

**LAS POSITAS COLLEGE ACADEMIC SENATE**  
**REGULAR MEETING**  
SSA Building – Room 1687  
May 13, 2015 – 2:30 p.m.

**APPROVED MINUTES**

**PRESENT:** Toby Bielawski, Jill Carbone, Rajeev Chopra, Greg Daubenmire, Heike Gecox, Mark Grooms, Richard Grow, Thomas Orf, Gilberto Victoria

**GUESTS:** Nan Ho, Karin Spirn

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**1.0 GENERAL BUSINESS**

**1.1 Call to Order/Quorum** – 2:35 p.m.

**1.2 Approval of Agenda**

**MOTION** to change Agenda Items 4.7 (Program Review Committee) and 6.1 (FHPC Process Modification) before Item 1.3 (Approval of Minutes).

**MSC: G.Daubenmire / H.Gecox / APPROVED**

**1.3 Approval of Draft Minutes from April 8 and April 22, 2015**

**MOTION** made to **APPROVE** both sets of draft minutes.

**MSC: R.Chopra / M.Grooms / 1-Abstention / APPROVED**

**1.4 Public Comments** – None

**2.0 ACTION ITEMS** – None

**3.0 CONSENT ITEMS** – None

**4.0 REPORTS**

**4.1 BaSk** – No report

**4.2 DE Committee** – No report

**4.3 Staff Development Committee** – Greg Daubenmire

The committee discussed the New Faculty Orientation information that was covered last Fall prior to the beginning of the semester. A meeting with Dr. Jim Wright, Interim VP of Academic Services, will be scheduled to talk about improving the orientation, and what topics should be included this next year.

The committee reviewed the section of the accreditation document related to Staff Development.

A joint Flex Day with Chabot that will possibly include the classified staff, is scheduled for Spring 2015.

**4.4 Faculty Association – Heike Gecox**

The FA held their general meeting on April 29, and the entire negotiating team was in attendance. No specific information was shared since negotiations are still ongoing, and some items have yet to be presented for discussion.

The FA's executive board will be meeting on Friday, April 15.

**4.5 Student Senate – No report**

**4.6 Curriculum Committee – No report**

**4.7 Program Review Committee – Karin Spirn**

The committee is currently finalizing PR document for next year. The PR planning update has been simplified, and includes two pages on SLO's.

The dean's summary template is being presented for approval to the IPC. When approved the entire document will be emailed and also posted on the PR website to introduce faculty to the new revisions. In the Fall a work session for the faculty will be held.

The cycle of when tri-annual PR and PR updates are due will remain the same.

**4.8 SLO – Tina Inzerilla**

A written report submitted indicated that 85% of courses have been assessed. Faculty should keep up the great work, and input their Spring assessment data into eLumen by June 15.

**4.9 CEMC – Thomas Orf**

Summer is looking good, and the College is almost exactly at the same fill rate as it was this time last summer. More classes have been added than was offered last year, and have been filling up quickly. Projections were made and based on the number we need to reach our growth target, FTEF will have to be added to the schedule.

Registration for new students begins on Monday, and an increase of 4-year students wanting to take classes during the summer has been noticed.

**4.10 Treasurer – Rajeev Chopra**

Treasurer's Report – Beginning January 1, 2015 and Ending May 13, 2015

Beginning Balance	\$ 1,188.35
Anticipated Deposits	+1,740.00
Expenses	<u>&lt;1,766.76&gt;</u>
Ending Balance	1,161.59

**4.11 President – Thomas Orf**

The divisions will be hold their last division meeting of the academic year, and may be filling in the spots for next year’s committee representatives. Senators are asked to facilitate the process and encourage the selection of faculty for the Senate, Curriculum, and Program Review committees before representatives for any of the other committees are considered.

The Reed Buffington Award recipient has been selected and will be announced at convocation.

LaVaughn Hart will be stepping down as Curriculum Chair and Craig Kutil will be taking her place. Paula Schoenecker has also stepped down as the Basic Skills Chair and those responsibilities will be taken over by Michelle Gonzales and Ashley McHale.

**4.12 PBC – Thomas Orf**

The discussion regarding the \$5.2M continues with no resolution as to how the money will be split, if at all.

**5.0 DISCUSSION OLD BUSINESS**

**5.1 Administration Evaluations Update – Thomas Orf**

A meeting with the Chancellor took place and the idea of presenting information related to the 3-60 evaluations for administrators to the Board was put on hold, and the Chancellor assured that the evaluations would begin immediately. If after some time the evaluations have not begun, Tom is prepared to use the time allotted for public comments at the Board meeting to present this information. He will also make the incoming Senate President aware of the situation.

