

**Laney College**  
**September 15, 2010**  
**Room T-450 / 3-4 p.m.**

**MINUTES**

**Present:**

Elnora Webb, Becky Hsieh, Eileen White, Evelyn Lord, Don Petrilli, Lisa Cook, Lilia Celhay, Sonja Franeta, Karolyn van Putten, Indra Thadani, Alexandra Cipher (for David Reed), Anne McMurdo, Donald Moore, Louis Quindlen, Steve Lomba, Marco Menendez

**Absent:**

George Kozitza, Tina Vasconcellos, Dorothy Marie Wilson, Ron Jones, William Highsmith, Amy Bohorquez, Miriam Zamora-Kantor, Dawna Williams

**Minutes:**

Maisha Jameson

*Handouts: Past Minutes (March-May 2010), Basic Skills Committee Report*

**1. Welcomes + Introductions**

**Announcements & Resource Updates (Facilities, Technology, Budget, HR)**

- There was a theft on campus of the student's MeCHA Office – personal items of the dancers contracted for the Latino Heritage celebration were taken.
- Suggestion – need doors that automatically close and lock...Also, need to periodically send out reminder messages to close doors and windows
  
- Becky Hsieh (reporting on behalf of SEIU) – SEIU has concerns regarding the pending 3<sup>rd</sup> round of lay-offs.
- Lilia Celhay – (Technology Committee Report) - Smart Classrooms Update → According to Olivia Rocha, our project manager – the smart classrooms are planned to be implemented during the Fall 2010 semester. The implementation will be an improvement over the 2 smart classrooms that we currently have and will include additional components.
- Noted: We really need to have computers in the smart classrooms so that flash-drives can be used as opposed to users having to always bring in their laptops. Lilia Celhay will continue to advocate for this. Discussion ensued about computers not being included in budget for Smart classrooms but rather purchased with Measure A dollars. Also noted was that an infrastructure item that we absolutely need is to have additional IT staff as a part of this project.
  
- President Webb encouraged the group to work on ensuring that we shift our way of talking about District/College Progress. Be strategic in being positive in that we expect

X, and that X will happen. Example response... “I hear you say this...that means this... is this what you mean?” Shift from complaining to being clear and demanding what Laney needs.

- President Webb asked VPI Eileen White to follow-up with the Vice Chancellor of DGS, Sadiq Ikhario to ensure that security will be included as a part of the smart classrooms project/budget and that security will be installed. Also, request that he comes to visit/tour classrooms. There is a back-up plan for providing security for the smart classrooms.
- Discussion ensued with regard to the Smart Classroom requests of the other colleges being increased and how this would affect Laney’s requests. Laney was initially told we had to remain within a certain number. Originally the notion was to count all of the lecture rooms (over 50), then the process was managed under previous President Frank Chong and the 1701 Construction Company. They developed a budget that would only handle 12 classrooms, then the mobilization was to ask the Deans of Instruction for suggestions to narrow down to 12... This didn’t work... The count went back up to 25. Initially started with 50, and now we are down to 25.
- Karolyn Van Putten – asserted that in the next round, the instructional labs need to be included.
- School Nurse and Health Services Coordinator, Indra Thadani – (reporting on behalf of the Health & Safety Committee) The Health Services initiative group has been meeting since July. Starting Oct. 4 the current Health Center will be in use. It has been asserted that there are Mental Health Counselors needed at every college.
- A concern was expressed that it appears that people are being charged the Health Fee independent of their status. Indra Thadani answered that it is supposed to be all students who pay this fee.
- An issue with regard to the new AC Transit Clipper Pass being required of concurrently enrolled high school students was shared – Students are also being charged for the Easy Pass in addition. President Webb asked VPSS Donald Moore to look into this confusion, and to work with the District to eliminate the ambiguity, and to send out info. to the College Community and also add the info. to website.
- President Webb indicated that we need information to be put up visually with regard to all mandatory fees. Also need info. to be shared/posted so that Student Services frontline staff are able to answer questions.
- Lilia Celhay – expressed concern that students are not able to get the courses they want because classes are over filled.
- Tutoring is at a point where coordinators are looking at the standards they want campus-wide. Coordinators have a draft of the college-wide standards that they would like to implement... This should include the system by which Dept. chairs request tutors and how those resources are allocated. For a lot of classes at the transfer-level there are no tutors. No guidelines to be able to measure what happened in the past to be able to determine the needs of the future. Now there is a process for former successful students to come through the tutor training to be able to come on board to become a tutoring. All campus tutors should now be in the training program. The standards are in place, but don’t have the processes in place. President Webb assured everyone that we don’t need to

have shared governance approval of this. There are dollars within the office of the President.

