



COLLEGE COUNCIL MINUTES

Thursday, September 24, 2015 | 2:30 – 4:30 p.m. | 1687

Meeting Minutes

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 Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Meeting Name

Members Present (non-voting):

Barry Russell, Ph.D., President (Chair)

Members Present (voting):

Roanna Bennie, V.P., Academic Services
Jeff Kingston, V.P., Administrative Services
Diana Rodriguez, V.P., Student Services
Rajinder Samra, IEC
Rajinder Samra/Mike Sato, IPC
Karin Spirn, Program Review
Diana Rodriguez, Resource Allocation
Greg Daubenmire, Staff Development
LaVaughn Hart, CEMC
Melissa Korber, Academic Senate President
LaVaughn Hart, LPC Faculty Association
Bill Eddy, Classified Senate President
Ginger Ripplinger, LPC SEIU
Michael Kapetanich, ASLPC President
Eric Pineda, ASLPC Vice President

Members Absent:

Mike Ansell, Facilities & Sustainability
Tina Inzerilla, Academic Senate V.P.
Classified Senate Vice President

Meeting Guests:

Scott Miner, Director of Student Life

1. Call to Order

Dr. Russell opened the meeting at 2:35 p.m.

2. Review and Approval of Agenda – The agenda was approved as presented. (Daubenmire/Bennie)

3. Review and Approval of Minutes (8/27/15) – The minutes were approved as presented. (Daubenmire/Rodriguez) Hart Abstained.

4. Action Items

a. Assessing the Degree of Integration of Planning, Budget and Allocations

Mr. Samra stated the process that the Integrated Planning Committee takes to come up with recommendations of planning priorities to the President. The committee takes program reviews and other planning documents, and they also use the budget timeline. The charge of the college council is to review the planning budget and allocations.

A document was sent to the group to help determine the degree to which LPC integrates Planning, Budget and Allocations. It is called the College Council's Assessment of the Integration of Planning, Budget, and Allocations – Time Period: between fall 2013 and spring 2015. The council went through the document and answered the questions. The answers to the questions and notes are in the attached document.

Noted comments include:

- The IPC reviewed the following documents in Spring 2014:
 - Program Reviews
 - Accreditation – ACCJC Standards
 - Technology Plan
 - Mission, Vision and Values
- College Planning Priorities were not integrated with Budget Development in Spring/Summer of 2014. It was too late in the process to use the budget development process. The Council became the reviewing committee last year. There is a need to start budgeting earlier or make the planning priorities a multi-year process.
- Committees that used the Planning Priorities for prioritizing resources in fall 2014 and spring 2015 include the Resource Allocation Committee and the Faculty Hiring Prioritization committee. Staff Development considered it in the spring, but not in the fall.
- Divisions/Departments that used Planning priorities for prioritizing resources in fall 2014 and spring 2015 include: SSSP & Equity Plan, Hiring & increased tutoring, Math Jam funding, 104W pilot, and FTEF focus on Basic Skills. Student Services looked at them while they were being written. The Academic Divisions had no opportunity at the time, due to lack of funding.

- Were allocations of resources aligned with College Planning Priorities in fall 2014 and spring 2015? The President accepted the planning priorities and allocations were made. The ALO and others were allocated.
 - To what degree did Las Positas College integrate Planning, Budget and Allocations? The time period is from fall 2013 to spring 2014. It was a good start budget needs improvement. More publicity and awareness of the planning priorities is needed to use them more overtly. Having a process that is clearly defined helps implementation and continuous improvement.
- b. Educational Master Plan** - Dr. Russell mentioned that the District was given a model that appeared to have too many pictures and white space. The planning document needs to show the facts. Mr. Samra stated that the document will go to the Board at the October 20th meeting. We have until October 16th to give feedback for the District Strategic Plan, which will be introduced at the November meeting.
- c. Big Picture Institutional Changes** – Dr. Russell stated that the Vice Presidents have been working on the big picture view of where they would like to move forward. One question that has been discussed is where the discussion should begin. As we start having discussions in the process committees, we need to understand where these things are going.
- i. Academic Services** – Ms. Bennie handed out a summary for the Academic Services area. One dean would be added and the Administrative Assistant II would be moved from the V.P.'s Office to the Dean's Office. A curriculum and outcome specialist would be added. Ms. Ripplinger asked how the four deans were organized. There was no real logic at the time. When the Dean's position went away, the Admin II position came to the V.P.'s Office.
 - ii. Student Services** – Ms. Rodriguez handed out a summary for the Student Services area. An Admissions and Records Coordinator would take care of the day to day business and would help the Dean of Enrollment Services. These are all proposed positions. The Director would be a lower level management position and the coordinator would be a classified position.
 - iii. Administrative Services** – Mr. Kingston gave a verbal update of the Administrative Services area. The District has taken on a fiscal independence from the County. At this time, we do not know what that means to us. In the past, we used to get our checks from the county and now we would operate independently. The District will manage those operations. It will be a heavier burden on the District and will shift some things that they were doing at each institution. What we know now is that we would like to put forward an accounting position. A budget officer would be the one forecasting and budgeting. This position would be more high level. The other addition would be a fiscal technician. The last position that is proposed is an event planner. At this time, Ms. Moore spends much of her time planning events. We could take the revenue from the facility fees and hire someone to just work on that.
- Dr. Russell stated that these are all proposed positions that we would need to find budget to fulfill.
- d. Classified Staff Concerns – Hiring Committees**
- Mr. Eddy stated that there are many committees that classified employees sit on. They are being asked to serve on hiring committees and as a result, this takes them away from their desks and leaves no coverage for them or their work. It was brought up to figure out some way to give release time, which would help cover their duties while they help serve on committees. The coverage could be a temporary employee. It is not clear how this would work, but we need to know how to remedy the problem. Ms. Ripplinger stated that this discussion started in a labor management meeting. This discussion could take place with the Administrators.
- e. Extending Planning Priorities to Two Years**
- Mr. Samra stated that the IPC is interested in having a 2-year process for updating planning priorities. Mr. Sato stated that the program reviews now sync up with planning priorities and an assessment will

