

## 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.

## Academic Senate

### Members Present (voting):

**Senate President:** Melissa Korber

**Senate VP:** Tina Inzerilla

**Senate Treasurer:** Mark Grooms

**ALSS:** Julia McGurk, Marilyn Marquis

**STEMPS:** Jill Carbone, Richard Grow,  
Teri Henson

**BSBA:** Rajeev Chopra

**Counseling:** Heike Gecox (FA),  
Rafael Valle, Mike Schwarz

**Part-time Faculty:** Candace Brown

**ASLPC Student Rep:** Angela Toledo

### Members Absent:

Candace Brown

### Guests:

Michelle Gonzales, Ashley McHale

## APPROVED Minutes

Presenter

### 1. GENERAL BUSINESS

Melissa Korber

#### 1.1 Call to Order/Quorum

Items 1-4

Meeting called to order at 2:35 pm

#### 1.2 Review and Approval of Agenda

**MOTION** to Approve Agenda

MSC: T.Inzerilla / H.Gecox

**MOTION** to Reorder Agenda

Discussion: 6.4 and 5.8 (Funding for Door Locks) are identical – remove 6.4; 1.4, 6.1, 2.4.

MSC: T.Henson / T.Inzerilla / APPROVED

#### 1.3 Review of Minutes from December 9, 2015

**MOTION** to APPROVE Draft Minutes from December 9, 2015

MSC: M.Marquis / T.Inzerilla

Discussion: Sentence removed from Agenda Item 6.1 (Middle College), page 5 – paragraph 2. Draft minutes corrected.

**VOTE:** 1-Abstention / APPROVED

**1.4 Public Comments** (This time is reserved for members of the public to address the Academic Senate. Please limit comments to three minutes. In accordance with the Brown Act, the Academic Senate cannot act on these items.) – None

### 2. ACTION ITEMS

Melissa Korber

#### 2.1 Substantive Change Proposal for Distance Education

**MOTION** to APPROVE Substantive Change Proposal for DE

MSC: T.Inzerilla / T.Henson / APPROVED

#### 2.2 Faculty Hiring Prioritization Committee: Revised Charge

**MOTION** to APPROVE revised changes in the FHPC Charge

MS: T.Inzerilla / H.Gecox

Discussion: Question regarding a failed search and if another position was filled in its place, would the failed search position have to be requested once again or automatically added to the top of the list?

The President has the final decision, although the FPHC will be required to follow their charge which is placing failed searches at the top of the list.

VOTE: APPROVED

### 2.3 Faculty Hiring Prioritization Committee: Counseling Positions

**MOTION** to APPROVE Counseling Positions

MS: T.Inzerilla / M.Marquiz

Discussion: The number of counseling positions was not clear. It was explained that there were 3 general positions (retirement replacement (General Fund) and 2 new (SSSP Funds), 1 Veterans (SSSP Funds), 1 DSPS (SSSP Funds) for a total of 5.

VOTE: APPROVED / 1 – OPPOSED

### 2.4 Resolution in Support of Library

**MOTION** to move forward with the Library's Resolution

MSC: M.Marquis / T.Inzerilla / 9 – For / 1 – Opposed / 1 - Abstention

## 3. CONSENT ITEMS

Melissa Korber

### 3.1 EEO Advisory Committee Appointment:

Faculty Member – Nadiyah Taylor

### 3.2 Faculty Hiring Committees

#### Art

Candy Klaschus

Deanna Horvath

Catherine Suarez

Daniel Marschak

~~Marilyn Marquis~~

#### English

Michelle Gonzales

Mike Sato

~~Justin Garoupa~~

Joel Gagnon

#### Biology – 1

Jill Carbone

Richard Grow

Ann Hight

Nan Ho

### 3.3 Curriculum Approval

#### Proposals

AUTO A8 – Engine

LIBR 6 – Research in Special Projects

PSCN 3 – Theories and Concepts of Counseling: An Introduction

PSCN 15 – College Study Skills

#### Prerequisites

AUTO A8 – AUTO INTR

#### Distance Education

PSCN 33

**MOTION** made to APPROVE Consent Items 3.1, 3.2, and 3.3.

MSC: T.Inzerilla / M.Marquis / APPROVED

## 4. REPORTS

### 4.1 Basic Skills Committee

**Michelle Gonzales/Ashley McHale**

- Basic Skills will be funding two speakers for Flex Day, Ken Rand and Johnny Perez who will speak on 1) Inspiration + Engagement = Student Success, and 2) Connecting and Engaging with Students: Tools for the Classroom.
- Basic Skills, English and Math are creating pamphlets with more specific information about what basic skills offers in these areas. ESL has printed pamphlets and instead produced a video of what their program offers. This information is expected to be ready by the Fall Semester.
- The Committee is also working on changing the assessment process for English and in Fall 2016 will begin the same process for Math.

