder Samra	X		**Staff Development Comm. Chair**	Greg Daubenmire	X
CEMC Chair	LaVaughn Hart	X		**LPC SEIU Rep.**	William Eddy Ginger Ripplinger, substitute.	X
CLP FA Site VP	LaVaughn Hart	X				

Non-Voting Members: None assigned.

1. **Call to Order –** Dr. Russell called the meeting to order at 2:33 p.m. and noted that the quorum was met with 12 members. He reminded the Council of the Concentrated Goals and Planning Priorities at the top of the agenda and asked that as members chair their meetings to pass this on and help committees focus on these through their work.

2. **Review and Approval of Agenda –** Dr. Russell called for review of the draft agenda which was motioned seconded and approved as drafted (Rodriguez/Orf).

3. **Review and Approval of Minutes – May 22, 2014** – Dr. Russell asked for review of the draft minutes. The minutes were motioned, seconded and approved with two changes. (Hart/Orf).

4. **Old Business**

   A. **Review of Planning and Budget Model** – Dr. Russell opened a discussion of the Planning and Budget model to evaluate it as we have used it for almost a year now**.** He stated that as we have used the LPC Planning and Budget Model we have seen that some of the steps are not in the best order for our current practices. He has received comments to this effect, and it would serve us to open discussion of the steps at this time**.** He asked the Council to step through the model again and asked Mr. Samra to lead the discussion for ideas that will clarify the model.

   Mr. Samra detailed the dates it was presented at Town Meetings, Planning Task Force, and all three Senates. Currently there is no written, detailed description of the model step-by-step, thus he led a discussion of the steps for recording here. Mr. Samra showed the PowerPoint slideshow from Town Meeting last fall outlining each of the Planning and Budget steps.

   1. The outer boxes are not LPC processes, they are external inputs to our system that affect when we should do certain actions, and they add context to the circular chart
   2. Regarding the Resource Allocation requests, we are always planning a year ahead, so note that that section is for the following year. In addition, we are always assessing the current year, and assessments are linked to Program Reviews, which should be in Program Review priority order for all areas.

      a. **How are the Program Review Priorities agreed upon?** (Considerable discussion was held on how the prioritizing process occurs.)

         i. The requests for all items in Program Reviews (human resources, physical resources, technology, financial, etc.) are reviewed by the Program Review Committee and volunteer reviewers, and summarized in detail

         ii. **The Deans read the Program Review summaries (not the committees**) and put them in priority order for their divisions, based on the College's stated Goals and Priorities

            1. Are the department budgets being reviewed at this same time, and being used to prioritize also? Yes. The departments' budgets have to be able to support the requests of the top Program Review priorities
            2. The budget requests are formulated at the same time the Program Review requests are made, so these funding amounts come from the previous year's requests also
            3. The Deans then share the prioritized information at the November Division Meetings to make sure the requests are correct and to answer questions, and finalize all the priorities
            4. Each Fall, in preparation for the next academic year, all the equipment and faculty prioritization requests come in to the Resource Allocation Committee, from the College Goals and Priorities
            5. Deans do not prioritize Instructional Equipment Requests – they are outside the PR process. Equipment is done by departments sending in the requests when the RAC announces the request period is open
            6. We should move the timing of RAC prioritizing Instructional Equipment Requests to the Spring. Thus they may have to do it twice this year, Fall, for the Spring 2015, and in the Spring for Fall 2015

a. RAC could possibly give more global planning, dollar-wise, if that would work better, stated Ms. Gire

7. We had planned to do the Program Review Priority Process in the above way, have we done it this way yet? (Discussion continued, not clear response).
8. The **Prioritized, Summarized Program Review Request List** is then reviewed by the Vice Presidents. (not the Instructional Equipment List)
9. This was done in December last year, however should be moved earlier so that interviews can start in February. It takes about 3 months to prioritize positions after the Faculty Prioritization Hiring Committee provides their input to the President; and then several months to recruit through H.R.

iii. The President then reviews the prioritized Program Review lists, and accepts or **makes changes** in the Instructional Equipment, Classified, and Faculty hiring priorities, based on what Program Review items are requested, **and what overlaps there are in the Instructional Equipment, Faculty prioritization and Classified prioritization lists.**

1. The President then sends his decisions to RAC, which check the revenue projections
2. RAC then sends the recommendations to College Council

iv. The Integrated Planning Committee (IPC) also reviews the allocation and planning priorities

v. College Council receives the allocations (budget projections) and the outputs recommended from RAC, and then the IPC reviews once, and then asks Administrative Services to draft a budget based on these items for the President's review

vi. The President, with the help of the Vice Presidents, finalizes the budget and forwards it in June to the District for informational purposes. The FON will have been approved for the budget in the previous September.

