

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 (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 Present (non-voting):

Senate Admin Assist: Carmen McCauley

Members Absent:

Meeting Guests:

Larry Aguiar, Toby Bielawski,
LaVaughn Hart, Nan Ho, Karin Spirn

APPROVED Minutes

1. GENERAL BUSINESS

Melissa Korber

1.1 Call to Order/Quorum

Items: 1-3

Meeting called to order at 2:33 pm

1.2 Review and Approval of Agenda

MOTION to approve agenda as submitted.

MSC: T.Inzerilla / H.Gecox / APPROVED

1.3 Review and Approval of Minutes from August 26, and September 9, 2015

MOTION to approve minutes.

MS: M.Grooms / T.Henson

Discussion: Task force member name (Tina Inzerilla) not noted in Agenda Item 6.2 draft minutes from August 26, 2015.

MOTION made to approve minutes as amended.

VOTE: APPROVED / 1 – Abstention

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.)

Larry Aguiar presented public comments with regard to the BSBA division.

- Troubling decisions are being made in the Kinesiology, and Athletic departments. Not all members are asked for input when a decision is made. A selected few individuals in the area of instruction and responsibility are polled when reaching a final decision who are – not the department as a whole.
- Abusive power is being implemented on too many important issues that affect the livelihood and earning power of many individuals, as well as the department's procedures.
- There is an extreme lack of communication and discussion as a group, both athletically and collegiality, when reaching a consensus.

- Decisions are made by 1, 2, and not more than 3 consistent individuals, who are the only ones allowed to have a voice and vote. Many others are bypassed in the major decision making.

Examples: hiring committees, and personal replacement decisions (i.e.: part-time faculty).

- This practice has been ongoing for a few years, and has become bolder with each passing semester.
- Something must be done to assist the troubled and mentally stressed individuals in the department, and the work environment.

Larry asked that the Senate seek and pursue more information on the issues he presented, especially pertaining to the hiring priority list. There are individuals in the department who are willing and ready to meet with the Senate and provide more information to further discuss this matter, or answer any questions.

The department is not in need or hurting for lack of instructors. Currently, there is “bumping” and “fighting” for positions for the full-time and some being offered to the part-time faculty. There is no need for two full-time instructor coaches, but for a women’s full-time basketball coach position that has been vacant for five years.

2. ACTION ITEMS

2.1 Basic Skills Charge and Membership

MOTION made to approve the Basic Skills Charge and Membership.

MS: T.Inzerilla / H.Gecox

Discussion: The suggested changes from the last discussion had been incorporated and the document presented once again for approval by the Senate. The section pertaining to specific disciplines as part of the membership instead of opening it up to faculty at large remained unchanged. Discussion regarding other sections within the membership brought up additional questions. A representative from the Basic Skills Committee was not present.

VOTE: TABLED for further discussion with Basic Skills coordinators.

3. CONSENT ITEMS - None

4. REPORTS

4.1 CECM – LaVaughn Hart

- The CECM held its first meeting September 11, and have begun planning for the year.
- A joint meeting of the CECM and DEMC is planned for this Friday. A 3.5 hour summit on enrollments since our enrollments are not where it was predicted.
- The colleges’ have an opportunity as a district to avail ourselves of a significant amount of funding that is referred to as restoration, which is where the colleges’ were before the downturn. A decision needs to be made by the 1st of November of whether it is logical to

recapture this. A recommendation with various scenarios would be drafted and presented to the Chancellor. We have the opportunity to recapture this funding this year only, as it will not be offered the following year.

- There is a possibility that the college will be in a stability year in the near future. This means that the college is funded on a certain level based on FTES. If that level is not met the college will still receive funding the following year, which would be considered the stability year. This gives the college one year to grow back up to that level. If we wish to grow without the funding, we will have to go about it in different ways, which will take a while to make up the funding we could get if we took advantage of the restoration.
- The district has about \$6M in one-time monies that has not gone through the allocation model. Some of this money could be set aside for funding in the future if we are not successful with the restoration.
- The need to advertise the colleges, recruit students, and find way of retaining students is not being taken seriously by the district. What the colleges are doing is not enough, it has to go beyond what we can do. Perhaps the state implementing the repeatability and repetition policy had something to do with enrollments as well. Four sub-groups have been formed that have been meeting to outreach, In-reach/Outreach to find ways of reaching out to new students, and bringing back those who were turned away in during the down time. Another group is discussing stability, which is something the district hasn't experienced before. Another focusing on processes and procedures and infrastructures, and another looking into curricular avenues and whether if now is the time to look into areas that can logically offered on a non-credit basis, which might help with the repeatability issue.

