College Council Minutes
Thursday, March 26, 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	Jim Wright			**Academic Senate Vice President**	Greg Daubenmire	X
VP Student Services	Diana Rodriguez			**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	
Inst. Effectiveness Comm. Chair	Rajinder Samra	X		**Staff Development Comm. Chair**	Greg Daubenmire	X
CEMC Chair	LaVaughn Hart			**LPC SEIU Rep.**	William Eddy	X
CLP FA Site VP	LaVaughn Hart			**Program Review Cte.**	Karin Spirn	X

1. **Call to Order** – Dr**.** Russell called the meeting to order at 2:32 p.m. A quorum was not present. Approval of agenda and minutes were moved to the end of the meeting.

4. **Action Items –** No discussion.

5. **Information Items**

   a. **President**

      I. **California Community Colleges Baccalaureate Degree Pilot Program Webinar.** President Russell mentioned that if baccalaureate degrees may get opened up again and asked if there is any interest. Ms. DeNisco stated that people from the community ask about it. The consensus is that we already have enough on our plate. The application would be due in a couple of weeks and maybe it would be appropriate in the future. We would not be able to offer what other CSU's are offering.

      II. **CCLC Northern California CEO Meeting.** President Russell updated the committee about his CCLC Northern California CEO conference. The Vice Chancellor for "Physical" was there and

mentioned there may be more dollars in the budget than was expected. It will show up in the May Revise. Ms. Thompson stated that we have to keep attending the District Budget meetings so that we do not get disadvantaged along the way.

b. Academic Services – No news to report. Dr. Wright was absent from the meeting.

c. Student Services – No news to report. Ms. Rodriguez was absent from the meeting.

d. **Administrative Services –** No news to report.

e. Integrated Planning Committee (IPC)

I. **New Planning and Budget Cycle Flowchart.** Ms. Thompson that this year the IPC has come up with an effective working model of the Planning and Budget Cycle. Previously, the IPC worked with program reviews and now the scope has been broadened to identify the planning priorities for this year. This is getting closer to the ideal way to get to assessment planning. The College needs to identify how we make links with SLOs and planning. There needs to be a changing culture on how we use SLOs for our decision making purposes. How do we effectively use them throughout our decision making cycle? At the District-wide Planning and Budget Committee meetings, we are at a real disadvantage. We need the most knowledgeable people in the room from Las Positas and make it a priority to attend.

Mr. Samra stated that the Planning and Budget Cycle Flowchart is shown as a cycle and the description and outcomes are shown within each process. This year, the Resource Allocation Committee will be assessed by IEC. A survey was sent to all committee chairs to get feedback and it is important to complete.

There was a motion to use the new Planning and Budget Cycle Flowchart and adopt the poster. **(Thompson/Spirn) All in Favor.**

Tomorrow there is a meeting to discuss creating a plan for SLOs. It is going to be one of the first brain storming meetings for next year. Recommendations for planning priorities will be voted on at the April meeting.

f. **Program review –** The Program Review Committee is working on next year's forms. We need to report more robustly on SLOs. The committee is also working on the Deans' Summary template and working with IPC to make sure that it is useful for their committee work.

g. **Resource Allocation Committee (RAC) –** Ms. Gire was absent from the meeting. President Russell mentioned that the Instruction Equipment Requests from spring 2015 recommendation came to him. They all had a priority of #1 because there is enough money to fund all of them. President Russell is accepting the list. Mr. Kingston stated that this money is use it or lose it. Because the expenses from the Instruction Equipment Requests does not add up to the total amount needed to spend, they will find expenses that will be bought by the bond. 100% of the state funds will be claimed. The easiest area to shift expenses is in the library, where we can use state funds and then carry the bond over.

Mr. Kingston stated that there was miscommunication about the mandated costs reimbursement. Even though they are reimbursed for mandated costs, they are unrestricted. When it comes in, the District will use it for whatever needs they have. Then it will come to the colleges. The money will roll over, but it is one time in nature. These funds should come through the budget model. Our college should want to have the flexibility to use those funds for different needs we have.

Ms. Thompson asked if the list could be sent to Mr. Samra and her to review. They will compare against the Deans' Summaries and there may be instances that the equipment requests could be taken out. There is quite a bit of requests for software, but it is not general software for the college. Mr. Kingston said that there are bond funds in technology and the Business Office will see where the needs are and figure out where to charge them.

h. Facilities and Sustainability Committee – President Russell stated that the committee forwarded a recommendation to redo the floor of the gym, but they did not identify where the money would come from to do that. This is done on a regular basis, but this time there is a need to have a more robust redoing of the floor. One issue is that some of the lines have been done incorrectly. Las Positas is hosting the State Championships next year. It will be done during the summer before school starts and it should only take three weeks.