- Louis Quindlen – The CTE Advisory Committee had their first meeting. Biggest area of concern is around assessment. Most of the faculty are overwhelmed right now and trying to get help with the data entry part of assessment. There was a technical step that many of them did not do within Task Stream in order for it to go through the system. President Webb indicated that the President’s Office will set aside dollars to fund a student to help with this effort.
- President Webb gave a report back about the September 14<sup>th</sup> Board Meeting
- Louis Quindlen suggested that Facilities needs to be one of the College’s major goals for this school year. Otherwise we will lose out on Measure A dollars.
- Don Petrilli – indicated that Vice Chancellor Sadiq Ikaro said \$78mill of Measure A has not been allotted to anything. But then recently he’s said that all of it has been allocated. There is a lot of confusion here.
- It was also mentioned that the expenditure dollars directly conflict with the Road Map for Future document put out by the DGS. This discrepancy needs to be addressed.
- In the District Facilities Committee it is the perception that the only voice that matters is that of the Vice Chancellor DGS.
- It was stated that Vice Chancellor Debbie Budd indicated that the Drop List will not be in existence again after this semester. There will be a wait list. Concern was expressed that there are students being enrolled in classes and are being dropped but not because of fees. Some of the codes are incorrect.
- Sonja Franeta – Faculty Senate meetings to start next Tuesday. Looking forward to working with the Senate and Faculty.
- Alexandria Cipher (Reported for the Classified Senate) The Classified Senate met this month and one of the topics discussed was shared governance and how to get more classified involved. Want to figure out the term limits for Committees for turn-over. It was shared that there is no perceived incentive for classified to attend committee meetings. And for some, they are having problems getting permission from supervisors.
- President Webb asked for Alexandria Cipher to get her the suggestions of the Classified Senate so that she can support them.

#### Facilities Update

- A concern was shared that after sitting through a District-wide Facilities meeting, an individual felt that it seemed clear that the District is invested in making sure that Laney gets as little as possible out of Measure A, and that the bulk of the resources are being poured into the other colleges.
- Concern was also expressed that this is due to Laney College not having the Facilities Plan clarity of the other colleges given that our Facility Master Plan contains scenarios and not a definite plan. Given this, it is feared that Measure A dollars are being spent right up from under us.
- Karolyn van Putten shared that there seems to be a misunderstanding of what the District Facilities Committee charge is... They should not be making decisions for Laney.
- Elnora Webb will attend the next District Facilities Committee mtg.

- Dean Marco Menendez indicated that we have a great opportunity in that we have several great outspoken Laney faculty on the District Facility Committee. However, he suggested that the existence of the Board Land Use & Facilities Committee (BLUFC) is problematic because he feels this Board Committee undermines the work of the District Facilities Comm. This BLUFC Comm. is making decisions that are against ACCJC standards by directing operations or implementing policy at the college level. Concern was expressed that Vice Chancellor Sadiq Ikharo puts even more importance on this second committee.
- The distinction b/w policy and planning w/ regard to the Board's charge needs to be made clear
- Dean Marco Menendez – Reported that the ADA Compliance construction project is to start next week. The staging area for this project is located near the Machine shop. Areas to be affected include the women's locker room, library, theater and outdoor elevator areas. There will also be some work in the CTE and Science labs. The Deans are aware of the project, and have copies of all the plans. There are weekly update meetings every Thursday at 3pm in room T-750. There will be no access to the lobby and lounge area of theater for up to 2 months. A lot of the construction can be put off to the Holiday shutdown because the deadline for completion is Feb 2011. These upgrades will be done around the classroom schedule. Need to also adhere to the security of the classrooms and labs during this work.
- Tower Construction project and Swing Space construction – The Swing Space construction includes air quality system work, retrofitting, wall building and wiring work. Dean Menendez will send out an announcement campus-wide with regard to the expected time of the Tower move. There are no hard dates yet. We have a goal to start construction in the Tower in January 2011. This communication should go out early next week.
- The progress on the Athletic Field house project is continuing.
- The student center design has been finalized and will be coming soon.
- The District has entered into an ENA (exclusive negotiation agreement) with the city with regard to the acquisition of the Henry J. Kaiser Building that goes through December. This means that they can only entertain our bid. Before bidding, the District is doing a feasibility study to determine what this move would mean for the District. DGS is hiring a consultant for this.
- Dean Menendez would like to provide these updates to the 3 Senates. President Webb asked him to work with Lisa Watkins-Tanner in the President's Office to have a facilities page on the Laney website.
- The security camera project implementation of phase 1 has begun. The project is estimated to be complete by the end of the semester.

