

Laney College Council
February 15, 2012
Laney Bistro / 2-4 p.m.

MINUTES

Present

Elnora Webb, Amy Bohorquez, David Reed, Marco Menendez, Karolyn Van Putten, Don Petrilli, Lilian Chow, Indra Thadani, James Blake, Mark Rauzon, Eileen White, Dorothy Marie Wilson, Miriam Zamora-Kantor, George Kozitza, Terrance Fisher, Denise Richardson, Evelyn Lord, Sonja Franeta, Brian Cervantes, Tina Vasconcellos

Absent: Inger Stark, Newin Orante, William Highsmith, Becky Hsieh, David Raughton

Minutes: Maisha Jameson

Handouts:

1. Curriculum Committee Update, Roles of the Peralta Classified Senate
2. SEIU Local 1021 and AFL-CIO Local 39, Classified Senates & Unions – A Joint Responsibility

i. Welcome and Introductions

- The group went around and introduced themselves.
- In the future, the updates will be discussed at the beginning of the meeting to allow for those who have to leave early.

ASLC

- The ASLC has secured three buses to go to the March in March protest at the State Capitol against Budget Cuts. Encouraged the support of faculty and staff to join them.

Sonja Franeta/Faculty Senate (FS)

- There was a FS resolution put forth at last night's board meeting in support of Dr. Webb; commending her and strongly urging that her contract be renewed for three years.
- Senate has been supporting the students
- Also, discussing assessment and accreditation.
- Laney was awarded one faculty to hire by the district this year. 1 Faculty position per campus. The ECT Instructor was the one put forth. President Webb indicated that we are still pushing for more positions.

James Blake/ Classified Senate

- Working with the Local 1021 Union trying to get support from the District allowing classified staff to use furlough days to support the March 5 March on the state capitol. Going to send out an announcement to encourage students. Departments will need to be covered.
- Had a meeting with the Budget Advisory Board re: issues with the campus E-Account funds. Asked for more details as to what would be the best practices for end users to use in order to satisfy requirements of those accounts without them being taken over by the District? Concern was expressed about the extended time to process these requests now.
- Looking at ways to raise funds for the classified staff. Felt that the development of the Peralta Classified Professional/Flex Day was a success and want to engage all Classified of Peralta.

Amy Bohorquez/Curriculum Committee

- CIPD had a moratorium on fee-based courses. Decided that fee-based courses will be under departmental control and then the Board will approve. No longer coming to CIPD.
- 115 curriculum items reviewed this last semester. Approved a lot. Now have to go through to update the degrees that have been affected by all of the approved items. Completing appropriate paperwork for the state.
- 2 transfer degrees approved by CIPD and still yet to be approved by the State. Need to make sure that all of our course outlines are updated. A lot are outdated. Need detail of lecture content included. Many have not been updated in upwards of 15 years. We need to fix that immediately. We are out of compliance with Title V when we have not reviewed them within a 5-year period on a consistent basis. Need to have a schedule for these updates to be made on a regular & consistent basis.

Indra Thadani/Safety Committee

- Met in early February. Planning a fire-drill.

Karolyn Van Putten/Technology Committee

- Meeting tomorrow for the first time this semester. Security issues are ongoing...the smart classrooms are being left open. If you see this, please share it with the Dean.
- The Business Office is to work on a process that will address security issues in the meantime (before we get the cameras in place).

Marco Menendez & Don Petrilli/Facilities Planning Committee

- Installation of the security cameras is under-way. Once complete, there will be over 100 cameras around campus. There will then be the process of calibrating the cameras - we get to see what the cameras see, then make adjustments and also indicate who will have monitoring access to these cameras. There will be a select few on campus to have access as well.

- The key-card system is being rolled out with the technology of the Smart Classrooms. They are battery operated, so please keep this in mind and don't prop open the doors. Double swipe to leave it unlocked. Will send out some guidelines. The double swipe is a campus prerogative. Could differ at other campuses. You can have the doors lock after a certain period of time as well.
- Facilities Master Plan (FMP) update process – 2 Town-halls occurred last week. Also creating a survey monkey that will be linked to the college website, along with the presentations from the Town-Halls. There were three options put together by the architects. They can be mixed and matched. The goal is to have this design completed and approved by the Board by the end of March. Tight timeline. Don Petrilli & Marco Menendez are willing to give presentations to campus bodies who would like updates.

Sonja Franeta/Institutional Effectiveness Committee (IEC)

- The IEC is meeting and discussing accreditation and assessment.
- Also discussing the basic skills plan that is being reviewed by the Foundation Skills group.
- EVP Eileen White covered the planning process and summarized how the resource prioritization process goes from the annual reviews at the College, then to the District, and how items get into the Educational Master Plan (EMP). Outcomes from annual reviews inform resources needs and priorities. Technology and equipment needs were informed in a one-pager to the District. Also referring to the EMP because all other plans are part of that process and are to assess how we are progressing on implementing that ultimate plan.
- Working on the Mid-term Report for accreditation. Rec. 5 has been forwarded to the District. They won't meddle with anything we've written. Will just attach it to their report.