i. **Institutional Effectiveness Committee (IEC)** – Mr. Samra stated discussed the need to assess the progress made on planning priorities this year. When everyone returns back from spring break, there will be a survey sent out to assess this. It was emphasized how important it is to complete the survey.

j. **College Enrollment Management Committee (CEMC) –** LaVaughn Hart was absent. Dr. Orf mentioned that CEMC finished the summer and fall schedules and completed the allocations. There are still a few FTEF that have not been allocated yet but LaVaughn has that number. Dr. Russell said that there are a couple of places in the state that are growing, especially in the valley and Los Angeles area. Rural colleges are really hurting. There is some discussion about this new money coming in and the possibility of giving the rural colleges a bit more to help.

k. Staff Development Committee – Mr. Daubenmire mentioned that the committee talked to the Academic Senate about having a mandatory flex day for next year. The discussion included using the convocation day to conduct some division meetings. College Day could be used to work on program reviews and SLOs. Dr. Russell asked if September 15th was approved as a flex day. Mr. Daubenmire said not at this time, but it is close. Ms. DeNisco asked if this is for all. The Classified have not been talked to yet. The idea is to have one flex day in the spring and one in the fall. Ms. DeNisco said that it would be best if everyone can attend or not open it up to all classified. Jeff Sperry is the classified representative on that committee and it is important for him to voice any concerns. The next Staff Development Committee meeting is on April 13th. Ms. Morrissey mentioned that it would be nice to have the information as soon as possible so that it could go into the schedule.

l. **Academic Senate –** Dr. Orf stated that the Academic Senate is doing several things at the moment. This is time for the end of the year awards. There is the Buffington Award and the Great Teacher in Service award. They are still working on getting information from committees about how much time they spend on everything for reassign time. The other big item is the statewide Online Education Initiative. We could get someone here to talk to a group. There is a lot of opportunity there but there are a lot of unanswered questions about who gets the FTES. President Russell mentioned that the concept would be that it's a consortium of all of the community colleges. The faculty would write the curriculum. Ms. Thompson stated that this would help the students complete their degrees faster. The software they are creating is tailored to California Community Colleges.

m. **Classified Senate –** Ms. DeNisco stated that the Classified Senate is busy this month. There was a classified reception in the new office, with cookies and decorations. It is the office that opens out to Building 900 and it is the old career transfer center. Plans were made on how the group wants to stock the room. The ambassadors have been very helpful.

There was some intense planning for Flex Day, which will be held on April 1st. Speakers are coming in from the statewide unions to discuss how classified and unions work together. Retirement and personal financial planning will be offered. Heidi is working on a newsletter and it will be out after flex day.

Mr. Eddy discussed that classified is participating in the scholarship committee.

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

o. Faculty Association – No news to report but the FA is meeting tomorrow.

p. SEIU – Mr. Eddy discussed that they are still doing classification and compensation studies. A survey of the Bay 10 showed that there are two positions grossly underpaid. The SEIU members really want

to get this completed. It has come to his attention that in the Standard III evaluation, the old evaluation form is mentioned. **There is a new evaluation form and he will send a link to the new one.**

2. **Review and Approval of Agenda** – The agenda was approved. **(Orf/Kingston)**

3. **Review and Approval of Minutes** – The minutes were reviewed and approved as presented. **(Orf/Daubenmire) All in Favor.**

6. **Good of the Order** – The 40th anniversary celebration is coming up on April 17, 2015.

   A question came up about an existing program. Puente has a 3-year cycle and then is supposed to be paid for by the campus after that. The question is where does moving them off of soft money and onto the campus budget occur, based on the budget cycle shown earlier. Mr. Kingston stated that each individual expense would have to be addressed. The position control should be changed and it would be dealt with through staffing expenses. Dr. Russell asked if the faculty was already approved and the 50% budget was already approved, how does the other 50% get approved. Is it just a business practice and not an item to plan? Mr. DeNisco mentioned that it should have come up through program review and it would be transitioned in the budget.

   Ms. Thompson said that when you have a program so heavily funded by grants, what do we want to do when we have to pay for it? Mr. Kingston stated that we should ask if the program generates apportionment or if the program has an effect on apportionment. In the process, they would go through program review and it would go through the proper process. The Deans would tell the business office to change the position control, if the budget control number needs to change.

   College council was the correct place to approve these programs. Based on this discussion, these types of initiatives are not standardized. Ms. Thompson reminded the group that College council is the body to review the budget going forward and also assess the last year's budget. Ms. DeNisco said that part of the issue is that in a perfect world, we would have had this in program review. The idea of having a less formal process for things to be captured quickly is not included in the budget poster. Mr. Kingston stated that educational institutions need to allow for an amoles. Anyone wanting a grant should have some way of going through a process.

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

Kelly Abad
Executive Assistant to the President

Next Regular Meeting: ***April 23, 2015***
Room - 1687
2:30 -4:30 p.m.