1. Dr. Noble recommends moving the date of sending the budget to District back to May so that District is not rushing in August to get the budget ready; and the Governor's May Revise may change things, so the budget cannot be sent to District in April.
2. Another reason the budget should go to District in May is so the faculty can review it before they leave for the summer
3. Reminder: since most of the budget is accounted for by fixed and H.R. costs, we are only talking about 2-4% of the total budget that the College gets to prioritize.

C. Ms. DeNisco asked if there were any items that were removed from this version of the circular chart that would assist us at this time? Mr. Samra said Yes, we could re-insert the box for 'last year's priorities' as evaluated by the Institutional Effectiveness Committee. This would indicate what is driving the current year's priorities, based on what was done, what was not done, and what should not be done.

After the end of the year, the planning priorities established in May for the following academic year will drive the next year's activities.

D. Further information on Divisions and Deans' Responsibilities:

i. **Instructional Equipment** - Dr. Noble said that in Mid-September Instructional Equipment Requests are due from faculty departments to the Deans.
ii. The Deans review and prioritize for matches with College priorities and Program Review write ups.
iii. The requests then are forwarded to the VP for review.

iv. VPs then forward to Administrative Services.
v. **Faculty and Classified Hiring Requests** – The same process is used for Faculty and Classified prioritization requests. The Faculty Prioritization results are shared by the Faculty Prioritization Committee at the Division Meetings.
vi. Ms. Hart suggested that the October and November tasks should probably shift to the September-October time frame; and move all the prior tasks back a notch also, so that they are more in line with the Program Reviews
vii. Dr. Noble said that if we follow the above logic we are **trying to get all the tasks done to begin on the July 1 Fiscal Year.**
viii. Ms. Lang said that it would be good to inform the District what the College needs while they build the draft District budget. However, at this point in the process we would not know the Classified requests, which **lends credence to the idea that the Classified requests should move to the Fall also.** It was noted that Classified positions cannot get posted 'unless there are funds left over'.
ix. This month, August, the Deans are already reviewing the Program Reviews with the College priorities, and will be done in September.
x. **Measure B Funds Almost Depleted** – Mr. Samra noted that the Measure B funds are almost gone and those have been used for Instructional Equipment since 2004. There will be about $80,000 for Instructional Equipment from the State each year, ideally for the current students for the current year. Ms. Gire stated it would be useful to have a good estimate of what the State's dollar amount is for each future year for the RAC to plan with.

3. Mr. Samra ran through the rest of the circular cycle on the Planning and Budget Model PowerPoint. He noted that the Program Review Committee is in the center, but is not meant to be at the philosophical center. It is there to help the Deans at the time of the PR Summaries. The month for having Summaries done may change as they were so well summarized by the PR Committee last year.

It was also noted that:

- The new District committees will have not approval authority over the Colleges' budget, Program Review priorities, etc. The 4 new committees will be support services only.
- Dr. Russell concluded that it is clear we need to move the timing of all tasks back 1 or 2 positions on the circular chart.
- Dr. Russell asked Mr. Samra to put a sub-committee together of IPC, RAC, and interested parties to try to clarify this before the next College Council meeting. Mr. Miner has a sample more linear table of events which he will contribute to this sub-committee meeting

B. New Business

1. **Town Meeting Calendar of Topics** – Dr. Russell shared that Town Meetings this year will have topics planned ahead of time. He distributed the draft list for this year and asked for deais from the Council. If other ideas come up in meetings for things the whole campus should know, please forward to Dr. Russell. Ideas today included:
   i. Online Education Initiative, November, by Scott Vigallon
   ii. Behavioral Intervention Response Team, December, 20 minutes, Dayna Barbero
   iii. Accreditation, 5-10 minutes each meeting, where we are; and where we are on the 4 priorities for this year. Dr. Russell will put this on as a standard update each month
   iv. President's Personal Goals, by College Priorities, September.
   v. Institution Set Standards Update, November, Mr. Samra
   vi. Middle College, whatever month it fits. This begins Fall 2015.

2. **Classified Position Requests to be Removed from RAC List** – Ms. Ripplinger and Ms. DeNisco reported on a discussion held previously about moving Classified Professional position requests out of the RAC process. They have discussed this with several groups and it may be best to make the process more like the Faculty Prioritization Committee recommendation process. A number of Classified and Union people feel that Classified positions should not be considered along with equipment, and Bill Eddy may have more information on a proposal of what could be done.

