

**LAS POSITAS COLLEGE ACADEMIC SENATE
REGULAR MEETING**

Room 4129, Mertes Center for the Arts Building
August 28, 2013 – 2:30 p.m.

APPROVED MINUTES

PRESENT: Mona Abdoun, Rajeev Chopra, Elena Cole, Debbie Fields, Heike Gecox, Michelle Gonzales, Cindy Keune, Kevin Lopez (Student Rep), Thomas Orf

GUESTS: Jennie Graham, Mark Grooms, Dr. Janice Noble, Sarah Thompson, and other members of the of the Campus Community

1.0 GENERAL BUSINESS

1.1 Call to Order/Quorum – 2:40 p.m.

MOTION to Reorder Agenda Item 4.12 President Report after Agenda Item 1.4 Public Comments

MOTION to **APPROVE** Reorder of Agenda

MSC: D.Fields / C.Keune /**APPROVED**

1.2 Approval of Agenda

MOTION to **APPROVE** Agenda

MSC: C.Keune / D.Fields /**APPROVED**

1.3 Approval of Minutes for April 10, 2013

MOTION to **APPROVE** Draft Minutes

MSC: A.McHale / C.Keune /**APPROVED**

1.4 Public Comments – None

2.0 ACTION ITEMS

None

3.0 CONSENT ITEMS

3.1 Untenured Faculty Evaluation Committees:

ALSS: Titian Lish; 1st Level – Janet Brehe-Johnson and Toby Bielawski
2nd Level – Janice Noble and Tim Heisler
James Ott: 1st Level – Karin Spirn and Janet Brehe-Johnson
BSBA: Mark Grooms: Lisa Weaver (one more member needed)
STEMPS: Jennie Graham: Kristine Woods and Colin Schatz
Ann Hight: Barbara Zingg and Howard Blumenfeld

Counseling: Replacement for Joel Gagnon – Candy Klaschus
MOTION made to **APPROVE** selected untenured committee members
MSC: C.Keune / R.Chopra / APPROVED

3.2 Senate Selection of ALSS and STEMPS Dean Hiring Committee

Members – The hiring committee for the ALSS Division has been suspended until a new President for LPC has been selected so that they can have an opportunity of participate in the process. The following individuals have already been selected and will participate once the hiring process resumes: Candy Klaschus, Toby Bielawski, and LaVaughn Hart.

The hiring committee for the dean in the STEMPS Division will move forward since the agreement for the interim replacement expires December 2013. The faculty participating on that committee will be: Howard Blumenfeld, Jason Morris and Kevin Ankoviak.

MOTION to **APPROVE** Consent Item 3.2

4.0 REPORTS

- 4.1 Curriculum Committee** – None
- 4.2 SLO Committee** – None
- 4.3 BaSk Committee** – None
- 4.4 DE Committee** – None
- 4.5 Program Review Committee** – None
- 4.6 CEMC/Senate Subcommittee** – None
- 4.7 Staff Development** – None
- 4.8 Hiring Prioritization** – None

4.9 Faculty Association – Debbie Fields reported that no further negotiations have been scheduled, and that final revisions are currently being made to the faculty contract. A newsletter will be coming out shortly and that information can be found on the www.clpcfa.com website.

4.10 Student Senate – Kevin Lopez reported that the incoming student senate representatives attended a training session to help them familiarize themselves with their upcoming responsibilities.

On August 14th the student senate held the EXPLORE event. They hosted approximately 400 new incoming students and parents. The event was successful and comments submitted by those attending found the event very helpful and informative.

During the entire first week of school the student senate assisted with Welcome Week. They answered questions and offered various other types of information to new and returning students.

- 4.11 Treasurer** – Rajeev Chopra reported that the Senate account currently has a balance of \$1,406.66. A budget for this year has been drawn and at the next meeting this year's expenditures requiring Senate approval will be presented.

A master list of committee representatives for the entire college is in the process of being finalized. This will also be presented at the next Senate meeting, if complete.

Senators were asked to remind faculty at the next division meeting that donations for this year can now be sent to Rajeev, which are generally \$25.00. Funds collected serve to cover the Senate's contribution to scholarships, staff appreciation and other items.

- 4.12 President** – A Senate Orientation was presented by Sarah Thompson. Her detailed PowerPoint presentation began with the explanation of the role of the Senate within the three levels of the shared governance structure. Those structures: California Education Code; Title V; and Chabot-Las Positas Board of Trustees Policy were all thoroughly explained. She went on further and explained The Brown Act, what it covers regarding meetings, how this Act applies to local senates, and the key points that should be included on agendas. The presentation ended with a brief overview of Robert's Rules of Order and answering of questions.

The entire PowerPoint presentation is available on the Grapevine under the Academic Senate tab.

