

Laney College
February 16, 2011
Room T-450 / 2- 4 p.m.

MINUTES

Present:

Eileen White, Don Petrilli, Indra Thadani, Louis Quindlen, Shirley Coaston, Dawna Williams, Lisa Cook, Brian Nelson, Elnora Webb, Marco Menendez, Amy Bohorquez, Laura Bollentino, George Kozitza, Lakisha Smith, Donald Moore

Absent:

Tina Vasconcellos, Dorothy Marie Wilson, Ron Jones, William Highsmith, Beck Hsieh, Sonja Franeta, Karolyn van Putten, Terrance Green, Ann McMurdo, Miriam Zamora-Kantor, Lilia Celhay

Minutes: Maisha Jameson

I. Welcome and Introductions

Announcements & Updates

- Budget Advisory Committee meets tomorrow
- Faculty Senate Joint Presidents’ Brown Bag meeting – 12pm tomorrow
- Financial Aid and Cashiers offices are closed due to the move, and will reopen on Wednesday 2/23.
- Health Center open Mondays and Wednesdays → Services include TB testing, pap smears, mental health, immunizations, etc. HIV testing will be available every Thursday.

- President Webb was called to a special and impromptu District budget meeting.

II. Minutes Approval - Council

- The Council approved the minutes for October and November 2010. David Reed abstained from voting on the approval of the November minutes because he was not present at that meeting.

III. Resource Prioritization

Technology

– Smart classrooms

- The District Academic Senate has approved a halt on incorporating video streaming into the smart classrooms project. It was argued that there are many cheaper, web-based

methods to get videos out. This technology may work for board meetings, but how will this work for faculty? What will this do for the average faculty member if they don't see the benefit, or know how to use it, etc.? More research must be done as to what faculty considers their "needs" in this area.

- Concerns were expressed about faculty not even having access to the equipment in the room when equipment is locked away.
- Identified 25 smart classrooms to be upgraded at Laney. These decisions were generally based on what we didn't like about A-120 & A-140.
- An additional element yet to be determined is the upkeep and ongoing maintenance on this new equipment. We have only one AV technician on campus. Augustine is not technically an AV technician. Concern was expressed about a long-term maintenance contract written into the overall contract for the smart classrooms. We will need additional computer IT support as well.
- There are some basic infrastructure upgrades that will be necessary before implementation. As we move into these changing technologies, we will need to make upgrades, such as to our cabling and bandwidth, for example.
- Maintenance agreements lapse when the technologies become outdated and their life-span has passed. The question was asked, "Then what?"
- Concern was expressed about the District's spending of the Measure A monies. Concern was also expressed that the Measure A Oversight committee is only working to review the expenditures once they are already made. Need more oversight as to how the monies are being allocated/spent, and the rationale behind those decisions.
- Marco Menendez suggested it would be helpful to suggest the same thing we did in the District-wide Facilities Advisory Committee:
 - That we should put a hold on Measure A spending until we've had a chance to revise the District and College Facilities Master Plans and Educational Master Plans in light of the budget crisis we are experiencing. It was asked, for example, is it wise to build a new science building at both Merritt and College of Alameda right now?
 - Need to push this to shared governance bodies to get behind this idea.
- The question was asked, Can we un-commit or reallocate dollars that have already been committed? The funds have been committed, but not spent.
- Concern was expressed that when College Reps go to District Resource Committee meetings, the Shared Governance bodies at the colleges are not setting the agendas. We are simply giving reports.
- The question was posed, How does the Faculty Senate and then Council approve the technology priorities in light that the Technology Committee doesn't meet to finalize their priorities until tomorrow? **IT WAS DECIDED THAT THE COUNCIL WILL MEET DIRECTLY AFTER THE FACULTY SENATE MEETS TUESDAY, 2/22 AT 12:30PM TO APPROVE THE REMAINDER OF THE TECHNOLOGY AND EQUIPMENT PRIORITIES.**

Facility Prioritization

- The Facility Planning Committee reviewed the Program Reviews submitted after last year's prioritization.
- Only 7 departments asked for new things. All of the departments have the same requests as the previous year because they didn't receive what requested last year.
- The Committee reviewed the requests of these 7 departments + the ASLC request and moved these through the prioritization process.
- Will incorporate these rankings into last year's process.
- The criteria used to produce the prioritization of Laney's Facilities needs were:
 - Criterion 1: Addresses Legal Mandate
 - Criterion 2: Implements Institutional Planning
 - Criterion 3: Advances Student Access, Equity, or Success
 - Criterion 4: Addresses the Viability and Quality of a Program or Service
 - Criterion 5: Encourages Collaboration Among Departments and/or Community Partners
 - Criterion 6: Demonstrates Innovation
- The Committee put forward a few resolutions first:
 1. The Laney Library/Learning Resource Center project should start immediately regardless of the impact on us receiving matching funds from the State.
 2. We should move forward on the projects that are already supposed to be in progress: Smart classrooms, ADA, Security, Student Center, and the Tower.
 - The Student Center should be done without waiting for the Tower to be completed. This was prompted by the Culinary Department. Their needs for upgrades are urgent. Need to have better facilities to accommodate the number of students that are in there daily. Shouldn't be on a linear timeline.
 - Wish list of security cameras added to the project = an additional 20 cameras.
 - All emergency situations must get taken care of immediately. Examples: free water and water fountains. ADA will take care of 18 indoor fountains, but the outdoor fountains need to be addressed immediately.
- When departments request new space, whether new construction or remodeling, we need to take a holistic approach to the dynamics of what that move will create. Need to look at all the space on campus and address it holistically. For example: There are no plans for the weight room to-date. The decision as to who gets this space should be calculated carefully & take into consideration the impact of the campus as a whole.
- Unknowns (that affect how many other decisions may be made):
 - When the new library is completed, what do we do with the old library?
 - Where is the District going with regard to the movement on the acquisition of the Henry J. Kaiser Center?
- There is a list of departments that need new space immediately.
- No solutions were suggested, only requests accepted.
- Infrastructure remains a problem...For example, all of our drainage systems are carried by 40 year old cast iron pipes. When they break, they don't leak, they flood. Great

