LAS POSITAS COLLEGE	*Approved 12/11/14*	**College Council Minutes** **Thursday, November 13, 2014** **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.

EEC	***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	Renee Kilmer	X		**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	X		**Student Senate President**	Rafi Ansari	X
Institutional Planning Comm. Chair	Rajinder Samra/ Sarah Thompson			**Student Senate Vice President**	Paulina Reynoso	X
Resource Alloc. Comm. Chair	Gerry Gire	X		**Facilities / Sustain. Comm. Chair**	Dyan Miller, alternate	
Inst. Effectiveness Comm. Chair	Rajinder Samra			**Staff Development Comm. Chair**	Greg Daubenmire	X
CEMC Chair	LaVaughn Hart	X		**LPC SEIU Rep.**	William Eddy	
CLP FA Site VP	LaVaughn Hart	X				

Non-Voting Members: Sharon Gach, Admin. Asst.

1. **Call to Order** - Dr. Russell called the meeting to order at 2:35 PM and noted that a quorum was present.

2. **Review and Approval of Agenda** – The agenda was reviewed and it was motioned, seconded and voted to approve it as drafted (Orf/Daubenmire).

3. **Review and Approval of Minutes** – The minutes of October 23, 2014 were reviewed and it was motioned, seconded and voted to approve them as drafted, with 2 abstentions. (Rodriguez/Gire)

4. **Old Business**
   a. **Shared Governance Handbook –** Dr. Russell noted that the Council reviewed the Shared Governance Handbook for several months, and it was sent out last month for a final review. There were two items of input from a college staffer regarding a) should only voting committee members be chairpersons, and b) should committee chairs be voting members on

committees. Both items were discussed. The Council clearly felt that only voting committee members should be committee chairpersons.

Regarding voting by committee chairs, the suggestion by the staffer was that it is too cumbersome for constituency groups to go back and find another voting member once the chair is voted on from their consistency group. Discussion included that reasons for chairs not to be voting members included there could potentially be too much influence on the vote, but that chairs should be able to break a tie (which is in the Shared Governance Handbook now). Under Robert's Rules of Order chairpersons do not have a vote.

It was decided to keep the chairs as non-voting in the Shared Governance Handbook, except in the instance of a tie vote of the committee.

Mr. Miner also sent a message to Dr. Russell to ask about student senate members on hiring committees. Dr. Russell mentioned that this is an HR policy with the unions' input, not covered by the Shared Governance Handbook.

Dr. Russell asked for a motion to approve the Shared Governance Handbook, and it was motioned, seconded and voted unanimously to approve the Handbook as written.

b. **Review of Governance Worksheets –** There were no Governance Worksheets sent in for review.

5. **New Business**

a. **Faculty Hiring Prioritization Information** – Dr. Russell shared the Faculty Hiring Prioritization Committee recommendations, which the Academic Senate had accepted and forwarded to him for consideration. Dr. Russell also accepted the recommendation which includes:

- Faculty in basketball, physics and music theory are ready to be posted in December
- retirement letters have been received from
    - Mr. Paskewitz (art) to be replaced by a visual communications faculty, with art to be staffed by part-time faculty
    - Mr. Aguiar (soccer) to be replaced by a business faculty (soccer to be staffed by part-time faculty)
    - It was noted that when a person retires/resigns their position is not automatically re-filled, a survey of all needs of the campus is taken and the top position(s) are filled based on the needs of the college as a whole

Those 5 positions are all that are able to be funded for 2015-16, although there were further recommendations in case additional funds come in.

Ms. Gire asked if there could possibly be any funding coming in for non-instructional positions. Dr. Russell stated that he has been sharing with the community and the Board that what is really needed on campus are funds for classified positions. He stated that if funds come through the Budget Allocation Model (BAM) then the prioritization of the RAC for classified positions will be very useful, and it is important to have that list should growth or attrition funds become available.

It was noted that new HR Department requirements have increased classified staff work. Dr. Kilmer stated that not everyone understands the Faculty Obligation Number (FON) which we must tell the State prior to the beginning of each year, and that if we do not meet our FON we pay a penalty to the State equivalent to a faculty salary. Thus, unfortunately we cannot move faculty salary funds for classified hiring.

Mr. Ansari asked what may happen to the ASLPC Staff Assistant position if Sheri Moore decides to take the Exec. Asst. to VP of Admin. Services job, which has been offered to her. VP Kingston let the Council know that he has offered this job to Ms. Moore and she has accepted with a start date of early January pending Board approval. A temp employee will be hired for the ASLPC Staff Assistant position for 20 hours/week, and Ms. Moore will be available to train the new person. This is pending the December 9th Board for approval.

