College Council Minutes
Thursday, January 22, 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, Interim	*Vacant*			**Academic Senate Vice President**	Greg Daubenmire	X
VP Student Services	Diana Rodriguez	X		**Classified Senate Co-Presidents**	Frances DeNisco/ Todd Steffan	X
VP Administrative Services	Jeffrey Kingston			**Student Senate President**	Rafi Ansari	X
Institutional Planning Comm. Chair	Rajinder Samra/ Sarah Thompson	X		**Student Senate Vice President**	Paulina Reynoso	
Resource Alloc. Comm. Chair	Gerry Gire	X		**Facilities / Sustain. Comm. Chair**	Mike Ansell	
Inst. Effectiveness Comm. Chair	Rajinder Samra	X		**Staff Development Comm. Chair**	Greg Daubenmire	X
CEMC Chair	LaVaughn Hart	X		**LPC SEIU Rep.**	William Eddy	
CLP FA Site VP	LaVaughn Hart	X				

1. **Call to Order** – Dr**.** Russell called the meeting to order at 2:38 PM. A quorum was present.

2. **Review and Approval of Agenda** – It was discussed at the last meeting to add the Program Review Committee to College Council. Ms. Spirn is in attendance. The agenda was approved with the addition of adding Program Review to the council as an action item. **(Orf / Samra**).

3. **Review and Approval of Minutes** – The minutes were reviewed and voted to approve with the following changes**:** on the 2nd page and fourth paragraph down, the word "sill" should be changed to "will" AND in the same paragraph, "planning budget" should be changed to "planning and budget." **Hart and Lang abstained.**

4. **Action Items**

   - **Program Review Committee representation added to College Council.** The addition of representation from the Program Review Committee being added to College Council was approved. **Hart abstained.**

5. **Information Items**

- **President**
  - **Faculty and Classified Hiring Priorities –** President Russell discussed how the faculty prioritization process went through its iteration last fall semester. The list went to the Senate and the Senate concurred. The list then went to the President. The three positions from last year immediately moved forward. The next three on the list were added to make a total of 6 faculty.

    The FON number discussion started in late November. It was realized that we are a long way from achieving the FON. This last year our full-time obligation number was 105. This is a number created by the State Chancellor's Office. There is a review of the FTES pattern. As we grow, the obligation number for the next year became 117. The number is given to the District as a whole, not by campus. 270 is what we were supposed to get to last year. We made it to 271. This coming fall, they are suggesting that our FON is 286. This is a growth of 16 positions. The difference between last year and this year is that they used the BAM model to come up with the number. One measure was used last year and a new measure is used this year. We have 12 positions to make up for and 3 retirements. That brings us up to 15 positions that we have to get. If we do not hit that number, there are penalties.

    Dr. Russell has asked the Deans to move forward by going all the way through the priority list. If we go through the list, we do get to the number that it needed. Chabot's numbers are not specifically known. There is a meeting tomorrow with Dr. Russell, Chabot, and Vice Chancellor Esposito-Noy to go over the numbers again.

    Dr. Russell met with Ms. DeNisco and Mr. Steffan a couple of weeks ago and it is known that we are in desperate need of classified on campus. The morale of hiring a huge number of faculty is thought about. Currently, we're still going through the hiring process for the Theater Tech position. The Security position and Webmaster position are going forward. Mr. Vigallon and Mr. Gonder have been working on a plan to update our webpage and it will be discussed at Town Meeting.

  - **Academic Services –** President Russell discussed that a replacement for the Academic Services Vice President is being worked on. Two more people are being looked at and hopefully a decision will be finalized next week. The pool of people are small and because of the new law, most have done their work in the fall and cannot work into the spring semester.
- **Accreditation/ALO Report –** No news to report.
- **Student Services**
  - **Enrollment Update –** Vice President Rodriguez discussed LPC's enrollment. We are currently at 8379 students. We are approximately 370 FTES away from meeting the growth target. We are looking at a fill rate of in between 84% and 86%. Ms. Hart mentioned that Chabot is at a 76% fill rate. Ms. Rodriguez mentioned that she thought they were at an 80% fill rate. At LPC, the plan is to take the numbers from summer and pull them back in.
- **Administrative Services**
  - **Instructional Equipment –** Ms. Lang started with the discussion of instructional equipment. That pot of money is limited to this year and it will go away. The instructional equipment money allocation is $441K. We have spent some with the last round. Allowable expenses include: instruction equipment for classrooms, furniture, information technology, software, adaptive equipment and library materials. These monies fluctuate and we do not always know what we are going to get. If you receive a quote from someone, include everything in the package. Equipment being used for administrative or non-instructional purposes is not allowed. The following equipment is not allowable: photocopiers, file cabinets, bookcases, computers, networking infrastructure and software licenses. **The list of allowable and non-allowable items are attached to the end of the minutes.*

