

Laney College Council
February 19, 2014
T-850 / 2-4 p.m.

MINUTES

Present

Elnora Webb, Amy Bohorquez, Phillippa Caldeira, Antoine Mehouelley, Mark Rauzon, Peter Crabtree, Trudy Walton, Jim Cave, Carl Oliver, Anne Agard, Lilian Chow, Felix Robles, James Blake, Evelyn Lord, Lisa Cook, Irina Rivkin, Mildred Lewis, Phyllis Carter, Tina Vasconcellos, Denise Richardson, Louis Quindlen

Absent

William Highsmith, David Raughton, Sonja Franeta/Miriam Zamora-Kantor

Minutes: Maisha Jameson

Handouts:

- Meeting Agenda
- 2013-14 College-wide Goals
- October 30th College Council Meeting Minutes
- January 29th College Council Meeting Minutes
- SSSP Presentation - Dean Tina Vasconcellos
- Budget Summary (by Fund) - Phyllis Carter
- Accreditation Goal Progress Report - Denise Richardson

I. Welcome and Introductions

- The group introduced themselves.
- President Webb spoke to the brilliance in our award winning College newspaper – The Laney Tower

Good News around campus

- Laney College caught-up, or is at the level we were last year, with regard to enrollment. Most of the Colleges are at 1% above or below the number from last year. Arguably, we should be higher than that. The Student Affairs staff will see a shift in students' ability to enroll for Spring and Summer and subsequent semesters.
- Pres. Webb spoke to initiatives and partnerships that are in place to ensure more seamless and easy transfers from community colleges to four- year universities. We are

working on our transfer degrees to make sure that we can offer as many as possible to our students. Laney should have 10, as we made a commitment to the State to have at least 10 approved. We have 3 approved. By the end of this semester, we will exceed the 10 (and should have 13). Continuously working to have many more by 2015.

- Pres. Webb reported that the administrative team has spent time identifying positions (faculty, classified and otherwise) that need to be filled. Where funding is not available, we are using available discretionary dollars in order to hire more support staff and faculty. We are also bringing on board an interim Vice President of Instruction. Given the great number of hires, we will need many to work during the rest of the semester and the summer to staff these hiring committees in order to make these hires possible. The paperwork for all of these positions was delivered to HR last week.
- Budget Update – The College has historically run over-budget in our part-time/adjunct faculty budget (object code 1351). And this group makes up most of our class schedule. We have a certain allocation that is given to the College each year, however, in recent history it has not been sufficient to cover a full school year. Given this, we have had to back-fill funds to hire with discretionary dollars to maximize the number of offerings in our schedule. This year, the College will not over-spend in our 1351 budget as we have in all of recent history. This year we have at least 6 positions that are supposed to be in our budget, and hence we have communicated with the District to request that the dollars be put in the College's budget. Once they do so, the budget will be right-sized, and the College will be right-sized as well. Given that we will not be over budget, there should be no penalty imposed upon Laney. Our Director of Business & Administrative Services is monitoring this closely.

II. Minutes Approval (10/30/13 & 1/29/14 College Council Meetings) – Council

- Carl Oliver moved to approve the Minutes from the October 30th Council Meeting. All members were in favor of supporting the motion to approve. Dean Felix Robles abstained from voting, as he was not present at the October meeting.
- Discussion/vote of approval for the minutes from the January 29th meeting are to be reviewed and approved at the next (March) Council meeting.

III. College-wide Goals for 2013-14

- At all College Council meetings, each Dean will do a presentation on the progress made towards reaching each of the Goals that are assigned to them.

GOAL#1 → STUDENT SUCCESS – Dean Mildred Lewis

- Dean Mildred Lewis presented as the lead administrator on this Goal.
- Progress is being made in this area through the following activities...
- Divisions are working with the Career Ladders projects, ESL, Basic Skills, CTE, Learning Committees, and Laney faculty and staff to determine ways to address student needs and to how boost student success given the Student Success Support Program (SSSP) initiative. The new SSSP Coordinator, Erik Aragon will be coordinating this College-wide effort.

