

# Laney College Council

## September 21, 2011

### Laney Bistro / 2-4 p.m.

## MINUTES

**Present:** Elnora Webb, Eileen White, Terrance Green, MaryBeth Benvenuti, Don Petrili, Sonja Franeta, Terrence Fisher, Indra Thadani, Lilian Chow, Evelyn Lord, Beck Hsieh, Newin Orante, Marco Menendez, Amy Bohorquez, Karolyn van Putten, Miriam Zamora-Kantor, James Blake, Denise Richardson, Louis Quindlen, Inger Stark ... **Students:** Brian Cervantes, Anton Bosenega, Talitha McAdams, Luis Nunez, Loi Huynh, Kazmeela Harrison, Nakeya White, Andrea Larson

**Absent:** Mark Rauzon, Suzan Tiemoth-Zavala

**Minutes:** Maisha Jameson

### **Handouts:**

- Minutes from May, 18, 2011 College Council Meeting
- Facilities Committee Announcements/Report

### **I. Welcome and Introductions**

#### **Check-in: "What would you like to see happen, occur or do yourself this year?"**

- Evelyn Lord – New management system in the Library up and running
- Miriam Zamora-Kantor – Us making the best with what we have
- Terrance Fisher – Implementing progressive policy on campus
- Newin Orante – To assist the college in developing stronger communication protocols
- Terrence Green – Student development
- Lilian Chow – To get more involved in college shared governance
- Sonja Franeta – To bring our faculty together more and interact more. Collaboration for the benefit of students
- Becky Hsieh – Represent SEIU and work more collaboratively across groups to better service the students.
- Amy Bohorquez – 1. To get back in compliance with SB1440. Get all colleges on schedule for curriculum review. Get more programs state approved for qualification for financial aid.
- Indra Thadani - Get more healing services started in health center
- Denise Richardson – Support Faculty Senate President Sonja Franeta to meet needs of the Laney faculty.
- MaryBeth Benvenuti – To make the financial blow we will experience this year from the district and state easier to deal with. Shorten lines or make cashier office work more efficiently.
- President Webb welcomed back MaryBeth Benvenuti as the Laney College Business Manager.
- Eileen White - Make a more effective environment for faculty and students. Help reach high goal for student success.

- Inger Stark – To help college build a stronger scheduling offering so that the class schedule meets student’s needs...2 year schedule.
  - Brian Cervantes (ASLC President) – Build team of student leaders who are representative of the student body. Help students give input on all issues on campus.
  - Talitha McAdams (ASLC Treasurer) – Make students more aware of the resources of Laney College.
  - Andrea Larson – (ASLC Senator) Extend innovative ideas to make things better with our resources. Helping our community out. Huge population not aware of what’s changing within our government and society. Push for better awareness.
  - Nakeya White – (ASLC Senator) – Provide a voice for Laney students. Advocate for them
  - Loi Huynh – (Alt. Senator) – To make students welcome to student government and help with events.
  - Anton Bosneaga – (VP ASLC) – To help students and leave something behind.
  - Louis Nunez – (ASLC Secretary) – To make students more responsible.
- The ASLC have made appointments to all of the shared governance committees and are already attending meetings.
- Purpose of College Council – President Webb → To engage in discussion as to how we change what we do to better serve students. Ultimately the items on agenda are about ensuring student success. Constantly engaged in reviewing our systems to better them.
  - President asked, “Why unions? What role do they serve?” – Without Unions we wouldn’t have weekends or breaks. Want to add our voice to be heard for protecting workers rights and concerns. Contracts are what workers have with management. Working to ensure that these agreements are held to. Unions encourage a level of professionalism in an institution when they are working very well.
  - Difference between Senates and Unions? Governance – shared governance is part of the education code. As a part of this, we have senates that are elected... Classified, Faculty and Student Senates. Faculty Senates are involved in academic and professional matters, while the Union focuses on wages and working conditions. Different responsibilities in their representation of faculty.
  - There are several resource groups represented at College Council → i.e., Budget Advisory Committee, Facilities Planning Committee, Technology Planning Committee, Faculty Prioritization, etc.
  - These shared governance groups provide their feedback and input and make recommendations to this body and to the President. The President often agrees, but may not, and if that is the case, she will communicate why.
  - The Deans are also represented here. The Deans are here in key positions to organize the programs we have and supervise the faculty, classified and students under their respective areas. The College Council is a forum for all to come together to share what others may not be privy to from our respective areas.
  - Why is the Business Manager here? – So that we don’t spend money we don’t have. So that we spend the money we should have. To ensure organization and budgets are in-line.
  - Why is the Curriculum Chair, Amy Bohorquez here? – Because curriculum is the heart of the institution. This Committee reports back how faculty are managing and creating and being innovative about curriculum.