Mark Rauzon/Sustainability Committee

- The Annual Sustainability Conference will take place on April 26. It will highlight the Culinary Program and healthy foods and will be held in collaboration with Earth Week Activities. It will be an outdoor orientated program and modeled after last year's event.

Evelyn Lord/Head Librarian

The Library has a new 65 day employee, Michael Wright, who will be doing evening reference desk work.

PFT Union/Miriam Zamora-Kantor & Dorothy Marie Wilson

- Talking mainly about negotiations and the March in March events coming up. Haven't heard any recent updates. Last things we heard was that the medical benefits will be more than anticipated.
- Also talking about unions being important to shared governance.

Denise Richardson/Tenure Review Committee

- The vast majority of Laney's tenure candidates will move forward to receive tenure. Only a few remaining in the tenure process – mostly due to no hiring. There will be a celebration after the board meeting on March 13th. All encouraged to come to that celebration.
- Implementing a plan for evaluations of full-time faculty every 3 years and also monitoring the part-time faculty. Deans in the process of creating a grid to indicate when faculty have been last evaluated so they can move forward with this plan.
- President Webb asked for EVP White to put together a communication to go out to college community to highlight the newly Tenured Faculty – listing these individuals – to encourage folks to attend the board meeting and the tenure celebration to proceed it. Also plan something nice here for these individuals at the College-Level.

II. **Minutes Approval – Council**

- January 25th College Council Minutes - The minutes from the prior meeting to be reviewed and approved at the next meeting.

III. **Continued Discussion of Shared Governance and Membership Make-up of Various Shared Governance Bodies**

Documents handed out by James Blake, President of the Classified Senate: "Roles of the Peralta Classified Senate & SEIU Local 1021 and AFL-CIO Local 39" & "Classified Senates & Unions – A Joint Responsibility"

Discussion continued on the following classified senate concern and request that was brought before College Council at the January 2012 meeting.

RE-ESTABLISH DELINEATION OF UNION AND SENATE ROLES AND RESPONSIBILITIES

It has been clearly established that the role of the unions is specifically to represent faculty and staff in contractual and workplace/employment issues. The role of the classified and faculty senates is to participate in the governance structure of the college. The present structure allows representatives of the unions to bypass the senates in matters of governance, and allows for the disengagement of the union from the senate as a result. The fact that this is the present situation with at least one of the union bodies makes it an urgent matter.

We are not making this recommendation to be exclusive of anyone; rather we want to create a structure that ensures democratic participation and promotes union/senate cooperation.

The Classified Senate

The Laney College Classified Senate represents all classified staff members of Laney College in matters relating to college governance, and assumes the primary role in disseminating information and gathering input on behalf of the classified staff.

- The Laney Classified Senate (LCS) President, Mr. James Blake was asked to present the agenda item for continued discussion.

- James Blake indicated that the LCS always has had a working relationship with the Local 1021 and 39 Unions.
- The documents noted above - that detail the differences of the various classified shared governance (SG) bodies and their responsibilities - were handed out.
- There is LCS concern about misrepresentation of union representation at shared governance bodies. Example... SG meetings being used as a meet and confer when they should not be. The LCS understands that participation in shared governance is a responsibility of the senates, not the unions. Feels that there should be a MOU between each entity so that there is no misunderstanding or conflict. Also stands firmly that at no time should the administration view the presence or attendance of the unions at any meeting as a meet and confer. And if there is union representation on the shared governance bodies, they should be appointed by the union leadership. And finally, that the LCS decided to withdraw its participation in College Council until this issue went to the Council for discussion and consideration. Withdrew from the council because felt concerns not being heard.
- David Reed, District-wide Classified Senate President indicated these issues have also been an issue of the District Classified Senate.
- It was noted that at union meetings, union leadership makes it clear that those union members sitting on shared governance bodies are not to be engaging in discussion about union-related matters
- Mariam Zamora-Kantor indicated there are joint responsibilities – shared responsibilities and distinct perspectives between the 2 bodies. We all work together because we want a better Laney and District for everybody.
- AB1725 summarizes SG – basically ensuring that every stakeholder within the college informs the practices, policies, procedures to make recommendations to the President. And ultimately when President Webb makes a decision, it is put through as a recommendation to the Chancellor.
- The question was asked, “why are we having this discussion”? Answer provided...The 1021 Union felt that participation in committees at the college-level were taking on an inappropriate direction – that the discussions at SG committees should not include any union-related matters.
- Marco Menendez indicated - The College created in 2002 (and updated slightly in 2007) a Participatory Governance document that established our practices. Only 3 (LCPAC, College Council, and the Facilities Planning Committee) of the SG committees have union reps designated as voting members. These meetings are always open to the public. These committees need to be uniform for clarity.
- Our document needs to be updated to be in compliance with the contract. Ex. membership of the Professional Development Committee is supposed to include the Faculty and Classified Senates.
- Question asked, “Is there impact with regard to the voting numbers on this body?”
- Question posed...If we are expecting that we want to be all-inclusive of unions and senates on SG committees, does that same thing happen in the other way...i.e., If unions are included in SG bodies, are senates open to collective bargaining meetings?