- Working to raise the completion rate and increase the awareness across the College of the Completion campaign initiative and the various associated SSSP mandates.
- We are learning that all of education is struggling with challenges. These are not unique to Laney or PCCD.
- The SSSP will impact all of instruction and student services...Working to collaborate across units on this effort.
- All new students are being scheduled for an Orientation – Counseling 200A course.
- Major program redesign is happening in Gateway to College (GtC) Program. This program has been redesigned by the new Director Rogear Purnell, along with new mentors. This program is alive and vibrant even on Fridays.
- Learning Committees – GtC - has 2 levels of math and English being offered to encourage students to be engaged. Two semester learning community model is proving effective.
- APASS program also being redesigned – Cultural identity model piece added – Ethnic studies course now offered as a part of this program. This grant can be leveraged across the college.
- At the end of SP 2013. a narrative project of all the learning communities was launched. TRIO was the first to be filmed. Working with Marketing to highlight the benefits of each program. This is serving as qualitative data for the archives.
- The Men's Center is up and running.
- Financial Aid – Listened to the feedback regarding making needed changes in Financial Aid. The length of time to get files processed was an issue. This can happen for many reasons. Our staff is still using SAFE still to process files manually. This is inefficient. The PeopleSoft module has been implemented. This should help. The week before school starts, the week school starts and the week after is peak enrollment and we have hired additional staff to help with this time. Additionally, we have hired an additional hourly worker to help out in this office.

SSSP Presentation Overview – Tina Vasconcellos

- An overview of the SSSP/ SB1456 was shared. Provided a breakdown of the SSSP vs. Matriculation to show how this is now different at the College.
- Tina Vasconcelles gave a summary of the history behind how these mandates were developed.
- The three main components of the SSSP are Orientation, Assessment and Counseling/Advising.
- Can only use matriculation funding on these 3 funded components now. For example, we can no longer fund the Welcome Center, A&R or research with Matriculation dollars.
- Colleges are required to provide these core components and students are required to complete them. Completing them is the only way for students to get priority registration. This is a huge incentive for students given how hard it is to get needed classes.

- Now the SSSP is linked with student equity as well. For this coming year, we will be doing our first integrated SSSP with student equity plan.
- Important - Funding allocation to the College will now be linked with the College's student success measures scorecard.
- The funding allocation will no longer be based solely on just headcount. We are now paid for provision of services for students. Like a fee for service model. Working at the District level to make sure that our MIS data (which has not been correct) is accurate. We have been under-reporting by large numbers. Now that funding is linked to performance-based funding, this matters greatly.
- Questions - Why was our MIS data being under-reported? Answer: The numbers were correct in legacy, with much more of a direct link. Now it's going from SARS (scheduling software) to PeopleSoft, and there is a disconnect with the transfer of data. There is a District task force and Committee working to rectify this problem.
- The Laney College scorecard also has incorrect data from Laney's perspective. We need to insure this data reporting is correct going forward.
- Question: How do we have a mandatory engagement of students when we don't have a one way portal for entry to students? How do we know who we are missing?
- Students are experiencing a matriculation hold. There are mandatory steps to get this hold released. Concern was expressed about the arbitrary-ness of how students are completing an application, and how small coding differences are determining whether they get this matriculation hold applied to their student account. It was noted that now all new students will have these same requirements because the State has determined that these steps are critical to the success of students. Existing students should not have a hold when they go to register.
- Question: Do we have the counseling and assessment staff to complete all this work? Answer: Pres. Webb answered, "No. We are working on this".
- Pres. Webb affirmed that the Student Services team would make this path to obtaining priority registration and clearing all holds, clearly communicated. The Student Services team will need to make it clear to students how to access information and how to maneuver through the system smoothly, with no problems. Also will need to efficiently identify the barriers and fill the gaps.
- There are currently about 6000 students who identify themselves as new students.
- Need to include the meetings dates for the SSSP Committee in the upcoming Good News publication. All were encouraged to attend these meetings.
- Student Services team to also identify what kind of peak operations/staffing we need in order to expedite the admission/registration, etc. process during this busy time.
- This year, for the first time, all of the counselors worked together to address the peak enrollment/registration time.
- Carl Oliver – Suggested that the College work to have continuing students start now working on their Student Education Plans (SEPs) so that there is not a huge rush at the end of the semester.