Ms. DeNisco asked if we are currently building a building, could we buy items that go into that building. Dr. Russell mentioned that the instructional programs really do have a need and we need to make sure we pull those out and tie to our planning and budgeting process. Priority lists come out of RAC from program reviews based on the priorities that the IPC established.

- **Budget Update -** Ms. Lang discussed the state budget. It appears that there are a lot of one time monies coming into this budget and a 2% growth. This is being tied together with the STRS and PERS increases. They are acknowledging that funding and what the state is allocating colleges is not meeting. There is a cost of living increase, which is basically inflation. One big item is that the state is eliminating deferrals. This is not new money to colleges, but colleges will not have to borrow to make payroll. They seem to think that the next two years will be similar.

- **Integrated Planning Committee (IPC)** – Mr. Samra discussed that the IPC will have a special meeting next Friday. The key topic is the narrative for the planning and budget cycle. A revised budget model that is linear will be brought to College Council by the February meeting. President Russell asked when the handoff is for Program Review. IPC's request is to receive it by the 9th of February. With the Educational Master Plan development, it is needed quicker. With the Educational Master Plan process, a whole new review was asked to be completed by the Deans and Mr. Samra was able to push back. The summaries that have already been completed will be used.

- **Program review –** Ms. Spirn mentioned that there was a pretty good consensus to send out a survey in a couple of weeks to get feedback. The PPUs were pretty daunting for an update. The Program Review Committee decided that they like the tri-annual process and are thinking about staggering program review. The plan is that next year would be a brief update. This would make people less stressed every year. Programs missed the opportunity to document their vision and achievements. The committee wants to add a narrative portion from the beginning. It should be a review of all aspects of the program.

- **Resource Allocation Committee (RAC) –** Ms. Gire discussed instructional equipment. RAC has a worry that we will not have $441K. It is important to find all the needs. The requests go to RAC in March and are ranked in April. The purchase requisitions are cut then. If it's a need that you are unsure is allowable, contact the Administrative Services Office. RAC is also in the midst of revising forms.

  Dr. Russell mentioned that we have $430K and thinks we will not have a problem finding needs. If the list comes in higher, the whole list will be prioritized. Does the priority stay a priority into next year or does the process start over with the new year? We will probably not know how much money LPC will have for the next year until the budget is signed.

  Ms. Hart mentioned that perhaps those items that are on the bottom of the list are not things that we would choose to spend money on. We would not want them to roll over to the next year just because they are on the list. Ms. DeNisco mentioned that the college's priorities and spending may not be what the planning priorities are for the year.

  Ms. Lang discussed that Deans have to decide what the priorities will be. There is a missing component of the big picture. It is not radically inclusive if we put it in the hands of a committee to designate funding of things. It then goes to the President for the final decision. It is suggested to consider emergency things that come in that are maybe not planned, but necessary. Dr. Russell mentioned that with regard to the ones that were approved in the fall semester, there was a glitch in the process and the paperwork was stuck in a pile. Those are now going through the process for completion. One thing in the accreditation process is when RAC makes their announcement of priorities, they are looking specifically at who got back RAC to say those items are in our possession and paid. At some point, it needs to be reported back to close the loop

  Ms. Gire mentioned that the Deans do come with instructional equipment and they do present. There is a lot of input in that.

- **Facilities and Sustainability Committee –** No news to report.

- **Institutional Effectiveness Committee (IEC)** – No news to report.