4.2 Curriculum Committee – Craig Kutil

- The Discipline List has been sent to the division deans for distribution to faculty in their areas. Feedback will be collected and the list will be updated. Once that has been completed the list will be sent out in the same manner as before for a second review by all. Deadline for submitting comments is October 11.
- LaVaughn Hart met with the Curriculum Committee to present the degree update in CurricUNET. The update is significant and will make inputting programs, certificates, ADT's, and other types of degrees much easier.

4.3 Faculty Hiring Prioritization Committee – Nan Ho

The Faculty Hiring Prioritization Committee (FHPC) held their first meeting on September 2, reviewed forms, and received training on how to look at the quantitative data. The faculty position for the Visual Communications position was considered a failed search and therefore, will be a mid-year hire.

Twenty-nine requests for full-time positions were received. For those who are interested in viewing the requests, they are located on the FHPC website found on the Grapevine under the Academic Services tab.

Nan Ho met with Dr. Russell and VP Bennie on September 17, regarding mid-year hires. Aside from the Visual Communications mid-year hire, there is funding for additional mid-year hires for this academic year. As soon as the ranking are completed and presented to the Senate, if approved, immediately thereafter the President would like to go ahead with advertising some of the positions.

Retirements will be announced only when they have been Board approved.

Last year Counseling submitted three untenured counseling positions that were to be categorically funded under SSSP. The FHPC suggested that since categorical funding was available to use those funds as it was a possibility that these three positions might not be highly ranked as some other positions on the list. The FHPC was under the impression that this had been done. Just recently it became known that the hiring for these three positions had not taken place. These positions are now back as tenured positions categorically funded. This means that if the funding goes away the college will need to support these positions out of general funds.

The FHPC will meet again on September 29, and present to the Senate on October 14.

4.4 Program Review – Karin Spirn

Program Review Updates are due October 12. An extension has been given to some of the student support areas due to the reporting needs in outside areas. The committee is currently in the process of deciding whether next year's report should be an update or a full report. The current cycle is 3 years and feedback from faculty found that a PPU was more work than originally thought. Therefore, the question of what type of reporting it should be came up.

The accreditations recommendation may also hinge on the decision, so the process to determine whether the report should be one or the other will be decided and the campus will be informed by the end of the semester.

4.5 Student Learning Outcomes – John Ruys

- Approximately 46 full and part faculty attended the SLO training on Flex Day. A survey will be distributed asking for their feedback on how it went, what might be improved upon, ideas of how to improve the process, and what faculty are looking for with regard to help from the SLO committee.
- The SLO committee is currently reviewing its Charge and the frequency of assessments. Currently, assessments for every course is done every 2 years. The committee is considering changing the frequency and aligning it with either curriculum or program review, since program review is on a 3 year cycle. Recommendations will be brought forth to the Senate once the committee has completed their discussion.

4.6 Accreditation – Melissa Korber

Report will be presented under New Business.

4.7 District Integrated Planning & Budget Committee – Rajeev Chopra

Approximately, \$8.2M of extra monies to be used one-time has been received by the District. Approximately, \$7.2M will go through the Allocation Model for the colleges, M&O, and the District. The remainder will be given to the colleges. There is approximately another \$6-7M flowing through with the money being considered for the increase in STERS and PERS, FON, and salary increases in the union contracts. Some of this money has already been committed and information of how it will be used in the coming two years will shared at next week's meeting.

4.8 Faculty Association – Heike Gecox

The FA's general meeting has been postponed until October, since one recently held to ratify the changes in the contract. The meeting will pushed out until November and the faculty will be informed once that date has been set.

4.9 President – Melissa Korber

- The majority of the time has been spent working on the District –Wide Strategic Plan. The timeline was renegotiated and changed to October 16.
- As for the resolution responding to the District's Strategic Plan, Chabot did not present at the last Board meeting, and LPC's response was too early to present. However, both Senate Presidents met with the Vice Chancellor of Educations and made her aware of the resolution and the next steps.

The resolution will be worked on in parts. Rajeev Chopra, and Tina Inzerilla, and will be working on the section pertaining to the Goals. The overarching part of the document will be worked on by Melissa Korber and Rajinder Samra. The idea is to improve on the draft resolution, and have it align with the Educational Master Plan.

- Last Friday the Educational Support Services Committee (ESS) met. Melissa Korber, Craig Kutil, and Paula Schoenecker are the faculty representatives. Tom Orf and Tom Dewitt will alternate as FA representatives. The ESS committee discussed Goals, and of starting a campaign to get information out to students regarding transfer degrees and certificates offered at the colleges. Ideas can be forwarded to Melissa.
- Chabot offered two five week sessions last Summer, and the idea of whether LPC would like to consider offering some classes the same way was presented. This would be one way to increase enrollments. If the Senators felt there would be an interest, please let Melissa know by Friday.
- Senators interested in attending the Plenary, please contact Melissa.

MOTION to REORDER the Agenda. Items 4.3, 4.9, 6.2, 4.1 then 6.1.