- Peter Crabtree suggested that another area to look at is students who are registering online. We need to move more towards online ed plans/online resources. We could use technology to streamline this process. Also looking into web-based assessment.

GOAL#2 → ACCREDITATION – Dean Denise Richardson

- Dean Richardson provided a progress report on the Accreditation Goal. She passed out her updated status report.
- The Institutional Self Evaluation (ISE) team is working hard on drafting the Self Evaluation document. The subgroups of the ISE teams have been working on drafts and most are complete. Everybody is working. The full draft is due by April.
- Development of the student survey is in progress
- Results from staff and faculty accreditation survey have been tallied. Most of the feedback was positive, however there has been some suggestions as to how to formulate the questions to allow a broader range of responses.
- The ISE Evidence room has been identified. Need a staff person to address the work needed to get this room up and running and organized. The wish is to have a full time staff person dedicated to the evidence gathering. Pres. Webb shared that the hire for the staff member for this work is going before the board this month.
- A Vice President of Instruction (VPI)/Accreditation Liaison Officer (ALO) is also needed. The hire for an interim VPI is also going to the board this month.
- Also, a staff member for the editing of the report is being worked on as well. TBD.
- A plea for more to get involved in this effort was shared at the meeting.

GOAL#3 → ASSESSMENT – Dean Tina Vasconcellos

- Dean Vasconcellos provided a summary of the Assessment efforts on campus.
- The Learning Assessment Committee (LAC) is working on the launching of the assessment of one of our Institutional Learning Outcomes (ILO) this semester – the Global Awareness ILO. They are currently focusing on assessment with courses that map to this ILO. Had a successful luncheon to discuss this recently. Strategizing how to collect the data. Having the second lunch tomorrow in the Bistro with the intended goal to continue strategizing. Working to help generate ideas. As a college, we should be creating assessments now, assessing them in March and reporting back in May. This should be a college-wide dialogue.
- Continuing to encourage with regard to classroom assessments. President Webb asked Dean Vasconcellos to come up with a visual (hour glass) to depict the progress we are making in completing our student learning outcome (SLO), institutional learning outcome (ILO) and program learning outcome (PLO) assessments and to maintain this so that as a college, we know how we are progressing towards this goal.
- The District is looking at moving from Taskstream (as our data housing software) to Curricunet, and embedding the assessment data there as well. Demo of this platform to be done in the Curriculum Committee meeting this week. This new platform makes it easier to access and report on information.

GOAL#4 → RESOURCES – Dean Peter Crabtree

- Dean Peter Crabtree provided an update on the College's progress working towards reaching the Resources goal.
- The College's resources are broken down into several facets of operational life (facilities, technology, budget, personnel) that effect our ability to set priorities and execute effectively. Will be working to triangulate on some of these areas.

Personnel

- The personnel updates were already provided by Pres. Webb. It is important to note that fulfilling the classified ranks (along with the faculty and administrative ranks) is critically important to rebuilding the college's operational capacity.
- The faculty prioritization process is starting back up this week.

