

Laney College Council
November 28, 2012
Laney Bistro / 2-4 p.m.

MINUTES

Present

Elnora Webb, Connie Willis, Phillippa Caldeira, Mildred Lewis, Indra Thadani, Lilian Chow, Irina Rivkin, James Blake, Anne Agard, Louis Quindlen, Eileen White, Steve Cohen, Mark Rauzion, Denise Richardson, Karolyn Van Putten, Evelyn Lord, Amy Bohorquez, Marco Menendez

Absent

Inger Stark, Peter Crabtree, Terrance Fisher, William Highsmith, Suzan Tiemroth-Zavala, Miriam Zamora-Kantor, David Raughton, Jessica Alvarez, Don Petrilli, Sonja Franeta

Minutes: Maisha Jameson

Handouts: Agenda, PCCD 2012-12 Budget, Laney Budget-Cuts Summary with Gap Analysis College-wide Goals, Draft Accreditation Follow-up Report

I. Welcome and Introductions

- Pres. Webb acknowledged and thanked the individuals in the group for all the hard work that they do on behalf of the College

II. College-Wide Goals

1. Student Success

- EVP Steve Cohen noted that in reading the program reviews, one of the prompts was related to quality programs and academic integrity. There were responses around how to encourage students to success. There are innovative methods being used to address student success at Laney.
- The Institutional Effectiveness Committee (IEC) have developed a new format template used within the meetings to request that shared governance (SG) committees provide presentations on updates regarding activities accomplished as they relate to reaching the college-wide strategic goals. The draft template is to be sent out to the college community. The IEC asked when they could expect to have the student success measures data to analyze.
- President Webb asked for the template to be sent out by no later than next Wednesday, and that the committee ask for feedback from faculty and staff before they leave for the break so that the data could be analyzed ASAP.
- There will be an extensive review and analysis of the Program Reviews in order to determine what updates to the Educational Master Plan (EMP) are in order

- Consultant Bob Barr is doing research on our Student Success as it stands today vs. over the past years given the traditional success measures – graduation, certificates, transfer rates, etc..
- Question: Are there pathways or strategies defined as to how to meet these goals? President Webb responded that the IEC is working to develop this plan (map out this pathway) to ensure we achieve each goal this year. President Webb asked the IEC to be prepared to provide an update in this regard by the next College Council meeting.
- Suggestions shared to increase student success:
 - Mandatory Orientation – Research shows that this is a factor that increases student success.
 - Support Services to students should be integrated all together.
 - Question: Do we have a Matriculation Committee? Lilian Chow responded that we have not had a Matriculation Committee for 3 semesters. President Webb asked EVP Cohen to get the date of the next Matriculation Committee meeting to her.
 - Question: How much do our instructors - being the 1st line of contact with students - actually talk about certificates, degrees and education plans with their students? A lot of contact with students could happen here. President Webb asked the IEC to respond to this and be prepared to share recommendations in this regard.
 - The IEC is doing collaborative work with the Student Success Task Force.
 - There are positive changes with regard to the timeline for processing of files through financial aid.
 - Lilian Chow indicated that she thought that enrollment management should be added to the goals. Need to process and plan out the life of the student here. President Webb indicated that we would look through the previous meeting minutes to see if enrollment management was ever included as a part of the goals. President Webb asked that Lilian Chow send us this request to consider, and also check the minutes to make sure it was accurately reflected.
 - Question: Is it true that Financial Aid is being brought back under the auspices of the College. President Webb responded that the Chancellor seems to be open to this but has not yet made a decision.
 - Concern related to Certificates in some classes (CTE) → the District has to submit an amended financial aid document in order to close the loop on this process. This is not happening in a timely fashion by the District. Requesting an automatic submission process. President Webb asked EVP Cohen to follow-up in this regard.
 - Suggestion - Increase communication between instruction and counselors as it relates to curriculum, before the courses and catalogs are finalized. President Webb responded that this was the intent of the re-org. Asked EVP Cohen to follow-up on this...also asked the Faculty Senate President, Denise Richardson to work to this end as much as appropriate within the Senate. Need to strengthen the communication here.
 - Curriculum Chair, Amy Bohorquez indicated that when we get state approval of a certificate and/or degree, there needs to be a systematic process for tracking and communicating this. Webb asked EVP Cohen to address this and make sure it is tracked and noted online.

2. Assessment – *Karolyn Van Putten, Learning Assessment Committee Chair*

- Completed the 2nd of our Assessment weeks. It was not as well attended as it needs to be. The campus is not putting everything on hold during this time, as was originally the plan. There are many activations happening with courses, which lead to a larger number of items to be reviewed. Hence the numbers of items needing to be entered into Taskstream is increasing and the necessary time committed to this end is also increasing.
- Question: Any chance to have Assessment workshops once the classes are over in the evening? Louis Quindlen would be willing to buy lunch.