- President Elnora Webb gave a summary about what SLOs and Assessment are and why they are important to ensure student success and also to our institutional effectiveness (In short... an AACJC requirement & a necessary evaluation of the learning of Laney students.)
- Some expressed that the students are important to be a part of this forum because they keep us real. They are our customers and we are in business because of them. Students are also our legacy and future.
- We are more effective when students communicate who they are and how they learn. It helps the instructors better address student learning and retention. Remind your peers that this is important.
- Please note that over 40% of our students are not assessed because they don't declare a major.

## II. Minutes Approval – Council

- May 18<sup>th</sup> Minutes - Sonja Franeta made a recommendation to accept the minutes as submitted. Amy Bohorquez seconded the motion. The group voted to approve the minutes.
- A quorum of this group is met with a simple majority, i.e. 51%.

## III. College-wide Goals 2011-12

- At the beginning of the year College-Wide Retreat in August, we spent two days reviewing the college-wide goals from last year and changing them in order to re-prioritize them for this year. These goals will go out to the College Community on Monday. Request was made to please make sure to send to the ASLC Leadership.
- The goals were organized into four priority areas: Student Success, Accreditation, Assessment, and Resources.
- The college is wired to start the school year with a manageable set of goals and then review our accomplishment of these goals at the end of the year retreat.
- Need to engage the shared governance leaders, student representatives, and the department chairs to influence how to reach these goals.

## IV. College Re-Organization

- President asked the group to give feedback on the re-org docs that went out to the College Community via FAS over the summer.

Some feedback was provided:

- Curriculum Committee Chair, Amy Bohorquez - The re-org included an interesting grouping of departments and hence work-loads. Seemed unbalanced. President Webb asserted that the Faculty influenced this heavily.
- Classified Senate President, James Blake - The challenge is a lack of resources and how this is affecting the level of services we provide our students. Movement for backfilling vacant positions is moving too slow. Asked for feedback on this.
- Faculty Senate President, Sonja Franeta – Likes the mixture of the various departments and student service units. This should move us structurally more towards breaking down silos. People are weary about it but we have to give it time to see how things work out.
- Head Librarian, Evelyn Lord – The re-org seems to be going very smoothly. Very concerned about Dr. White's load. Everybody on campus is feeling the void of the positions/vacancies that we still have.