## **2. Approval of Minutes – Council**

- The decision was made to hold-off approval of the Minutes for the next (October) College Council meeting.

## **3. Assessment – KVP**

- The decision was made to hold-off discussion of Assessment for the next (October) College Council meeting.

## **4. Faculty Senate Basic Skills Task Force Report**

- A document was passed out that detailed the proposed charge and committee make-up of the proposed “Basic Skills Committee”.
- This Committee would be college-wide shared governance committee that would make recommendations to the College Council for approval.
- Karolyn Van Putten **MOVED TO APPROVE THE MOTION**
- Don Petrilli – opened the motion up for discussion. He questioned, if we are going to have a basic skills committee, should we not also have a Career Technical Education (CTE) and a Transfer Committee at the same level, given that these are our college priorities? The Council discussed this suggestion. Karolyn Van Putten expressed concern about potential conflict and indicated that before the Council considered approval of this suggestion, she would like to take the recommendation back to the Faculty Senate for discussion. CTE would also like to discuss this suggestion more within the CTE group before agreeing to it.
- The suggestion offered to convert the CTE Advisory Committee to be a fuller college-wide shared governance committee as well.
- There was a suggestion to have the Shared Governance Task Force revived. A reminder was offered that this group made a decision to become dormant in order to try out the documented Shared Governance structure that is currently supposed to be in place, but was not really being practiced correctly.
- Louis Quindlen suggested we Pass this resolution now, and discuss the other suggested committees at a later date. Basic Skills Committee Chair Lisa Cook supported this. Faculty Senate President Sonja Franeta also agreed.
- Discussion ensued about the name change of this Committee from Basic Skills to Foundation Skills. The state initiative used the terminology “basic skills” and so do all faculty and students. President Webb added that it is important to pay attention to the importance of semantics and how they affect others. There are historical negative connotations related to the term “basic”. These are really the set of skills that are the Foundation to learning and moving on to any other career or discipline. Lisa Cook would like to know what the students prefer.
- Dean Menendez expressed concern about the proposed make-up of this Committee, and it lacking sufficient student and classified representation. Karolyn Van Putten offered that it must be faculty driven because it relates to Curriculum.
- The group suggested the following Amendments to the Motion before approval of the Committee Charge and Make-up.
- Amendment – The Council agreed to make the language change in the proposed Committee charge from “determine the budget” to “recommend the budget”.
- Amendment – The Council agreed to change the name/title of the committee from “Basic Skills Committee” to the “Foundation Skills Committee”
- Amendment – The Council agreed to add 2 additional Classified and 2 additional Student members to the make-up of this committee.
- **KAROLYN VAN PUTTEN MADE A MOTION TO APPROVE THE AMENDEDMENTS TO THE FACULTY SENATE RESOLUTION AND COLLEGE COUNCIL MOTION. THE MOTION WAS SECONDED BY LOUIS QUINDLEN.**
- **THE COUNCIL MADE A UNANIMOUS VOTE TO APPROVE THE MOTION WITH THE SUGGESTED CHANGES.**

*Meeting adjourned at 4:15pm*