3. Resources

- Budget - Planning for a workshop to be done on Budget at Professional Development.
- Copies of the PCCD Budget were passed out. College Budget details were missing. President Webb assured the group that she would send out a comprehensive document detailing the College's budget before we leave this semester. Asked shared governance leaders to not refrain from demanding the information so that they understand what is going on and can provide feedback. Need this in order to ensure institutional effectiveness.
- This summer, the campus administrative leadership were charged with cutting the budget again. They did so based on the feedback received in the Program Reviews and noted in the Educational Master Plan, as well as within the College priorities. The District also decreased the FTES that was allocated to Laney, so we had to address this as far as section cuts as well. A summary of this work was passed out. The document included mention of the gaps that still exist.
- Final budget assumptions have been drafted by Vice Chancellor Ron Gerhard. They are to be presented to the PBC this Friday. Laney's own Karolyn Van Putten is the Co-Chair of this Committee, so we are represented well. Meetings are open, so everyone is welcome to those meetings. Minutes are up on the web.
- President Webb provided a summary of how Prop 30 works. Allows us to keep all of our parcel tax from Measure B.
- There is also an additional \$210 million that was supposed to be coming in from the State - funded by the temporary increase in sales and income tax. Looks like only \$50 million may end up coming to the 112 colleges in the state. The College Chancellors across the State are working with the State Chancellor to get more dollars to go towards adding back the sections that were cut. President Webb to advocate for the appropriate amount to be allocated to Laney college - consistent with our revenue generated for the District via FTES...approx. 41%.
- Measure B – The Parcel Tax... President Webb shared the language of this legislative measure in detail and provided an analysis of it.
- President Webb working on a memo to go to the Chancellor to advocate for our appropriate portion of these funds to restore our institution back to what we had in 2009 (as far as sections/classes, FTES, FTEF, FT Classified, 2 Deans, etc.)... all which are synergistic with the EMP.
- It was suggested that we develop a pathway document to show what we did with these funds (Measure B vs. Prop 30).

- Question: How binding is the language of the arguments used to get support from the voters for this proposition vs. the actual language of the Measures/Propositions?
Response: Education purposes can be interpreted very broad. The arguments for the Measures informed the actual Measures.
- Pres. Webb plans to be able to weigh-in at the Chancellor's Cabinet and Planning & Budget Council (PBC) Meetings. She asked those in attendance to provide feedback to be shared at these meetings, as well as in the memo to the Chancellor.
- Concern expressed: There is no budgetary line item for maintenance. The College will be pushing for this because there is a lot within our infrastructure that is broken, or will break soon.
- Maintenance vs. Custodian realm of responsibility were discussed. We have severe needs in both of these areas.
- It was strongly recommended that someone from the campus needs to track how the budget cuts are being made and then added back. For example, do we give back to maintenance if maintenance was funded with cuts to instruction?
- Important to keep in mind that Instruction and Student Services are inseparable and both are needed for student academic success.
- There will be the establishment of a Citizens Review Board for the Parcel Tax (Measure B). This group will be convened to provide oversight as to how these funds are spent.
- The summary of Measure B was read aloud. We need to be clear when we use these funds to track those expenditures back to those that are allowed via the Measure, akin to how grant funds are restricted and accounted for. We need to be thinking about what ways our needs can be aligned with what is allowed via this Measure. Suggestion: that Laney take the lead on this.
- President Webb will advocate for a minimum of 40 or so % and also the restoration of the 180 FTES to Laney College (above the 40+%). Also we should be restoring the 15% reductions that were cut. These funds should be allocated via the Budget Allocation Model (BAM).
- Need to advocate for changing the BAM so that it is more accurate given our structure. Our CTE programs have smaller enrollments and cost more to provide (\$4500 vs. \$6700). 40% of our classes are CTE.
- Suggestion: To not wait to change the model before we advocate for these funds because that will take a lot of time and in the meantime, we will miss out on this money.
- While it's being refined, we use it how it's to be used, and then show where it needs to be refined.
- Suggestion – take a look at our historical FTES, because it used to be more stable. Argue to return to that FTES level.
- How are we going to look at the picture of classes that are grant funded to ensure that they are not counted against our FTES cuts? They are fully grant funded and shouldn't be counted against the colleges FTES allocation.
- Interim Dean Mildred Lewis - Would like to speak to the dollar amount of needs or cuts in order to include in the Accreditation Follow-up Report.
- There will be a BAC meeting on December 5th to discuss Measure B and Prop 30 and determine a plan for use of those funds. BAC Co-Chair indicated that they are waiting to know what would happen with the above funding Measures.
- President Webb responded, indicating that the Budget does not drive the EMP. It is only one of our four resources. Rather, planning drives. Budget may constrain or provide

opportunities, but is only one tool to get us to our destinations. Suggested to the group to deeply analyze the Budget to identify how it's being used to address the EMP and our needs. Benchmarks are to be found in the EMP. All committees should ask, to what degree are our benchmarks following this plan? President Webb asked all in attendance to read the EMP.