**5.2 Reassigned Time Update – Thomas Orf**

The information from committee chairs who report to the Senate regarding additional time spent above the regular committee obligation has been received and will be presented at College Council. The information will be used to create a formula that will calculate reassigned time and incorporate the additional time. The incoming Senate President will be asked to continue following the process until it is finalized, which is anticipated to be sometime next year.

**5.3 Improving Faculty and Administration Relationships – Jill Carbone**

Several meetings ago the suggestion of how to improve communications between faculty and administrators was brought to the Senate. The Senators collected feedback from faculty during one of their division meetings, and today shared those ideas and comments.

- Favored campus-wide conversation at Town Hall or in focus groups
- Consider hiring an outside facilitator
- Faculty have discussion alone then bring in administrators

- Do not publicize discussions, keep private (school newspaper or other media)
- May not be the right time to make “our” problems known; may affect “our” image
- Administrators do not have enough support
- Administrators overwhelmed
- Lacking classified support
- Research data regarding administrator/classified/faculty ratio
- Improve advertising methods
- Promote from within (faculty to administrators / admin to VP’s or President)
- President, Chancellor, or Chabot do not have to be involved in discussions
- Focus and acknowledge what administrators are doing well
- Doing so could bring out qualities the college is looking for in an administrator
- To maintain complete honesty, suggest that the spouse of any administrator (present and future) not be present at the discussions
- Increase administration support staff
- Provide training for conflict resolutions or ways of communicating
- Contracts for administrators are too short
- Respect one another
- Need for more deans – current ones have too much to do
- Find ways of encouraging promoting from within, and encourage faculty to apply for administrative positions
- Sense fear of expression own opinion(s) in a group setting
- Offer incentives to encourage administrators to stay (the college has lost some good ones in the past)
- Allow deans to teach classes (may encourage faculty to apply for administrator positions)
- Offer leadership training

It was agreed that the next steps would be to suggest that leadership courses be offered as well as provide training in conflict resolutions, learn how to promote open communications, and begin recognizing the successes people have made (no matter how small or big) when it is evident.

To be continued after accreditation.

## **6.0 DISCUSSION NEW BUSINESS**

### **6.1 FHPC Process Modification – Nan Ho**

The committee met in April and revisions were made to the Faculty Request Form and Process because of the three failed searches last year. Added was that positions from the previous year that were posted and not filled will now get a one year grace period, and do not require a new position request unless the position is substantially different.

The process of whether a retirement, resignation, or death constitutes an emergency was made clearer. Any department affected can submit a proposal to open a position, although the committee will make the decision on a case by case basis. If any of the three should occur (retirement, resignation, or death), it is not expected to automatically be determined to be an emergency. A meeting to decide whether a proposal is deemed to be an emergency hire will not occur until the request has been made by the dean.

The proposal form has been renamed and changed to Full-time Faculty Position Request. Part-time faculty can submit a request for a full-time faculty position, especially in departments that do not already have full-time faculty,

Last year two positions were requested on one form, which was not noticed and caused some confusion. Due to this, the form now clearly states that each position requested will need to be made on separate forms.

Enrollment data will now be verified by the dean.

Under criteria 2 additional data for projected future semester has been added to calculate the percentage of FTEF taught by full-time faculty, and under criteria 3b additional data for multiple requests within the same discipline has also been added. A new criteria has been added (number 9) for multiple positions being requested, which gives the proposer the opportunity to differentiate the justification for additional positions.

The final documents will be sent to the Senate for review and a vote taken at the next meeting.

## **6.2 Accreditation Document – Thomas Orf**

The Senators are to review the accreditation self-study report, which is now available online. A brief Senate meeting is scheduled for May 27 that will include voting on this document, since a formal approval is required by the Senate before the deadline date set.

## **7.0 GOOD OF THE ORDER**

### **7.1 Announcements –**

- Academic Senate Executive Board elections end Thursday, May 14.

### **7.2 Adjournment – 4:23 p.m.**

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Next Academic Senate Meeting – May 27, 2015

**ACADEMIC/FACULTY SENATE ROSTER**

**EXECUTIVE OFFICERS**

Senate President: Thomas Orf  
Senate Vice President: Greg Daubenmire  
Senate Secretary: Jill Carbone  
Senate Treasurer: Rajeev Chopra  
Senate Admin Assist: Carmen McCauley

**ACADEMIC/FACULTY SENATE ROSTER**

ALSS: Toby Bielawski, Titian Lish  
STEMPS: Richard Grow  
BSBA: Mark Grooms  
Counseling: Heike Gecox, Gilberto Victoria  
PT Faculty: Vacant  
ALPC Rep: Rotating

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C.McCauley