Approved 10/23/14

College Council Agenda
Thursday, September 25, 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.

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**	Thomas Orf	X
VP Academic Services, Interim	Dyan Miller	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	X
Institutional Planning Comm. Chair	Samra/ _____	X		**Student Senate Vice President**	Paulina Reynoso	X
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	X
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 2:33 p.m. A quorum was present.

2. **Educational Master Plan** – Dr. Russell shared that the first item on the agenda is an introduction of our Educational Master Plan process and the members concurred that this should be discussed first so that the consultant could then be excused.

   Dr. Russell introduced Dr. Daniel Iacofano who has been retained by the District's Planning Process Guidance Committee (PPGC) to assist in the process of writing our Educational Master Plan for both Colleges and a Strategic Master Plan for the District. The Council introduced themselves to Dr. Iacofano and he then presented the process his firm (MIG) uses.

He stated that his firm's methods are intended to produce a true and authentic outreach of the colleges' needs and that MIG's process stands the test of time producing documents the colleges can use. His firm's staff are truly facilitators and compile and reflect processes and plans that really serve the colleges.

Dr. Iacofano gave the explanation of the process he suggests for our district, along with showing the Gantt chart of dates. Included in the activities are an 'environmental scan', including from other local colleges and how their courses affect what we offer and how we serve students, and use of social media. The PPGC is only a guidance committee for the Educational Master Plan process. MIG staff will be interviewing employees on each campus, an online questionnaire, campus facility workshops, and student meetings. They will also look at our Program Review assessment tools.

Dr. Iacofano further explained the charrette process of consulting with all stakeholders, including perhaps 100-150 persons in governance groups, community members, the local workforce development board, K-12 representatives, etc. (Refer to the chart attached to these minutes.) The important dates will be:

- March 2015: Admin. Draft Ed Master Plans for both colleges; Admin Draft District Strategic Plan; Planning Process Guidance Committee (PPGC) meeting #6
- April 2015: Full Draft Ed Master Plans for both colleges; Full Draft District Strategic Plan; both campuses' first review Draft Ed Master Plans through Shared Governance
- May 2015: Planning Process Guidance Committee (PPGC) meeting #7 (final); both campuses Final Review Ed Master Plans through Shared Governance
- June 2015: Board of Trustees first reading draft Colleges' Ed Master Plans, and draft District Strategic Plan for their comments
- July 2015: Finalize Colleges' Ed Master Plans, and District Strategic Plan
- September 2015: Board of Trustees approve final Colleges' Ed Master Plans, and District Strategic Plan

Dr. Iacofano asked for questions and comments. Discussion included:

- The past process 2 years ago will not be repeated
- Students use Facebook for social media information, and Ms. Reynoso will discuss further with Student Senate
- For those who cannot get to meetings, CCCConfer can be used
- Will the District Strategic Plan give guidance on direction to the colleges?
    - No, the process is the other way around. The District Strategic Plan will respond to the needs of the colleges
    - Mr. Samra stated that it could also be productive for each college to have plans for how to meet their district goals; and Dr. Iacofano mentioned that at the charrette meetings the feedback will go both ways between District and Colleges so that Ed Master Plans and District Strategic plans will coordinate

- Discussion of days/times to meet with all employees – First Wednesdays during Town Meeting or breakout session hopefully in November or December. Announcements for Classified Professionals to stay for this breakout would be helpful

- For days/times to meet with students – Wednesdays 10 a.m. – 2 p.m. would catch many students
- Brainstorming community groups to include: Citizens' Bond Oversight Committee, Advisory Groups, Foundation Board, Career/Technical support group, TEC, Innovation Tri Valley, LLNL and Sandia, Middle College, Community Education instructors and students, Fee Based Program instructors and students
- Dr. Iacofano asked if the Program Reviews identify possible new programs? Yes, in last year's Reviews as the comprehensive year. Does LPC have a 4-Year Degree study group? No, however we have the AA-Transfer degrees as the 4 year transfer pathway
- Ms. Gach will email Dr. Iacofano's contact information to the Council members.

3. **Review and Approval of Agenda** – Dr. Russell asked for review of the agenda and it was motioned, seconded and voted to approve the agenda as drafted. (Hart/Rodriguez)

4. **Review and Approval of Minutes** – August 28, 2014 – Dr. Russell asked the Council to review the minutes and ask any questions before approval. There being no questions, it was motioned, seconded and voted, with one abstention, to approve the minutes of August 28th as drafted. (Rodriguez/Daubenmire).