- One of our recommendations from the ACCJC is related to one of the Standards - Planning and Program Review. Laney is supposed to be at proficient level for this recommendation.
- Need to discuss the dollars spent per student at Laney vs. the other colleges.
- Need to take the next step with the BAM to identify what our need is, and then determine what we need to do to get there.
- Dean Marco Menendez spoke to how the goals and responsibility for such goals were determined...There are Committees associated with each goal as well.
- The online orientation is being adopted as the model District-wide – Laney is leading.
- Suggestion: Create visuals to show the pathways leading to accomplishment of all of the goals. This is needed to increase awareness and define responsible parties. Committees need to meet to determine how to achieve these goals. President Webb asked Dean Marco Menendez to take the lead on creating this visual.
- BM Connie Willis is talking a little about budget at each BAC to increase understanding. District put a lot of information on their website [see the Dept. of General Services (DGS), Finance, HR sites]. If you have budgets and your carry-over is not in your budget, please let the Business Manager know.
- President Webb wants a one-pager update ready for the next College Council meeting detailing all of the goals.
- Personnel – The campus is in the process of recruiting for faculty and some classified. A separate list going to the Chancellor to request hires of additional others given Parcel Tax funding
- College-wide Goal as far as reaching our fund-raising goal of \$3 million for the year has already been exceeded. All grants were within the CTE areas.
- Facilities – Expected move back to the Tower in June 2013. The delay was not up to the College. Chancellor is working to apply pressure in this regard. We are on schedule with the Facilities Master Plan (FMP). The draft of the FMP is to be presented to the Chancellor next week. Will ultimately go to the Dec. 11 Board Meeting for approval.
- Technology – President Webb asked EVP Cohen to provide a communication in writing to announce the new hire in Technology on campus. This individual is working to secure new Technology/computers for the college. Working to get this in the queue by end January.

4. Accreditation

- EVP Cohen is the College's Accreditation Liaison Officer (ALO) – As such, he is working to complete the Draft of the Follow-up Report. Began working from the initial draft of the mid-term report from last year. Currently working with the recommendations in outline form and trying to focus in on what the Commission will be looking for. Has assigned different pieces of the report to others on campus to consolidate into the one new document.
- Classified Senate President James Blake is putting together a packet of information to deal with budget issues. We need to pay attention to what is said at the PBC as it relates

to Prop 30. James spoke to the updates he suggested to add to the report. Need to begin a dialogue on how to address the Classified Prioritization committee.

- The Council was asked to send their input and suggested feedback on the Draft of the Accreditation Follow-up Report to EVP Cohen, Denise Richardson and President Webb ASAP. EVP Cohen to provide his final draft to President Webb can by this Friday. President Webb to review and submit it to the Chancellor by this coming Monday. The Chancellor will quickly review and provide feedback so that President Webb share that feedback with the college community, update the report with additional feedback from the college constituents, and then get the final feedback turned around in an updated final report to him before we leave for break in December.
- Missing from the draft Follow-up Report is a full review of the Program Reviews.
- Dean Marco Menendez is to develop a visual showing how the college is informing the District's effectiveness.
- Request – Once the budget is confirmed and made available, can the shared governance process kick-in immediately so that it can be discussed and addressed? The hope is to determine as a community where our resources are needed and should be invested.
- Need to fully evaluate the impact of the District imposed budget cuts on the College's ability to provide quality programs and services. Have to identify an explicit plan on moving forward, i.e. this is how we are going to provide this quality program and/or service. We will note - as we did in our initial response of the ACCJC Mid-Term Report - that the District stabilization efforts of its own funding challenges went beyond the State cuts.
- The Chancellor wants us to be honest and transparent.
- The response from the Commission basically indicated that the District financial decisions and the impact on the Colleges were not included in the earlier report.
- The Accreditation is very serious given their use of eligibility language.
- Best for us to expose ourselves...nothing wrong with finding the problem, but identifying a plan to address those challenges/problems is a must. Need to develop a matrix to follow-through on action items for this plan.

III. Miscellaneous Updates & Informational Items

- Safety Committee is having some issues with staffing the upcoming Fire Drill. BM and Committee Chair Connie Willis providing some staffing from her Department. Wants more buy-in from Administration. Dean Menendez spoke to other staff that will be identified for this purpose.
- Lisa Cook to lead the Title III Committee Task Force.
- Faculty Senate – The Faculty Senate has concerns about the cleanliness of the campus. Custodial staff and BM Connie Willis to attend the next Senate meeting. Has made significant success in transfer degrees. Working on collaboration between the Classified and Faculty Senates.
- We need more faculty and a dedicated curriculum specialist in the Office of Instruction (to help with officializing these transfer degrees, repeatability and Curricunet).
- New Peralta Associated Students Council – The group includes two student government reps from each campus and the two Student Trustees, as well as the advisors from each campus. This month's meeting is at Laney, tomorrow from 3-5pm. Chancellor Ortiz to be here from 4-5pm.

- Classified working on Classified Prioritization. President Webb asked to speak to James Blake in this regard because this group (Classified Prioritization) does not officially exist.
- President Webb asked the group to provide feedback on open communication and let her know when it is not happening. We need to be transparent with this information and documentation. Everyone has access to the Business Manager, the EVP, the President and the Chancellor. Open campus results in an open learning environment to encourage learning and excellence.

Meeting Adjourned 4:05pm

DRAFT