- 4.13 DBSG** – Thomas Orf will be representing the Senate at DBSG. He did not attend the last meeting of the year, and what known information was shared by those present at this meeting.

The budget model was approved and now the District and the colleges need to work out the details on issues such as if there are any shortfalls or increase in allocation. There was also a list of about 18 items that the colleges' had asked questions about and felt they had not been answered by the District. The District felt that answers were provided, although these items have not been fully vetted. Discussion related to the 18 items on this list is expected to continue. The District is also expected to conduct a self-audit of their cost structure.

- 4.14 Elections Subcommittee** – Having served on this committee, Elena Cole explained that the subcommittee is generally formed later in the year. Although there has been discussion of having elections earlier in the year so that people have an easier time planning their commitments.

5.0 DISCUSSION OLD BUSINESS

5.1 Reviewing Our Committee Structure: Recommendations and the Future of the Planning Taskforce – The College Council meets tomorrow so questions regarding the future of the Taskforce will be answered then. One of the things this taskforce did was rewriting the Mission Statement, which the college's goals are derived from. Recommendations in the governance structure were brought forth by the taskforce, although many were not implemented.

Elena Cole was asked to serve as the Senate's liaison on this taskforce. She added that some items carried over to this year will be dealt with quickly, while others (such as the goals) will take a little longer.

There was a brief discussion regarding the selection of members. The Senate will be involved but it will be the College Council who will make the final recommendations. As liaison for the Senate, Elena will be there for the 10 + 1 issues that may come up. More information about the taskforce will be known after the committee meets tomorrow.

5.2 Board Policy Review for Fall 2013 – Last year the Senate discussed the board policies and decided how they were to be reviewed. With the new chancellor in place that may all change, although nothing has been communicated. It was considered a contentious discussion item due to the number of policies and procedures the Senate was asked to review.

After a brief discussion, the consensus was to delay discussion of this item until word is received from the Chancellor's Office.

6.0 DISCUSSION – NEW BUSINESS

6.1 Senate Goals – Thomas Orf spoke about what he would like to see from the Senate this year, and mentioned his philosophy. He actually will be bringing items to the Senate for discussion, if warranted. His preference would be that items be brought to the Senate by the Senators from feedback received at the Senate portion of each division meeting. One of his goals is to have the Senate run from the bottom up versus from the top down.

He will be serving on District and College wide committees – DBSG, DMC, and CEMC. He also will be working closely with Chabot Academic Senate President, Kathy Kelly.

Thomas asked for feedback from those present at this meeting as to what some of the Senate's goals should be. Their response was:

- * Find ways to engage faculty and involve them with the Senate, and ask how the Senate affects their “life” here on campus. Ask what prevents them from wanting to participate.
- * More senate representatives needed from all divisions.
- * Delay in relaying minutes, send Talking Points quickly.
- * Too many committees and not enough faculty to go around.
- * What conflicts might there be with other committees?
- * Frequency of meetings a problem? Is there a concern with not being able to make all meetings, and miss important information?

6.2 Restructuring of Committee Reports – Thomas Orf spoke about streamlining the Senate meetings and one area he wanted to concentrate on was committee reports. His idea was to have half of the committee reports heard at the first meeting of the month, and the other half at the second meeting. If unable to report in person at either meeting, the option of submitting a written report was available. The suggestions were positively received.

7.0 GOOD OF THE ORDER

7.1 Announcements –

Beginning from this meeting forward, Talking Points will follow immediately after each meeting. Below are suggestions of what should be included:

- * Additional senate representatives needed from all divisions
- * Share the philosophy of the senate “from bottom up not top down”
- * Streamline committee reports
- * Make available the Senate Orientation PowerPoint presentation

Accreditation – Dr. Janice Noble reported that the college’s next accreditation visit will be in October of 2015, and preparation is beginning now. She will be presenting PowerPoint presentation at the next town meeting, that will include a very brief outline of the 4 standards, and overall planning for the next year and a half.

7.2 2013 Meetings – 2nd and 4th Wednesday
Room 4129
Next – September 11, 2013

7.3 Adjournment – 4:08 p.m.

MOTION to ADJOURN

MSC: R.Chopra / C.Keune / APPROVED

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ACADEMIC/FACULTY SENATE ROSTER

EXECUTIVE OFFICERS

Senate President: Thomas Orf
Senate Vice President: Elena Cole
Senate Secretary: Cindy Keune (Fall)
John Ruys (Spring)
Senate Treasurer: Rajeev Chopra
Senate Admin Assist: Carmen McCauley

ACADEMIC/FACULTY SENATE ROSTER

ALSS: Michelle Gonzales
STEMPS: Debbie Fields
BSBA: Vacant
Counseling: Heike Gecox
PT Faculty: Mona Abdoun
ASLPC Rep: Kevin Lopez

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