potential for damage to the new smart classrooms. Infrastructure issues include plumbing, cabling, ADA, roofing, etc..

- The Facilities priorities and resolutions were approved by the Faculty Senate, and can now be voted upon by the Council.
- Costs were not included in the prioritization because for many of these projects, an architect is needed to come in and cost it all out.
- Need a plan for the broken chairs in the Forum. There is a work-order, but the Facilities Committee can't address it until these items are brought before them. The process of bringing items to the Facilities Planning Committee should be more efficient and fluid. There needs to be a process informing how we routinely follow-up on moving work-orders forward to the Facilities Committee.
- ASLC, President's Office, Business Services & Administrative Services do not do program reviews, so their needs are not included in the prioritization process.
- The Facilities Committee did not bring the printed priorities documentation.
- Student Center plans have been presented to the students by posting on campus.
- LOUIS QUINDLEN MOVED TO APPROVE THE FACILITIES PRIORITIES AND RESOLUTIONS PASSED BY THE FACULTY SENATE. AMY BOHORQUEZ SECONDED THE MOTION. THE COUNCIL VOTED TO APPROVE THE FACILITIES PRIORITIES.
- Questions:
 - Does the prioritization designate a physical location for these items (Facility requests)? Answer: No.
 - Will there be a vote taken on the rankings and the resolutions? Answer: Yes.
 - Are the rankings subject to adjustment if the architect comes in and makes recommendations based on a holistic approach? Answer: Yes and No. Yes, the wishes of the Facilities Committee, with regard to big capital renovations projects (Library, Theatre, Student Center, Tower) should be maintained and honored; however, within those projects, it is flexible.
- COUNCIL APPROVED THE FACILITIES PRIORITIES TO BE FORWARDED TO THE DISTRICT. CLASSIFIED SENATE PRESIDENT, DAVID REED AND ASLC PRESIDENT, DAWNA WILLIAMS ABSTAINED FROM THE VOTE.
- President Webb asked the Facilities Planning Committee Chairs, Don Petrelli and Marco Menendez to work together to revise the program review template to make it more efficient for prioritization.
- The Classified and administrator technology needs need to be incorporated into this prioritization process.
- VPSS Donald Moore asked to call another meeting of the council to approve these needs.
- The notion of Equipment prioritization was brought up. Where does this fall into the process? And were these needs included? Dean Menendez, Chair of the Facilities Planning Committee indicated that neither the Facilities nor Technology Committees feel comfortable addressing the issue of equipment, in part because much of it does not fall under the umbrella of technology or facilities.

- Suggestion: Revive the Instructional Equipment and Library Materials Committee. Eileen White didn't think this was a good idea, as that is a seasonal committee with a narrowly defined scope.
- Laney did not meet the original deadline date to turn in the Resource priorities to the District by January 28th. The other colleges did, but because they didn't have all the necessary information, we have been given until the end of this month to bring these priorities back to the District. The timeline is tight.
- The purpose of resource prioritization is for the District to identify the commonalities across all of the colleges so that the District can help support those efforts and know the colleges' needs.
- Suggestion: An immediate email request be sent to the Department Chairs to list their top 2 equipment priorities and submit them to be prioritized. VPI Eileen White indicated that these were not included on the Program Reviews that were already done. Don Petrilli wants the departments to include all of their needs, and not just those prioritized.
- VPSS Donald Moore indicated that we need to include the associated life-span/on-going maintenance required in that equipment list.
- The reality that we don't have time to do this was stated. Will instead ask the departments to prioritize their needs.
- PRESIDENT WEBB MOVED THAT:
 1. WE TAKE THE EQUIPMENT NEEDS LISTED IN THE PROGRAM REVIEWS & UNIT PLANS AND INCLUDE THEM WITH THE RESOURCES (W/O PRIORITIZATION) THAT WE SEND TO THE DISTRICT PLANNING & BUDGET INTEGRATED COUNCIL (PBIC). MUST HAVE A SOURCE OF FUNDING AND APPROXIMATE COST LISTED FOR EACH ITEM INCLUDED.
 2. THE INSTRUCTIONAL EQUIPMENT & LIBRARY MATERIALS COMMITTEE RECONVENE AND CONDUCT ITS DUE DILIGENCE TO ENSURE PROPER PRIORITIZATION OF THESE EQUIPMENT ITEMS THIS SEMESTER.
- Louis Quindlen asked departments to look at our original Measure A lists to see if they are still relevant because we have the ability to swap. The Council agreed with this recommendation.
- THE COUNCIL VOTED TO APPROVE PRESIDENT WEBB'S MOTION.
- Suggestion: There be a new shared governance committee that is charged to deal with equipment only.