### 4.2 CTE Liaison

**Mark Grooms**

Mark Grooms explained that over a year ago the State of California recognized that there would be a shortfall of employees in certain career technology education areas from now until 2025. Areas such as welding, retail hospitality, digital media, and advanced manufacturing are just a few that will be affected. About a year ago the governor allotted \$200M towards CTE programs. A task force was formed about nine months ago that came up with 25 recommendations for use of this money, which will become available in January 2017.

One of the items from the 25 recommendations will be to come up with a process to quickly move curriculum through the State. Currently, it takes about a year and with the many CTE programs involved a way to help speed the implementation of new curriculum needs to be developed. The task force is also challenged with finding individuals to teach in the various CTE areas. Qualified individuals do not want to leave their high paying jobs to become instructors. Mark has seen information provided by Vicki Shipman that projects what CTE areas will have the highest demand for individuals. This information will be a way to guide students into CTE programs available to them.

LPC is part of a group of approximately 25 community colleges that make up one of the several regions within the Bay Area Community College Consortium. There is \$200M that the Consortium will be distributing to each region, and each college within that region will receive a portion to help accomplish some of the recommendations from the task force.

Many individuals participating in CTE programs complete the classes but do not apply for their certificate. The task force will be collecting student enrollment data and begin tracking students and certificates issued.

### 4.3 Integrated Planning Committee – No report

**Mike Sato**

### 4.4 Staff Development – No report

**Greg Daubenmire**

### 4.5 Faculty Association

**Heike Gecox**

A General Meeting will be held on February 29<sup>th</sup> beginning at 1:45 p.m. For those faculty who will be evaluating other faculty, a training session will be held that day with another scheduled on Flex Day.

FA elections are coming up and ballots will soon be available. Anyone not receiving a ballot, should contact Heike.

#### 4.6 Student Senate

**Angela Toledo**

- Student elections are coming up and deadline for submitting election packets is February 17<sup>th</sup>. ASLPC officers will be visiting classrooms to provide students with information and encourage them to vote.
- Club Day is scheduled for February 24<sup>th</sup> and more than 30 clubs are expected to participate.
- Ten students and one advisor will be headed to Washington DC to attend the ASACC (American Student Association of Community Colleges) Conference from March 11th-14th.
- Plans are underway for the ASLPC retreat that is tentatively scheduled for March 18<sup>th</sup>-20<sup>th</sup>.

#### 4.7 Treasurer

**Mark Grooms**

Fund balance is \$2,203.54

#### 4.8 President

**Melissa Korber**

- A request for the Senate to discuss improving processes on campus was received. Two processes were mentioned, personnel issues, and re-evaluating the role of the RAC.
- The accreditation report was received from the ACCJC and the college has 18 months to comply with the recommendations listed.
- At the Chancellors Council the budget from the Board of Governors was reviewed. Melissa Korber briefly went over some of the budget categories and the amounts allotted for this year.

#### 4.9 District Integrated Planning & Budget Committee

**Rajeev Chopra**

- Last year the allocation model was used to distribute funds to both colleges and the district, and a recommendation to the Chancellor that an additional \$1.3M flow through the model was made by the DIPBC. The Chancellor did not accept the committee's recommendation because of the anticipated cost increases in the areas of STRS, PERS, salaries and others.
- With only about \$10M of Measure B money left, the district is considering going out for another bond to be used for structural purpose.
- A suggestion from the DEMC was that FTES for both colleges during 2016-2017 be set at 17191 and grow to 17362. If we do not meet our target the colleges will be placed on stability, which gives us three years to grow to 17362.
- Currently, \$20M-\$22M is in reserve. There was a discussion regarding what amount would be considered reasonable and not seen as holding on to too much money. Rajeev Chopra and Barbara Yesnosky will be drawing up a historical analysis of the reserves beginning from 2007-2008 to present. Taking into consideration will be anticipated costs for this year in all spending areas. Also being

figured will be the reserve needed to sustain both colleges, if the State hits bottom and how long that reserve will last.

## **5. OLD BUSINESS – DISCUSSION**

### **5.1 District-wide Strategic Plan**

**Melissa Korber**

Melissa met with the Chancellor last week to discuss the Senate's concerns regarding the strategic plan. She went over the incorrect sections, asked for language interpretation, and mentioned the two updated charts Rajinder Samra had developed that were excluded from the report. Overall, the meeting went well and her questions were answered and explained.

Melissa will provide the Chancellor with the latest draft and if errors are found, an addendum will go out sometime in the Fall.

### **5.2 Hiring and Personnel Issues**

**Melissa Korber**

Melissa spoke with the Chancellor regarding Administrator Evaluations. The Chancellor suggested revising the HR policy, which is an internal policy, and responded positively when told of the evaluation process for faculty. She asked that Vice Chancellor Wyman Fong be kept in the loop and that the administrator evaluation process be revisited regularly.

### **5.3 District Policies AP/BP 4020 – Curriculum and Program Introduction**

**Teri Henson/Mike Schwarz**

The committee has not yet met. Melissa will follow up with Vaughn Hart and Craig Kutil who are also part of this group discussion.

### **5.4 Middle College**

**Melissa Korber**

Melissa met with VP Roanna Bennie to go over the concerns from the Senate. VP Bennie will meet with Teri Hansen separately to further discuss Basic Skills Math concerns.