be done every year. Mr. Samra stated that the 2-year process is a recommendation to the President. Some of the planning priorities may be done in a year, but those that are a bit longer will last through the next year. Ms. Bennie stated that this idea is dynamic. The Vice Presidents will report what priorities can be done this year. The recommendation is that the planning priorities be kept for two year. **(Rodriguez/Daubenmire). All in favor.**

5. Information Items

a. President

i. Definition of a Program

This item was brought back as a discussion to College Council to come up with a common definition for a program. The proposed definition of a program is: “A program is an organized set of courses and/or student services that lead to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” The council was asked to take this back to their committees for review and feedback.

ii. Institutional Partnership Initiative

This initiative’s intention is to support colleges with needs or issues, such as support with accreditation issues, fiscal issues, etc. The college submitted a list of items where support may be needed. We were selected as one of the institutions that would receive support. The visit will take place on Friday, October 23rd. The team, which consists of people from other institutions, will visit for one day and discuss the issues. LPC will be provided with an assessment and the team may come back. Invitations will be sent out for the meetings. Dr. Frank Chong is the team lead and he is from Santa Rosa Junior College.

iii. Hispanic Serving Institution Grant

Dr. Russell stated that the college submitted an application to receive a grant for Hispanic serving institutions. There was a lot of work that went into submitting this grant and we received it. It is a five-year grant and we can expect about \$488K for each of those five years. The focus of the grant is to provide a strong STEM education for Hispanic students. Math seems to be a bottleneck and the design of the grant is to alleviate that bottleneck. Dr. Russell mentioned that reading well is a strong indicator of excelling in Math.

b. **Academic Services** – No news to report.

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

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

e. **Integrated Planning Committee (IPC)** – Mr. Samra stated that with the implementation of the Education Master Plan, on way that the IPC can help is to start with linkages to our accreditation action plans. This will ensure that the Education Master Plan is not an isolated plan.

f. **Program Review Committee** – No news to report.

g. **Resource Allocation Committee** – No news to report.

h. **Facilities & Sustainability Committee** – No news to report.

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

j. **College Enrollment Management Committee** – Ms. Hart stated that CEMC is engaging with DEMC for 2016-17. There is an enrollment summit scheduled at the District Office and both committees will be involved.

k. **Staff Development Committee** – No news to report.

l. **Academic Senate** – Ms. Korber state that there are some concerns about Human Resources and a discussion took place, especially in relation to the English position.

Nan Ho came in to the Academic Senate meeting and discussed the faculty hiring prioritization. She discussed the voting process and what is prioritized.

The Accrediting team has asked to meet with the Academic Senate. There will be a special meeting called on October 6th at 11 a.m.

- m. **Classified Senate** – No news to report.
 - n. **Student Senate** – No news to report.
 - o. **Faculty Association** – Ms. Hart stated that the Board passed the Faculty Association contract and the implementation state is here. For the last 6 or 7 years, the vast majority of part-timers were not properly advised as to types of retirement programs. This problem is being resolved.
 - p. **SIEU** – Ms. Ripplinger stated that there is a luncheon for classified on October 28th at noon.
6. **Adjournment** – The meeting was adjourned at 4:35 p.m.
7. **Next Regular Meeting** – October 22, 2015