   A group is now looking at ways to take Classified Professional positions into account using a different consideration process. The Senate and Union are in agreement with this. The groups are not yet sure how to change the process and will research this with other colleges' ideas. The two groups also feel that the Senate and Union should at least be advised on the RAC considerations, and this is a concern heard for many years on campus.

   Ms. Gire said that about 4 years ago 'planning' was taken off the 'Planning and Budget Committee', and it became the Resource Allocation Comm., and faculty hiring was taken out of the RAC charge. The RAC has fewer tasks, and perhaps there is a way to weave in the Classified Professionals' prioritization? Ms. Gire asked if this is the Classified Senate and Union's intent, and to have Senate input in hiring prioritization.

   Mr. Miner stated that RAC has struggled for lack of a rubric to judge what areas need staff over others. All areas are short-staffed and it is a universal theme that every department needs more staff. Perhaps there is a way to develop a rubric and process and get the RAC, Classified Senate and Union representatives together for input into how decisions are made. He stated this is a suggestion only. Perhaps RAC could come to the Classified Senate for input. There have been many times also where SEIU members have gotten emotional about having to choose 1 department over another for staffing, and it's a very tough to call.

   Dr. Russell concluded that this is a good discussion to have, and he saw RAC struggle last year and heard the tension of how to choose staffing in the Classified Professional areas. He encouraged more brainstorming and working through the planning and budget cycle process to try to include these concerns.

   Mr. Samra opined that with the integration of our planning and resources cycle, a rubric would need to be created with the 4 Planning Priorities of the Year, and that would be the guidance for where classified staffing wold go.

C. Area Reports

1. President – Dr. Russell

i. **Update on Positions** – The Interim VP of Academic Services has been approved by the board and will begin on October 1st. The Search committee for that VP replacement will be chaired by Diana Rodriguez, and their first meeting will be held on September 9th. The PE Athletic Assistant search has started, and the Research Analyst closes Sept 8th. The Executive Assistant to the VP of Admin. Services has closed and interviews will begin son. A Security Officer position has also recently closed. An Instructional Asst. in English is in the Request to Announce stage, and at the District the Vice Chancellor for Educational Services opened this week.

ii. **New District Committees** – Dr. Russell mentioned that the Council members have been sent the Committee/Governance participants chart and to please review it and if there are openings in your areas to please let Ms. Gach know who will fill them. The 4 new District committees will start meeting on Sept. 5th, and we want to have the information from those committees get back to the campus so we will report in this section at College Council each month.

iii. **Educational Master Plan** – The new Ed Master Plan needs to be written by January or February however President Russell has not yet been contacted by a consultant, and is unsure where the District process is in that contracting. Mr. Samra, a member of the Ed Master Plan work group, stated that the official word is a draft is desired by the end of the year. The work group is headed by the Chancellor since we are in the search for VC Educational Services. Other members are the 2 presidents, 2 academic senate Presidents, and FA President Charlotte Lofft. Dr. Russell suggested that it may be difficult to have yet another committee on campus for any Ed. Master Plan work, and hopefully the College Council can be the place which vets the Plan. Mr. Samra stated the other component that needs to be done is the District Wide Strategic Plan as we have not had one for a long time. Dr. Russell said these are two large projects and we will need to lead the consultants, own them, and live with them after they are created.

2. **Academic Services –** Dr. Noble reported that she has a large list to accomplish by her last day of September 12th**.**
   i. **Academic Services Report** – The Catalog Addendum Meeting Work Group will begin the process in early September, ad first meeting is on Sept. 11th. The Middle College Kick Off Meeting for 2014-15 is also on Sept. 11th. The department is beginning an assessment of the Room Schedule by building, and looking for efficiencies in the schedule so there will be space for added classes and room for classes when Bldgs. 200 and 300 are taken down. The Tutoring Work Group has also been meeting to work through their similar tasks and how best to serve students as a unit. Dr. Noble has been in communication with Renee Kilmer, Interim VP of Academic Services, in order to create a smooth transition.
   ii. **Accreditation/ ALO Report** – Elena Cole will be the new Accreditation Liaison Officer beginning September 11th. She will be supported by Justin Garoupa and the Accreditation Committee. The full team met yesterday to report their progress, barriers and where assistance is needed. Eligibility Requirements and ACCJC Policies were also discussed.