Staffing Prioritization

- Only dealing with non-faculty administrators, classified, student workers, etc.
- Need to list these and prioritize them.
- Concern was expressed about fact that we are prioritizing the adding of positions when we are making cuts and have no money. Response: With the uncertainty of this District, where a college may be closed, we may not be hiring, but there may be transfers. Still need to communicate our needs and prioritize them.
- With the prioritization of new needs, we are making it clear what our priorities are.

- David Reed suggested reformatting the completed classified prioritization that was submitted last year. Compare this list with the current year's Program Reviews and Unit Plans and prioritize them all. VPSS Donald Moore to send both of these lists out in advance.

iv. Structure of College Council

- The decision was made to integrate the Laney College Policy Advisory Committee (LCPAC) into College Council due to low attendance.
- The President is also recommending that College Council be lengthened so that it is a 5 hour meeting each month...every 3rd Wednesday from 1-6pm. The purpose would be to allow for more time for the body to become more of a strategic think-tank for the college, address those policy-related issues formerly brought to LCPAC, and to also allow sufficient time for the business operations of the College Council as the final recommending shared-governance body of the campus.
- The questions were posed, "is 5 hours too much?", "do we instead meet 2 times a month on Wednesdays"? Dr. Webb asked the Council for feedback on the revised structure.
- There was some initial feedback from faculty about this schedule being hard for some faculty to accommodate given some of their teaching schedules.

v. Committee/Senate & Resource Updates

- ASLC President Dawna Williams
 - Campus Security is a priority. For example, the parking lot is not secure enough. There are students being harassed.
 - Water fountains are still needed.
 - A team is working to alleviate Financial Aid problems.
 - Mobilizing the student body to participate in protests against the budget cuts events scheduled for March 2nd and 14th. Dr. Webb asked the group to support these efforts.
 - Tomorrow is one of the 40th anniversary events, also BSU '70s Day event with a live band, food, and costume contest. 12-1pm in Theatre.
 - Women's basketball playoff game tonight!
- Faculty Senate
 - A general report was provided regarding the most recent Faculty Senate meeting.
 - The Professional Development Event with Jeff Andrade Duncan was a hit. Getting very good feedback on this event.
 - The Tri-Senate Mixer was well attended and helpful in drawing unity between the 3 sectors of the college community.

- Librarian
 - Board approved the purchase of the new innovative library system. This should be in place by June/July.

- Laney College Classified Senate
 - The threatened and pending layoffs have monopolized the conversation in the LCCS meetings.
 - David Reed is to serve on Chancellor's Ad hoc committee to deal with budget cuts.

- Health & Safety
 - Need input on developing a process for dealing with emergency/disaster planning.

- Career Technical Education
 - Amy Bohorquez running workshop w/ Career Technical Education (CTE) faculty to do their Curricunet data-entry for the catalog.
 - Margaret (Meg) Keeley in Tech Prep was dismissed yesterday without any discussion w/ CTE. Her position was state funded, and this is upsetting.
 - It was shared that despite his constant verbal support for community colleges, Pres. Obama cut \$294 million from budget for funding to CTE.
 - Concern was also expressed about the district-wide funding spent on PCTV vs. the station's educational value.

- Curriculum committee
 - Currently using Curricunet with the catalogs. Assembly bill – SB 1440 - guarantees transfer to California State Universities. Transfer models are already coming in, and we need to have 2 transfer degrees for the Fall. Trying to recruit faculty to be more involved in this endeavor. The Curriculum Committee website has a link for more information. Dr. Webb asked Amy Bohorquez to send her a list of courses that need to be developed into Curricunet.

- Tower move
 - Construction to begin in the summer (June, best case scenario).
 - The swing space is ready for the move. Offices and computer lines will be available before we move in.
 - Counseling office move has been postponed from President's weekend due to a delay in furniture.
 - Will need signage to be included as a part of the move process to communicate to students where things are.

- There is a Budget Advisory Committee meeting tomorrow. Please attend. Need to work on budget priorities.
- Thursday, April 28 – Sustainability Conference at Laney.

- Laney week: week after Spring Break.
- New parking lot will open next week.
- We have no less than 1400 students who have completed 45 units or more. We want to help them graduate if possible. Major campaign to move forward on this effort. Need to step-up our talks with our students.
- Suggestion: There should be a website that provides steps to graduation. ASLC is coordinating workshops on graduation and preparing for graduation.

Meeting Adjourned 4:15pm