- LCS President James Blake indicated that it is important to reiterate that another concern that was expressed by the unions is that the representation that has been serving on these SG bodies have not been selected by the chapter. Need clarity on this process.
- Asking for 3 things...1. Clarifying roles of Senates vs. Unions on SG bodies, 2. Making sure that when a union member is appointed, that it is union leadership making this decision, 3. Uniformity through-out SG bodies.
- The documents handed out were referenced. It was noted that these docs makes it easy to determine the membership make-up of the committees...for example, the Healthy & Safety Committee does generally include union membership because it involves union issues re: working conditions, and the Facilities Planning Committee has Local 39 union representation because perhaps when we make the facilities decisions, that those who are responsible to maintain those facilities should be included.
- Need to update college documents to match our practice.....But confirm practice first.
- The question was asked, "Is it really the position (ex. Head custodian) OR the unions that need to be included in these SG committees?" because sometimes these roles can be in conflict.
- Donna Marie Wilson noted that there are a lot of overlapping concerns that the PFT are involved in here at College Council.
- It was noted by President Webb that the union reps on campus are by default the union-related representing members of the respective SG committee
- David Reed indicated that he would like to see a little more clarity around the participation of the members of the committees.
- Faculty Senate President, Sonja Franeta made a MOTION to review the committee representation and discuss what the new committees will look like in the Fall, as opposed to mid-year. Dean Marco Menendez seconded this motion – and qualified it with a request...that if it was decided to make a change in the membership composition of SG bodies, that the existing participatory governance document be reviewed and that the College Council would be the group to review this.
- No meetings are closed but we do need a uniform approach.
- It was noted again that there are issues on the union side of things that College Council does not discuss or take under review.
- The PFT Union representation indicated that many times there is a need to appoint a PFT rep because of the existing contractual agreement.
- Classified unions may also have them.
- Marco Menendez called an AMENDED MOTION → As part of the assessment process, each SG committee assesses its own effectiveness and as it does so, reviews its' membership, charge and scope so that the College Council is not responsible for all of the committees.
- Don Petrilli seconded the motion. Nine agreed, five abstained and 2 disagreed (Terrance Fisher and James Blake).
- Sonja Franeta WITHDREW her original MOTION.

- The President interjected and made another MOTION that in the mean-time, if we are in agreement with the document that was distributed, that the College respect the different responsibilities of the Senates vs. Unions at this Council and in SG groups in general, and implement this understanding effective immediately in terms of the College Council's actions.
- Evelyn Lord and Eileen White seconded the motion.
- The President asked the PFT and Faculty Senate to present something at the next meeting.
- David Reed asked to create a MOU to address this understanding.
- James Blake also indicated that he wanted an understanding in terms of the difference in responsibilities.
- It was responded that the Union leadership and LCS leadership MOU is between those two bodies, not the Council.
- It was suggested that we adopt the documents that were passed out as a guide for parameters in terms of delineation of duties and that we delay any discussion regard voting.
- The concern was brought up that if we indicate that union reps are not Council voting members...then they are voting on both sides of the delineation of duties. The unions vote at the district level and senates don't. The President indicated that the union matters are district level. Unions are required to be a part of the discussion on a lot of matters per AB1725...but that is not a part of this body. We talk about items that have already been negotiated in terms of implementation as a part of operations.
- The request by LCS President James Blake is that the Classified Senate be the voting classified body for the Council.
- Evelyn Lord indicated that she agrees with what is being brought forward.
- It was confirmed that the President would make a determination by the next meeting if it is desired to establish some parameters around voting for the Council before the end of the semester.

IV. Budget Update

Budget Planning Committee/George Kozitza

- District put out the budget development guidelines for next year. Today sent out break-down by cost center. Asked to reduce the budget by 15% again. Have until April 20th. Asking for info. to come to President to go through College Council before it goes back to the District. 15% is for the college as a whole...not prescribed for each area.
- The President interjected that there is no ambiguity that we are already at a place where we cannot afford to cut any more. Asking everyone to indicate what impact of any kind that your department /area and operations will experience as a result of a 5%, 10% or 15% reduction. Need to have this info. by the end of March. Make recommendations for your cuts and indicate the impact of those cuts. After this feedback, the President will make her recommendations to the Chancellor.
- A request was made to get which funds this effects, by numbers.

- Mark Rauzon expressed concern about Rec 5 document and its conflicting message that the cuts are harming us, but that we can make it happen in the end. He indicated that it seems like we should suggest to close a campus. With these additional cuts, he suggested that it makes it so that we won't be able to make this work. Needs the leadership to come up with what kind of discussion we need to have in this regard.
- Sonja Franeta asked the question...Why pretend that we can make these cuts? Why don't we suggest more cuts to the District Office?
- Head Librarian, Evelyn Lord agrees that another campus will eventually need to be closed in order to survive.
- With the \$27 million cuts we made for the District, we've already eliminated this stated benefit of having 4 colleges. We need to get these figures updated and present this possibility.
- James Blake - Need to frame our discussion in the terms of this being what we need to do in order for the survival of the District as a whole. What is the level of our sustainability as far as providing services for our students?

Meeting Adjourned 4:05pm

DRAFT