5. **Old Business -** None.

6. **New Business**

   a. **Awards for Innovation in Higher Education –** Dr. Russell shared that the California Dept. of Finance has $50,000 in awards for innovation in higher education, with the goals of 'increasing bachelor's degrees awarded, allowing student to complete bachelor's degrees within four years of their start, and easing transfer through the state's education system by better recognizing learning that occurs across the state's education segments and elsewhere.' Applications will be accepted until January 9, 2015, and LPC could qualify with the AA-T degrees. If anyone has an idea of something that might fit into this award process, such as the Veterans First Program or Engineering Technology Program, please contact Dr. Russell.

   b. **Annual Review of LPC Mission, Vision & Values –** Dr. Russell reported that the Council's review of the College Mission, Vision and Values needs to be done each year. He asked the members to review pages 14 and 15 of the packet for a few moments and discuss whether any items need to be changed this year. After review, it was noted that very significant time was spent on revising the M/V/V last year, and they still are relevant for this, and several future, years.

      It was motioned and seconded to keep the Mission, Vision and Values the same for the next two years, 2014-15 and 2015-16. (Hart/Rodriguez) Discussion included: A full year was spent on the current M/V/V; two years provides time to round out items stated in the M/V/V; the Educational Master Plan will be done by mid-2015 and after working with it for a year it would inform the next revision of the M/V/V. In

addition, the current M/V/V are very well done, and reflect LPC as clearly making an astonishing difference.

It was voted unanimously to keep the Mission, Vision and Values the same for the next two years, 2014-15 and 2015-16.

c. **Decide on date for a November-December meeting** – Dr. Russell mentioned that the November and December Council meetings fall on holidays, and Ms. Gach will send out a query to find out what date will be best for a combined November/December meeting.

7. **Area Reports**

a. **President** – Dr. Russell shared the following information.

- Update on Positions – The hiring committee is reviewing the applications for the Research Analyst, and the English Lab Technician is in process. The Athletic Assistant position is calling for interviews soon, the recruiting is continuing for the Vice Chancellor of Educational Services, and the VP of Academic Services closed last week, however had to be re-opened as the pool was not large enough. The Interim VP of Academic Services, Renee Kilmer, will begin next Monday and work thorugh the end of December at LPC. The Executive Assistant to VP of Administrative Services committee is reviewing the applications, and the Confidential Admin. Asst in the President's Office closes on October 9th.
- New District Committees – The four new District Committees have decided on their meeting dates now, as follows:
    - District Planning and Budget Committee (PBC) – first Friday, 1-3 PM, at District
    - District Technology Coordinating Council (TCC) – second Friday, 9-12 PM, at District
    - District Facilities Committee – second Friday, 11-12, at District
    - District Educational Support Services (ESS) - third Friday, 1-3 PM, at Distri ct
- Report on Shared Governance Handbook Timing – The Handbook is ready for College Council review thanks to Ms. Gach's and the Vice Presidents' work on this. An electronic copy has been sent to everyone, and please let Ms. Gach know of your suggested changes by the October 23rd Council meeting, as well as doing the committees' charge and membership reviews for this year. The Handbook will be reviewed each academic year.
- The Winter Celebration breakfast will be held on December 11th.

b. **Academic Services** – Interim VP of Academic Services Dyan Miller mentioned that for Accreditation, Elena Cole sent the whole Accreditation Team the 2012 Midterm Report to review, and a link to Chabot's rough draft of this year's self-evaluation. For our self-evaluations this year we received 100 more responses than in 2012, and all self-evaluations are due November 4th. The Team discussed the 77 Improvement Plans that have a 40% response rate.

Deans are now working with faculty to add to and update their SLOs and assessments and some classes not being taught will be deactivated through the curriculum process. Faculty are also communicating to their students for understanding of what SLOs are. Current numbers: 53% of SLO assessments are completed, and there is a big push for faculty to input more before Nov 4th.

c. **Accreditation/ALO Report** – ALO Elena Cole sent the following update, and Mr. Samra added a few notes:

- Teams are working on their standards and their reports are due November 4th
- We have decided to address eligibility in the beginning of the report rather than cross-walking them
- We have learned that the only improvement plans that we must address in the report are those associated with recommendations and addressed in the mid-term report
- Improvement plans with enough evidence will go into the annual Institutional Effectiveness Report
- We are deciding how to consistently link evidence: at the end of the document and within the text or only at end? Dr. Russell said he is leading an accreditation team to Crafton Hills College next week and will see what seems easier for citations to this team

If anyone would like to serve on a team in the future, please let Dr. Russell know and he will make the recommendation to the ACCJC. It is a lot of work, and very good experience

d. **Student Services** – VP Rodriguez mentioned that the International Students Program goal was 123 students, and the program is excited to announce 129 students. *Constant Comment* is the tracking system to reach out to prospective and current students. Jennifer Aries is working on marketing focus groups with International Students, including what have been the roadblocks and what makes LPC different.