6. Area Reports

a. President

- Dr. Russell reported that in addition to the faculty positions reported above, there are several searches that are almost complete: the Admin. Assistant Confidential in the President's Office, and the VP of Academic Services. The Vice Chancellor of Educational Services will have committee interviews next week, and the Institutional Researcher will go to Board November 18th. Two other classified positions will move forward and are in recruitment, the Theater Technician and the Evening IT Support position.
- The 3SP pending positions had final analysis by RAC last week, and these will be posted. These are Categorically Funded positions and are reviewed by RAC as informational only.
- Dr. Russell shared that the State Vice Chancellor of Governmental Relations, Vince Stewart, and his staff will visit our campus on December 3rd, 10 AM, and he and his group may stay for Town Meeting. Dr. Russell will send requests for some students and employees to meet with them about governmental, legislative, and regulatory issues.
- New District Committees' Reports – Dr. Russell and Ms. Hart explained that they and members of the District PBC are seeking to true-up section 3A of the BAM, as it became clear there were some savings and an underestimation of about $404,644 not used last year. The PBC recommended that the Chancellor run this amount back through the BAM, in which case LPC would receive $135,000. This may occur again next month when the RUMBL (retiree fund) is trued-up.

b. Academic Services – Dr. Kilmer stated that a lot is going on in collaboration with Student Services, including Middle College, and the Annual Program Planning process. Student Services has also been very helpful in including the Academic Deans in the Equity Plan development.

c. Accreditation/ALO Report – Elena Cole has been very busy with Accreditation committees, and committees are gathering information for the report which will be written next Spring.

d. Student Services – VP Rodriguez stated that the Equity Plan is within the 3SP Plan, and the 3SP Plan is on the LPC Homepage as well. The Equity Plan will be presented at the December 9th Board along with Chabot's, with description of how the Equity Plan supports the 3SP Plan.

The Middle College discussions are moving forward at a fast but comfortable pace. Student Services staff are working on their Program Reviews for the November 14th due date, and registration continues with the special populations. There have not been very many special exception requests and this means that students have become aware of the 3 requirements. In addition, Student Services is putting the final touches on their accreditation standards.

e. **Administrative Services –** Dr. Kilmer stated that she is on the committee hosting the December 11th All Campus Breakfast, which features pancakes and omelettes this year. She shared that the new Veterans Center is now open in Bldg 1300. Also, tomorrow is the due date for the accreditation reports.

   She brought forward a 'housekeeping' item, a surplus of 50 desks and chairs for which we can try to find locations on campus to replace older chairs. If we do not find locations they will be offered to Chabot, provided to local school districts, or surplused per Board policy. This will be turned over to VP Kingston to look for locations; please contact him or Facilities Comm. representative Dyan Miller if you know of locations needing newer desks and chairs.

f. **Integrated Planning Committee (IPC)** – Dr. Russell stated there has been no meeting since the last College Council date.

g. **Resource Allocation Committee (RAC)** – Ms. Gire mentioned that the November 6th meeting had robust discussion about 19 positions totaling over $1 million, including 18 classified and 1 administrative. The committee works hard to rank these positions, however there is sadness in that few, if any, of them will be able to be filled. The RAC is also working on reviewing Position Request Forms and the Instructional Equipment Rubric and Form. They are getting these assessments done so that items can be ranked fairly and at least reported in the minutes.

h. **Facilities Committee –** Ms. Miller stated that the committee is working on the Charge to integrate the Sustainability and Facilities Committees, and is also working on a grant for 10 electric car charging stations, which will go to board soon. There would be 10 spaces installed by a vendor, and individuals would rent a space from them to be sure of having a charging space for their vehicle. After 18 months we would own the spaces, and could continue to rent to the drivers. Advantages include reducing carbon footprint, advancing our Climate Acton Plan, reducing Vehicle Miles Traveled, and incentivizing people to drive electric cars. There was brief discussion of how that electricity is paid for, with our solar panels, and the current free charging spaces. The Council was supportive of applying for this grant.

   - **Space Allocation Committee** – Ms. Miller reported that the Library is a bit behind schedule with a skylight problem which is now solved. The move-in date looks to be the first of March. The Amphitheater is now under construction and is due to be completed the first part of January. The welding department has requested new plugs for the arc welding machines, and this will need a dedicated transformer.

   - **Small Projects** – Ms. Miller said that the Facilities Committee met with Mr. Horner and he reported that the large number of items on the Small Projects List will be completed overall within budget. Ms. Gire asked about the hoods in biology labs and Mr. Kingston said those are not being paid for by Bond funds, and to please call Ms. Carson to see if an M&O Work Order has been placed; if not, to contact him and he will find a way to address the hoods.