   The next Accreditation meeting is Sept. 10th at 3 PM and items on agenda are the above stated, and how best to report progress on our 77 Improvement Plans.

3. **Student Services –** Vice President Rodriguez said that at this start of term Student Services is swamped. A&R is working on a scheduling process for spring 2015 and the 3SP Priorities are being worked out. The Spring Term 1st registration date is tentative for November 11th. There are currently 470 2015 Spring degree requests and 316 completed all requirements, and 81 certified applications, and 59 completed those requirements. Operation Gateway was held with over 60 Veterans, most of them new. A few neighboring colleges attended to see how we run our Veterans First Program. There are 20 Veterans in the Engineering/Technology program, and as this is that program's first year, a few bumps are being work out. The new Veterans' Resource Center (VRC) will open in Bldg 1700 in late October. We will start hearing more about lower tuition for non-resident fees for Veteran students as a new law will likely take effect July 1, 2015. We are working on our IT programming, and cannot do that automatically yet, as the 3SP is also still being worked into or District IT programming**.**

   Over the summer A&R realized that we had a number of old Majors Codes in the system that students could choose, which affected students as these were uninformed decisions. 60 Students did not receive financial aid immediately because of this, out of 1700 students in total. Financial Aid did extra work to get the 60 students their funds a.s.a.p. Also letters have been mailed to these 60 to change their majors as their current majors codes will be deleted; LPC and Chabot staff are working on how to clean up the codes.

   Our Health Center Director, Dayna Barbero, presented a paper at a prestigious Governors' prevention advisory council this summer, as well as other presentations in our area. Kudos to

Dayna for promoting LPC. There will be a blood drive on campus on Oct 14th; and the flu vaccines will be available early in October – free for students, $20 faculty and staff.

4. **Administrative Services** – Vice President Kingston reported they are working to close the 2013-14 fiscal year. The grant funds are very timeline specific and detailed. The Adoption Budget will go to Board on Sept. 17th, and major expenses are still being worked out, but these are not a huge percentage of the budget. The department is working on a new Facilities Fee Rental Schedule for consistency and to reduce the amount of staff time needed to accommodate rentals and reservations (gratis), and also college events.

5. **Institutional Planning Committee (IPC)** – Mr. Samra stated that the committee's first meeting will be in September, and a few members are still needed for the IPC**.**

6. **Resource Allocation Committee (RAC) –** This committee has not yet met and the chair will be elected on September 4th**.**

7. **Facilities Committee**

   i. **Space Allocation Committee** (New Bldg. 100, Swing Spaces) – Mr. Kingston reported that the Space Allocation Committee met several times with the architect, and a conceptual design and location are developed for New Bldg. 100. The next challenge is to address secondary effects of what will be displaced by footprint of the building. The Building 200 classrooms will be moved to temporary portable buildings, on the flat, grassy lawn area between 1700 and 2400 and the parking lot. Grass repair will be done when the portables are removed. Photography and Visual Communications will most likely be moving to Bldg 700 after the Library moves back to Bldg. 2000. Mr. Kingston said he felt the committee and architects worked well together and the timeline is on target. He encouraged people to come to Town Meetings for the updates.

   It was asked about the grass that has not been restored between Bldg. 700 and 100. Mr. Kingston said that is due to the 5 Year FPP which was in grant application in the State, and we waited to see if that would be granted. This Spring we pulled out of that grant program as it was not useful funding from the State.

   Ms. Hart asked if there is a lessons-learned folder for past errors, such as the 2nd floor of 1750, the new Science Bldg. Dr. Russell stated that faculty have shared those problems in extensive detail and this information is noted in several locations.

   Dr. Eagan reminded the Council that now that the Space Allocation Committee work is done, it is probably time to convene the Building 100 User Group, as we had discovered how useful the user groups for other buildings were. Dr. Russell will begin this process soon.

   ii. **Small Projects Update** – Gerry Gire reported and thanked the Facilities Update Group for scheduling the painting outside Bldg 1800. She thanked Ann Kroll who is doing a great job rolling out the Small Projects List. She asked Mr. Kingston if there was a specific way he would like input for adding or noting items for the Small Projects List. Mr. Kingston stated that it would be best to use the Work Order process so that everything is scheduled for staff and supplies accurately and there will be a record of any issues that come up. Administrative Services can review the Small Projects through the work orders and batch the like items for cost effectiveness, and then locate the correct funding. Measure B had 15 projects and prioritized, funded and completed 4-5 of them over the summer. The Measure B Small Projects money is already committed so that any changes or additions would come out of other funds like Seismic Retrofit Funds, State M&O funds, or the Scheduled Maintenance and Instructional Equipment funding. For any local money we will be awarded in future we already have the project lists ready, and plans in place; if District tells us that X-amount is available we now have plans so

that we can quickly justify the source and plan at LPC. Reviewing this list would be a good project for the Facilities Committee this year.
Ms. Gire asked if there are work orders that M&O has not dealt with yet, should departments send them to Mr. Kingston, and he said that would be advisable, as M&O sends him status of all work orders regularly.