Spring applications open on October 1st, registration opens on November 11th, and the 3SP group's registration date is still being planned. A large number of students moved to higher registration categories, which tells us they are completing their SEP requirements.

For Summer 2014 we graduated 95 students, and a new scholarship tracking system will be adopted soon with the generous funding of an LPC Foundation grant. Student Services Program Review SAOs are due in a few weeks.

LPC and Chabot SS departments are working together on 3SP so that no duplication of efforts occurs and we align our program planning. Planning agendas will be sent to administrators and all 3 senates. There will be a few new positions as a result of 3SP funding with no effect on the general fund. The plan is due to the state on October 31st, after an extension of 2 weeks was granted to allow for District meeting vettig.

The student equity plan will be due to the state on January 1st, led by Jill Oliveira and Michelle Zapata. This will be presented at the November Board meeting, and for approval at the December board meeting.

It was asked are we still doing marketing for prospective students, and Dr. Russell said that Jennifer Aries is still working with us. She is developing a form for use so she can put out

press releases for any college event or news, and we are hoping to get more items in the local papers and online news in future.

e. **Administrative Services** – Vice President Kingston presented the current Budget Allocation Model (BAM) workings as approved at the Board last month. He distributed pages 49, 52, 53, 54 of the board packet to demonstrate the features of the BAM (appended to these minutes). VP Kingston is willing to talk with any campus group to orient them to the BAM. He will also provide this orientation at the next Town Meeting and at the District Planning and Budget Committee.

   The College Council heard Mr. Kingston's explanations of the forms and flow charts, the FTES, funding, the "3A Expenses off the top", and the full district overhead. In the Board packet are the expenses of the 2013-14 Adoption Budget, the 2013-14 Actual Expenses, and the 2014-15 Proposed Budget. The purpose of this orientation was to educate everyone on how the budget sheets work and can be interpreted. This finance information is always available on the District website (Board tab, Adopted Budget link).

   The "3A Expenses" were discussed including: these are not true expenses, they are subsidized programs (Chabot's Nursing and Dental Hygiene Programs); transparency is in the phrase 'CC Nursing/Dental Augment' at the bottom of p. 53; the Board has clearly decided to subsidize these programs for now; and perhaps in future years they will discuss whether to invest $600,000 in these two programs on a continual basis. If other programs were decided to be subsidized they would go into 3A also; some at LPC would like to see "CC" removed from the 'CC Nursing/Dental Augment' title, so that some LPC programs could be added to 3A in future.

f. **Institutional Planning Committee (IPC)** – Mr. Samra reported that the IPC has decided to take on the task of writing the narrative of the planning and budget process, and then will share with the Council and put it through a validation process. In addition, the IPC did not have a quorum again and this is a very serious concern. He has let the governance groups which failed quorum know this. Mr. Daubenmire will ask the Division representatives to remind faculty. The IPC is considering changing meeting times so more people can attend.

g. **Resource Allocation Committee (RAC)** – Ms. Gire mentioned that the committee reviewed its mission and charge and has made a few suggested changes, will sign it and then send to the President. She shared that Instructional Equipment Requests are due soon and there will be a presentation from each Dean at the October meeting. Also, Ms. Lang attended their meeting and presented information which helped the committee to decide to have Non-Instructional Equipment Requests be handled in October also, in order to get into the budget.

h. **Facilities Committee** – Dr. Ansell, Facilities Chair, is teaching during their meeting time and VP Kingston will make his reports. The last meeting didn't start with a quorum, however attendees called people who showed up, in order to vote on the minutes and on Dr. Ansell as chair. They also reviewed the Charge and Membership and will work on it again next month as the sustainability responsibilities have a broad scope. In addition, the Bldg. 100 Space Allocation Committee will meet tomorrow.

i. **Institutional Effectiveness Committee (IEC)** – Mr. Samra stated that the committee has met once thus far and discussed the goals and key processes to evaluate this year. This committee also failed to reach quorum. Mr. Samra asked all the Council members to let

their governance groups know it is very important for members to attend all the meetings so that work can be started and completed. It is very difficult and frustrating if quorums are not met and during this accreditation preparation year it is extremely important to have quorums.

j. **College Enrollment Management Committee (CEMC)** – Ms. Hart showed the enrollment as of today of 3,250 students, per the SWOXEN report. We could use some improvement of about 13 points. The committee believes we still have 15 FTES in the Fall, and 36 were added due to what was not accounted for in the Academy-end last Monday. About 50+/- should be added in order to be at Base, and then we will only be 85 short of target.