- Dean Inger Stark – One small thing we could do is to continue clarifying for folks on campus who is doing what and where folks are now.
- Indra Thadani – Likes the idea of integrating the Instruction & Student Services areas. There are many faculty who do this daily in their class. ex. Instructors addressing student’s service needs.
- We have lost a lot of folks to transfers, resignations, retirements, etc... this includes a host of faculty, classified and administrators. In order to address the financial shortages, as a college, the President decided to reduce the administrators. We went from two Vice Presidents to one, and from seven Deans to five. Luckily didn’t have to lay-off any Deans.
- We currently have approx. 30 faculty vacant positions and approx. 20+ classified vacant positions. It’s very challenging to work in this district with this void. Others are carrying this load. With the direction of the Chancellor, last week all of the Presidents met with the Vice Chancellors and came up with a way to give the Chancellor a plan. Completed proposed classified and faculty positions prioritized to fill. Majority of this came from the HR prioritization process done last year. Recommendations going to the Chancellor today. All recommendations will be pending based on the actual cost-out analysis. Even if we get all these approved by the Chancellor, it will not be all that we need.
- Laney is in more dire need for filling of vacant positions than all other colleges. It’s about ensuring that we are able to deliver what we need to for the sake of the District. Laney supports this District based on the FTES it brings in to this District.
- From a union perspective, this is an issue b/c many of us are asked to work out of our classification in order to back-fill each other. Administrators need to work with HR to ensure there are appropriate re-classifications or temporary re-hires. Concern was expressed about the qualifications of existing personnel to do these extra jobs/tasks.
- Concern expressed: It would behoove our managers to be more supportive of all our staff when working out of class. It is hard doing assignments outside of your classification and trying to maintain the extra load. Staff are being penalized when not able to keep up.
- Question asked → Have you considered doing internships (experienced based)? President Webb’s answer → The Union expectation for regular needed duties is to fill positions as opposed to hiring interns or contractors. The desire is to leverage the abilities and skills of our existing staff.

#### **V. Organizing for Institutional Effectiveness**

- The Inst. Effectiveness Committee is an amazing group who get together to discuss.... How to make this institution more effective. How to put our Educational Master Plan (EMP) into practice. How to make the communication between various sectors of the institution better. The group is involved in Program reviews, PLOs, SLOs, SLLOs, and assessment and accreditation. Involved in making sure we meet all of the college-wide goals set. Works to keep the Institution moving forward for continuous growth.
- The scope of the committee is quite large.
- Need more student representatives.
- The ASLC secretary has been appointed to this committee.
- The ASLC is now holding senators accountable to serve on shared governance committees as a part of their student government duties/service.
- Institutional Effectiveness goes back to our mission and ensuring that we stay true to this mission. This committee helps the institution measure how good we are doing in staying true to our mission and implementing plans to ensure this. ACCJC also makes sure that we hold true to

this. Accreditation is an important part of the duties of this group. If we are not accredited, your credits don't count and you lose financial aid.

- Louis Quindlen indicated that he's been told that Career Technical Education (CTE) faculty are not able to access their VTEA funds until their assessment numbers go up. He asked if this was accurate. Executive Vice President, Eileen White responded that reduced access to additional/discretionary dollars and things like travel, extra service, extra funds, etc. would be held until assessment levels are brought-up. Quindlen expressed that he felt like a better line of communication in this regard should have taken place.
- It was noted that the Assessment Committee realized that the incentive approach was not helping in terms of getting assessment done. There needed to take a consequence approach.
- Discussion ensued about the dire need for assessment.
- Several individuals expressed appreciation to the Administration for taking this additional stand to get this done. It was agreed that we have to do it. If we don't do it, we will lose our accreditation.
- It was also noted that these punitive measures were also discussed at the College-wide Retreat and also during the Flex Days in August.
- CTE asked for another forum to ask questions of President Webb. This will be led by the Office of Academic and Student Affairs (A/SA). The end/purpose of this meeting needs to be how we will get us to where we need to be in 2012. President Webb asked EVP White to draft a memo as to what it was that the A/SA leadership decided on... indicating what is being done this year to ensure our accreditation goal is met. This should be discussed with the Department Chairs.

#### **VI. Shared Governance**

- To be saved for the next meeting given lack of time.

#### **Announcements**

- Reminder given to participants to provide updates in advance to be consolidated to one announcements document to be printed for sharing at College Council
- Reminder to lock/secure your classrooms – especially Smart Classrooms.
- ASLC Restorative Justice training. Newly applied concept in the U.S. – when people commit crimes, it affects communities. Restorative Justice moves the criminals actions into community to make reparations to understand the impact his/her crime had. Ex. Youth Court.

**Meeting Adjourned 4:05pm**