MSC: T.Henson / T.Inzerilla / APPROVED

4.10 Staff Development – Greg Daubenmire

No report

4.11 Student Senate – Angela Toledo

- Voted in as ICC Chair was Heytham Ali.
- Club Rush was a success.
- Student Senate members will be attending the Fall Conference, to be held in San Jose this year.

4.12 Treasurer – Mark Grooms

No expenditures or deposits this past month, faculty donations are beginning to come in.

MOTION to Reorder the Agenda and move Agenda Item 7.1 before 5. Discussion-Old Business.

MSC: T.Inzerilla / H.Gecox / APPROVED

5. DISCUSSION – OLD BUSINESS

5.1 District Strategic Plan

Melissa Korber

The District Strategic Plan was previously discussed and a Task Force was formed to work on the goals contained in the plan, which were a concern. It was considered important to describe more clearly the relationship between the district and the colleges.

That draft is now complete and no other Senators stepped forward at this meeting to join those already on the Task Force. The draft will be sent out for review and comments focusing on the goals should be forwarded to Tina Inzerilla and Rajeev with a cc to Melissa Korber.

5.2 Senate Resolution Supporting SLO's, Curriculum Development, Student Success, and Support Program Funding

Melissa Korber

There was previous discussion regarding the Senate drawing up a resolution in support of SLO's Curriculum Development, Student Success and Support Program Funding, and since then, it was determined that a resolution was not necessary. This movement is going forward in its own way and at the ESS meeting last week the impact that the layoffs have had on the college was discussed. The layoffs effected the curriculum and SLO processes, and soon to be announced will be job postings to support these two areas.

5.3 LPC Planning Priorities and Senate Goals – Melissa Korber

The Senate's Planning Priorities and Goals were sent out and included with the Talking Points. Since no responses were received, further discussion will not be necessary.

6. DISCUSSION – NEW BUSINESS

6.1 Hiring and Personnel Issues – Toby Bielawski

Toby Bielawski briefly explained that a number of issues have occurred with HR and hiring staff in the English Center. She cited job postings being overlooked, incorrect job posting dates, postings not going out on a timely manner, when multiple openings of the same position are requested the announcements are split causing separate chairing committees instead of allowing one committee to hire for all open positions. The most recent issue with HR was the hiring of an Instructional Assist II where the salary posted on the job announcement was incorrect. Due to a lessor salary, this individual has begun searching for employment elsewhere. Since she accepted employment based on what was advertised, additional hours have been given to try to compensate and assist with helping increase the salary incorrectly advertised. Information gathering from the English

department lead to other departments on campus sharing their experiences with misleading information coming out of the HR department.

A drafted “Whereas” document was presented and read. Toby asked for the Senate’s support for the case involving the incorrect salary posting, and it was agreed that the level of errors from the HR department have increased. The next step is to review and wordsmith the document. Several members from the Senate will work on this, and also gather information from others outside of the Senate. A second draft is to be presented at the next regular meeting of the Senate.

6.2 Faculty Hiring Prioritization Voting – Nan Ho

The FHPC will be voting on ranking the 29 faculty position requests. Once voting member will be absent and she came prepared with a list of questions asking for guidance from the Senate. Each question was briefly discussed.

- If a quorum is met should the meeting proceed? - Yes
- Does voting proceed – Yes
- Does the importance of the vote matter in whether the vote can proceed? No
- Is a proxy vote allowed? – No
- Does it matter if the absence is anticipated or unanticipated? – No
- Is a substitute allowed? – No
- Does it matter if the absence is anticipated or unanticipated – No

If the FHPC chooses to adopt a policy the Senate will be given prior notice. The FHPC will not be able to choose a policy and implement it at the same meeting.

The decision to whether a change in policy would applied to other committees, and to which ones was not discussed.

In closing, the FHPC is trusted. It is a committee of faculty members and administrator working for the campus. That level of confidence matters.

A proxy vote is not allowed.

A substitute is not allowed.

6.3 Accreditation Site Visit – Melissa Korber

The Senate will not hold a meeting immediately following the October Town Meeting. Instead they will meet on October 6 at 11:00 a.m. with members of the Accreditation Team.

7. GOOD OF THE ORDER

7.1 Announcements – Melissa Korber

A MOTION to present Rajinder Samra a Resolution of Excellence from the LPC Academic Senate will be formally made in the near future.

Discussion: Rajinder Samra has been extremely helpful with providing data and other valuable information for faculty having the need for this type of information.

VOTE: APPROVED

Everyone was thanked for moving this item through, the complete Resolution was read, and Melissa will present Rajinder with the resolution along with a bottle of wine.

8. **ADJOURNMENT** - 4:30 pm
MOTION to adjourn
MSC: H.Gecox / J.Carbone / APPROVED

9. **NEXT MEETING:** October 7, 2015