   - **NIKE Art Projects** – Ms. Reynoso asked about the statues to be placed on campus. This is part of the NIKE Site Art Committee work, and the location for the statue to be placed in the Campus Blvd. Quad was not optimal due to wiring under the concrete. Mr. Kingston is in the

process of asking the designer/builder of Campus Boulevard to meet with the NIKE Art Committee to find the best place for the statue which will require the least disruption to piping and wiring. Some of the art is on the walls now in the Gym.

i. **Institutional Effectiveness Committee (IEC)** – Dr. Russell stated that there has been no IEC meeting since the last College Council meeting.

j. **College Enrollment Management Committee (CEMC)** – Ms. Hart shared that last Friday the DEMC set their 2015-16 goals for FTES and FTEF with extremely aggressive targets. The Base being recommended to the Chancellor is 17,020 FTES for the whole District, and for LPC a Base of 6,992. In addition a 1% growth on top of that makes the targets 17,191 District and 7,062 LPC.

At DEMC Dr. Russell expressed concern over this amount of growth which will be difficult to accomplish, but if we do not have a target to reach for we will not grow. As we move toward the New Bldg. 100 project completion if we do not meet targets we will have a problem with efficiency.

In addition, now is the time to try to get state growth funds that may be left on the table which were not gathered by other districts. In the future these funds will likely not be there. This would add a potential for $3 million additional, and the cost associated with getting that is $1 million, netting the district $2 million, assuming we make our targets.

We must decide what additional classes to offer, in the right mix, and the new saying is 'thoughtful, strategic and holistic.' CEMC will look at bumping up Summer 2015 so we can roll back later, if needed. The Summer offerings are focused on high productivity and transfer level classes. We are projecting approximately 12 additional FTEF for 2015-16 with these numbers, and discipline plans are already in preparation to go to the Deans next week.

It was asked what is the penalty if we do not make these numbers? There is no penalty; we just have to come up with the funds to cover the salaries. Mr. Kingston mentioned that if you build it and they don't come, you may have the expense of $1 million but not the revenue for that. But if only 1/3 of the projected student show up we can break even. The reason we should be heavy on Summer is that we can offer the highly productive transfer level courses, and the Sheriff's Academy is in that Summer, so there are already 150 FTES there.

The whole scope is going after this as a District, and Chabot is looking at innovations for summer and is aware that they need to get very close or meet their goal.

k. **Staff Development Committee** – Mr. Daubenmire stated that there was no meeting in November due to lack of quorum. They will meet with new faculty members for their planned orientation tomorrow.

l. **Academic Senate** – Dr. Orf mentioned that the new Equivalency Document was reviewed at the last meeting and will be voted on at the next meeting. The Chancellor stated she is willing to sign off on it. The new membership includes 2 administrators, 1 from each college, and 2 faculty appointed by the FA from each college. If there is a tie vote, a member from each college is brought in from that discipline and voting held again. If there is still a tie it will be denied on the basis of too much controversy.

The Chancellor would like Chabot Academic Senate to vote on this also, however it may not occur this term. However, the Chancellor will go forward with this proposal when that vote occurs. Both Senates and the Chancellor want this completed.

m. **Classified Senate** – Ms. DeNisco stated that at their meeting today they gave kudos to planners of the Halloween morale-boosting potluck and costume party. The Senate reviewed the Accreditation Functional Map and she will send Elena Cole a memo to this effect. The Senate is starting to plan for Flex Day next April and will invite administrators to lunch with the attendees as a get-to-know-you, and to share the culture of LPC's classified with the new administrators.

   A sub-committee of Senate and RAC have worked on the Classified Prioritization items and have come up with 10 items to share at the next RAC meeting. Ms. DeNisco also mentioned they are hoping to send several representatives to the Classified Leadership Conference again next June, and that they received a thank you letter from a student who received a Classified Bookstore scholarship.

n. **Student Senate** – Mr. Ansari shared that in October they held a night students' event, and that dinner was very successful. They will have a Rave Night on Thursday, December 4th with DJ and dancing and employees are invited to this. For finals week the Prep-2-Pass tutoring sessions will be held in the Tutorial Center with donations of food by the AS. The AS also donated $2,000 to the Math Jam program. Additionally, they are preparing for 2 high school outreach programs, in the high schools' career centers, which contact more students than inviting them to our campus.

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

p. **SEIU –** Representative not present.

7. **Good of the Order** - Dr. Russell mentioned that we are not planning to have a meeting in December, thus if any matter comes up prior to the January 22nd meeting please do not hesitate to contact him.

8. **Adjournment** – The meeting was adjourned at 4:21 p.m.

Respectfully submitted,

Sharon Gach

Administrative Assistant to the President

Next Regular Meeting: ***January 22, 2015***
Room - 1687
2:30 -4:30 p.m.