Even though the Middle College webpage has been updated and contains more information, it was suggested to have Kathleen Frazer, Middle College Program Director, present more information at an upcoming Senate meeting.

### **5.5 Academic Freedom**

**Marilyn Marquis**

A report on the progress will be given at the next Senate meeting.

### **5.6. Catalog – Philosophy and Core Competencies**

**Melissa Korber**

The Vice President asked that the Senate look at the section of the catalog that covers the Philosophy and Core Competencies of the College. These two sections are somewhat similar and need to be clear. John Ruys is taking the lead for the SLO Committee, and Marilyn Marquis for the Academic Senate. Once the recommendations have been written Marilyn will bring them to the Senate for review.

### **5.7 Charter School Problems**

**Melissa Korber**

The Senate felt no further discussion was needed.

### 5.8 Funding for Door Locks

**Melissa Korber**

A committee meeting headed by Mark Tarte and made up of 15 members from the campus community took place in March 2013 to discuss campus safety in the case of an active shooter. Recommendations were drawn and presented to then President, Kevin Walthers, which included having ongoing conversations, seminars, presentations, and presentations at Town Meetings as a way to promote the importance of campus safety. Updating classrooms, meeting areas, and general office doors that were seen as unsafe, and hiring additional campus security staff, or establishing an agreement with an outside security firm.

At that time there were approximately 500 doors on campus that were considered unsafe and needing to be updated. Research was conducted, and depending on the type of replacement lock, the cost was estimated to run several thousands of dollars.

The interest to revisit the replacement of door locks around campus has been brought to the Senate. Since the one-time monies held by the district can be used towards maintenance and not reoccurring costs, perhaps now would be a good time to put in a request for both colleges to update specific doors around campus. Innovation Funds will become available next year and that idea was brought up as another consideration. Back in 2013 money was not available, and with \$10M still left from Measure B funding money available in this year did not seem to be an issue.

The question of whether the Senate should pursue this matter remained unanswered. The next step was thought to be the Senators gathering feedback from faculty in their division, and inviting Sean Prather and Mark Tarte to speak at the next Senate meeting.

## 6. NEW BUSINESS – DISCUSSION

### 6.1 Restoration of 4<sup>th</sup> Dean – Recommendation

**Melissa Korber**

The realignment of disciplines under the three established divisions and the recommended disciplines under the 4<sup>th</sup> dean was presented as informational only at this Senate meeting.

A comment was made whether the College Council could postpone their vote regarding the realignment of divisions since the library's resolution and not yet been fully discussed in the divisions. If not, could the Senate recommend that the vote be postponed? The answer was that the Senate does not have a vote of as to whether the realignment should or should not be approved. The recommendation from the task force will be presented at the next College Council meeting, and the President will make the final decision. This is the last time the Senate will be able to weigh in on the issue of whether the Library will stay in Academic Services or move under Student Services. The faculty's voice is through the Senate, and the Senate can recommend to the President, but it is actually his decision.

A brief discussion ensued whether enough faculty had weighed in on being in favor of the Library's resolution. There were concerns that information was not been made available to enough faculty in some divisions, and that voting on the resolution should be held back. The Senate moving forward with the resolution indicates support from the faculty, which would not be entirely true for some divisions. There was concern with disciplines who work closely due to specific courses, being split and

placed under a different division. How the Senate votes on the resolution will not change the decision of how the disciplines are arranged or where the Library will be placed. However, how the Senate votes on the resolution will have been collection of voices from the faculty.

## **6.2 Extenuating Circumstances**

**Melissa Korber**

Discussion to carryover to next Senate meeting.

## **6.3 Senate Student Scholarships: 2-\$300 and 1-Division Challenge**

**Melissa Korber**

The Senate awarded two \$300 scholarships last year. This year there a challenge among the division's as to who could raise the most donations for the Senate Treasury fund. The winning division would be entitled to have a student scholarship awarded in their name. After a brief discussion it was decided that three scholarships in the amount of \$300 each be awarded this year. This item will be presented for approval at the next Senate meeting.

## **6.4 Staff Appreciation – Task Force**

**Melissa Korber**

It is time to begin planning the Staff Appreciation event held each Spring. The task force will be chaired by Mark Grooms with help from Melissa Korber. Senators will be asking for faculty volunteers at their next division.

## **6.5 2015-2016 Academic Senate Executive Board Elections – Task Force**

**Melissa Korber**

Elections for Executive Board members are coming up. Marilyn Marquis and Jill Carbone have volunteered to serve as members of the task force that will oversee the election process. Nominations for Treasurer, Vice President, and Secretary will be accepted.

## **7. GOOD OF THE ORDER**

### **7.1 Announcements/Comments**

- Heike Gecox – Major Fair coming up on February 27<sup>th</sup>. Additional information out soon.

## **8. ADJOURNMENT – 4:31 p.m.**

**MOTION** to Adjourn

MSC: M.Grooms / M.Marquis / APPROVED

## **9. NEXT MEETING – February 24, 2016**