8. **Institutional Effectiveness Committee (IEC)** –Mr. Samra said that the IEC will finish up the 77 Improvement Plans, and the committee needs to see how many responses are still needed from 'owners'. Also, the Institutional Effectiveness Report will be written this term.

9. **College Enrollment Management Committee (CEMC)** – Ms. Hart reported enrollment is trending better at this point. As of Aug 27 FTES was 3289.43, and WSCH to FTEF 552, based on the reporting tools we have available. There is a 91% fill rate. Mr. Kingston stated that capacity in the system is higher than the resource capacity of the faculty, thus 90% is virtually the same as 100%.

   The FTEF is showing 184.77for Fall right now. This will change because of adjustments mid-semester, and should go up. We are in better shape in terms of making base and target than we thought we would be. We are 6 students short of base and 96 students short of target, and this is all pre-census. It will drop a bit at census.

   CEMC has decided to experiment with taking FTEF from cancelled classes and offering small group of classes to start in October, based on high demand, high productivity, and historical successful completion of classes in a brief time period. The Deans are working on that list of classes now. We can market these classes to students carrying under full load or to the Veterans who came through late.

   Comparing to Chabot, their FTES is 4433, WSCH to FTE is 498 (factoring out their Nursing and Dental of 510), and they have an 84% fill rate, about 273 FTEF on the schedule. They are right at base and 129 short for Target. Chabot is planning to boost next summer with the goal to roll back, and borrowing from next year to make their 2014-15 numbers.

   VP Rodriguez mentioned that the last 3 years we have had a drop in headcount after census, about 1.1 or 1.2%. Ms. Hart's philosophy is not to bank all on borrowing from next year, but we may have to if we don't make our numbers this year.

   Mr. Kingston mentioned an option in the scenario of Chabot trending under growth and LPC is making its growth, we could ask the District to move the FTEF, to make base District-wide, not college by college. If Chabot reverts back close to 10,000, that will be part of those discussions at DEMC, as well as they have not put all their FTEF on schedule. It was noted that when we borrow from next year, the apportionment is borrowed, but not the expense.

10. **Staff Development Committee** – Mr. Daubenmire stated that the committee has not met yet for the start of term.

11. **Academic Senate** – Mr. Daubenmire reported in the absence of Dr. Orf. The Senate discussed the Equivalency process, and it will be discussed on and voted at Division meetings, then discuss with Chabot and at District. Senate also discussed hired that did not go through, and the question of do those go back into the Faculty Prioritization Committee or just continue, will be discussed. There are a few issues of caps in class sizes of whether they are capped too high, and the discipline plans will be reviewed to make sure they are set correctly in Banner.

12. **Classified Senate** – Ms. DeNisco reported that Senate has not yet met and they are having a Leadership Planning Meeting tomorrow. She asked everyone to encourage Classified Professionals to participate, as we have 52 total spots on the committees and 84 total employees. The committees may lack Classified during the first part of term, but they are working on filling all spots.

13. **Student Senate** – Mr. Ansari was absent due to a last minute urgent situation.

14. **Faculty Association** – Ms. Hart reported that orientation was held for new and PT faculty on August 13th which went very well. There were lots of good questions.

15. **SEIU** – Mr. Eddy was absent, however, Ms. Ripplinger stated they are still negotiating the SEIU contract and also negotiating a Classification Compensation Study.

D. Good of the Order - It was asked if we are still doing any marketing in the area. Dr. Russell shared that Jennifer Aries has been contracted for September services also and she will make an ongoing plan. Once the CEMC met and made the plan for how to push out classes to the public, and especially to the Hispanic and foreign language communities. Dr. Russell also thanked VP Rodriguez Student Services members promoting LPC and participating in a health fair at a local school.

Mr. Samra reminded the members if they would like to discuss the planning and budget model before next month to please contact him.

E. Adjournment - The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Sharon Gach
Admin. Assistant to the President

Next Regular Meeting: September 25, 2014
Room - 1687
2:30 -4:30 p.m.