   The CEMC agenda tomorrow will discuss the Spring term. The committee will work with Dr. Russell and Mr. Kingston on Level 2 and 3 classes for additions, in case we are able to add more. For FTEF we are working on a firm number for Spring, removing many cross-listed courses, and combining the Argos and Banner reports for firm numbers.

   Mr. Kingston pointed out that because our fill rate is 89%, our actual fill rate is seen as 100%; as 90% is really 100% due to system capacity in rooming. Also, only a few classes are under and many are over, thus the Fill Rate to WSCH number is very good.

   Dr. Russell said that the new Bldg. 100 may have smaller class sizes for those that are overfilled now, thus planning is so meaningful. Additionally the Middle College classes will help fill some space in the older buildings.

   Middle College – The status of Middle College was asked about, which is high school students taking high school and college courses on the the LPC campus. Thirty junior class students from the Tri-Valley Educational Collaborative (TEC) will start this Spring, and take high school classes half day and college courses half day. The HS students will be registered as Concurrent Enrollment students, and use Bldg 900 as the classroom

   Next year the first 30 students will be seniors and in their 2nd year of college courses, and a second group of 30 high school juniors will start in the Middle College program, for a rolling total of 60 HS students at LPC. Dr. Everett has been involved with the program and is taking the lead as the Middle College contact since Dr. Noble has retired.

k. **Staff Development Committee** – Mr. Daubenmire reported that the committee has not yet met.

l. **Academic Senate** – Dr. Orf mentioned that VP Rodriguez and Dean Morrissey made informational presentations to the Senate at the last meeting, on 3SP and the Student Equity Plan. Mr. Vigallon shared online staff development opportunities for faculty, and Dean Dyan Miller presented the possibility of water polo team for men and women.

m. **Classified Senate** – Ms. DeNisco shared that the Senate met and planned the goals for this year and sent its budget out for vote. The next meeting will hear from the Resource Allocation Committee Chair, Ms. Gire, on the Non-Instructional Position request process, hear about the Governance Document changes, and put out a vote to reduce or increase committee representatives *pro forma* based on the Academic Senate's number of members. A Halloween activity is also planned.

n. **Student Senate** – Mr. Ansari said that Club Day is scheduled for October 8th with 34 clubs and a theme of super heroes and super villains. There will be free food for everyone. Potentially a donation to the tutorial center may be made this year. The Senate will

celebrate Constitution Day in October and the Senate voted on its budget for this year. Next Thursday 6 Senate members and Mr. Miner, Advisor, will be in Washington D.C. and will meet with our U.S. Representative, Eric Swalwell, and other elected officials. The Textbook Loaner Program, funded by a generous grant from the LPC Foundation, has already helped 227 students this term, and has loaned out 72% of the books available.

Paulina Reyoso, ASLPC VP, mentioned that a Night Students Appreciation Evening is being planned with some special effects of a fog machine and a theme night. The AS is hoping a hawk window decal will be approved for their front window. They are planning a new website that will have all Senator bios, all the available book loans, and a new book trade program. Recently the AS guided 20 students from Castro Valley high school on a tour of the college.

It was asked if guests and new students approaching Bldg. 1600 from the West are still coming to the AS office when they cannot see the building front entrance. Mr. Ansari and Ms. Reynoso said yes there are quite a few a week, and they are very confused as to the location of the building's main entrance.

o. Faculty Association – Ms. Hart shared that the next General Meeting is on October 29th.

p. SEIU – Mr. Eddy stated that the Union and HR are in negotiations.

8. Good of the Order - None.

9. Adjournment – The meeting was adjourned at 4:33 p.m.

Respectfully submitted,

Sharon Gach

Administrative Assistant to the President

Next Regular Meeting: October 23, 2014
Room - 1687
2:30 -4:30 p.m.