- **College Enrollment Management Committee (CEMC)** – Ms. Hart discussed the last CEMC meeting. Discipline plans were reviewed and FTEF is added to the agenda for the next meeting. A list of additional classes for summer has been approved. Fall 2015 and spring 2016 additions will be reviewed at the next meeting. The enrollment management report shows that we are not where we want to be. Classes that used to be sure fills are not sure fills anymore, which means a lot more work. The focus needs to be put towards how the current student body receives information. The way we have been giving information in the past does not seem to be reaching the students.

  Ms. DeNisco stated that the Community Education pamphlet used to be thicker. We outreach to local businesses more. It needs to be easier to take retraining classes. They do not need to take a math assessment to take a welding class or typing class. The question came up: "Do you think people are registering and then get to the Math and English assessment portion and do not want to take the class because of it?" There are multiple factors. We need more outreach to students that are currently attending that could take more classes. Ms. DeNisco stated that she will work on adding a separate set of instructions in the community education pamphlet for the community members that want to take one class.

- **Staff Development Committee** – The committee did not meeting in November and there was not a chance to meet until December**.** The next committee meeting will take place in February. The committee is receiving forms and there is discussion about postdating the approval date since activity happened in December.

  President Russell mentioned that there are a couple of things that he could use help with. A company named Hanover was hired to help the college with grants. They did an analysis of the campus. They will conduct interviews with key faculty that are interested in pursuing grants. One of the things that they offer is professional development for grant writers. They have already done the legwork. Hanover has been asked to come to the campus in the spring to do a couple of grant workshops. They will help anyone wanting to learn about grants and do the first step of submitting the grant. The college will need the staff development committee engaged in this. It will also be opened to Classified Staff.

  A discussion about mandatory flex days needs to be talked about. The discussion needs to be involve faculty. Chabot College has a week of flex. There may be some other time that our college can work that out. It does not have to be a full week. Would it work to do a Thursday and Friday before the spring semester? Ms. Hart mentioned that those two dates before the spring semester are not part of the faculty contract. The issue was that there was a backlash on flex days and they were not wanted in the past. It was not used to advance professional development. They would have to be meaningful. Mr. Daubenmire suggested starting with a survey.

- **Academic Senate** – Dr. Orf mentioned that there is no news to report. The next meeting will be held on Wednesday, January 28th. The agenda will be sent out tomorrow. Some items coming up include:
  - The senate is approving scholarships again this year and donations are being accepted.
  - Equivalency document needs to be approved at the Chancellor's Council. Chancellor Jackson signed the MOU changing the makeup of the equivalency committee.
  - This is the year that LPC gives out the Buffington Award.
  - A committee has been setup for staff appreciation day on Wednesday, April 29th in the afternoon. Mark your calendars.
  - New committees have been formed and the Senate will look into possible release time recommendations for those committees.

- **Classified Senate** – No news to report. The classified senate meeting was canceled and will meet again on February 12th.

- **Student Senate** – Mr. Ansari gave a Student Senate update. There is a meeting on Monday to plan for the next semester. A vendor named Org Sync came to the campus to discuss a produce that allows students to

log into it and see all of the events at the campus based on their major. It was presented to the Chabot Student Senate and they are currently working on cost.

The Student Senate provided donuts to students on Welcome Day. The textbook program is popular. Student's textbooks can cost upwards to $400 and this is a way for students to pay $30 for a textbook. The biggest problem is that we cannot do access codes so they cannot be recycled. President Russell mentioned that most of the textbook companies are adaptable with the access codes.

President Russell thanked ASLPC for their help with Math Jam. It was mentioned that it would be interesting to follow those 90 some odd students to see if they improve just because they attended Math Jam. Greg Daubenmire mentioned that every Math instructor allowed three additions to their classes by taking students from Math Jam. The plan is to expand the program before the fall semester.

- **Faculty Association –** No news to report
- **SEIU –** Bill Eddy was not in attendance. No news to report.

6. **Good of the Order** – No news to report.
7. **Adjournment** – The meeting was adjourned at **4:29** p.m.

Kelly Abad
Executive Assistant to the President

Next Regular Meeting: ***February 26, 2015***
Room - 1687
2:30 -4:30 p.m.