Budget

- Director Phyllis Carter shared an updated summary of the College's budget.
- The general fund and parcel tax funds are important. An updated summary of the nine funds that predominately fund the operations of the college was shared. Given the amounts left in each fund at this point in the year, we seem to be on track.
- Working to improve transparency this year. Working closely with departments.
- Overall, at this point in the fiscal year, we have expended about 30-40% of the total funds allocated to the college for this fiscal year. This is about right in order to remain on track.
- Fund 82 – campus' Student Center Use Fee - starts off each year with about \$250K carrying over. These funds are used to operate the Student Center and keep it in operating function (this is including maintenance and facilities, etc.). There is a proposal pending at the District to change the definition of how this fund is to be used. Still waiting to hear back on this. The ASLC has the authority to spend this fund. The College is, however, advocating for greater flexibility of use by the ASLC.
- Partnerships – There are many partnerships that the college has supporting the college. Dean Peter Crabtree is to create a list of these partnerships and present the list at the upcoming College Council meeting.

Facilities

- There are several important Facilities related efforts going on right now.
- The water leaks remediation project is beginning. The District is identifying an engineering firm to begin the work on this project to begin the repair of all of the leaks around the College. This project is in the diagnostic phase.
- The work to repair the breezeways is to be done during the break between the end of spring and before summer session begins. Advocating to use pavers and not asphalt for this project.
- Working to have a standing budget line item for maintenance funding from the Measure A to be able to address these types of issues as they arise.

- Intention is to renovate the Student Center – this was approved several years ago. Hoping to have this start next Fall.
- The planning phase for the renovation of the Library is starting. There is no date yet set for this work as of yet.

Technology

- Working on providing wifi access campus wide. Currently working on determining the scope of work. The goal is for all classrooms to be equipped with wifi. Projected timeline to have campus-wide wifi coverage is potentially in the Fall.
 - Working on the cabling for the new instructional lab in A190.
 - Partnering with Comcast to bring TV to the student center. Almost complete.
 - Working on a Measure A computer upgrade procurement for instructional labs and instructors. To go before the board at the upcoming Board Meeting. The Lenovo procurement is delayed because the District has changed all of the configurations for the purchase. However, there is not a need to go to board for the Lenovo purchases.
 - Question - Can we order extra computers for the new faculty coming on board?
Answer: Some extras are being ordered.
 - Website upgrade – A facelift for the Laney website is in the approval phase with the District. Still will be using Wordpress . Bringing in a web design company, 510Media.
 - There has been word that the District intends to drop Windows email to take on Gmail. Google is free, Microsoft comes with a cost. This is down the road quite a bit.
 - Tutor center – The Tutor Resource Center (in student center) is the newest development. They are adding multiple disciplines there to provide much needed services to students. The writing and math centers are up and running, as well as the instructional labs.
- IV. Laney College Participatory (Shared) Governance Structure – Evelyn Lord & James Blake**
- Evelyn Lord provided a brief summary of the purpose for this work and process up until this point.
 - The new College-wide Goals need to be updated into the document.
 - Evelyn Lord is to discuss with the President the procedural diagram on how we connect to the District. This needs to be updated in the shared governance document as well.
 - Committee templates need to be updated. An updated template was sent out to all committee chairs. This is critical to feed into our standard for the ISE.
 - James Blake asked if we have received any information from the Committees in response to this request. Evelyn Lord shared that it was sent out late, so we have not yet.
 - ASLC President Carl Oliver requested that more students be allowed to serve on each of the shared governance committees so that 1/3 of the membership is comprised of students. He noted that he felt this would be more true to “shared governance”. And asked, “How does this happen?” Evelyn Lord responded – that the basis for participatory governance is comprised of 4 groups of people -> faculty, classified staff, students & administration. Evelyn noted that she would share with Carl the different

roles of each group within shared governance so that he has a better understanding of shared governance. That being said, there does seem to be a general consensus to have more students participate in shared governance. But it's more than a simple 1/3 or ¼ fraction of the membership. The committees are not structured that way right now. Much of it is based on the CA Ed Code and/or specific functionality of the committee.

v. Accreditation – Laney College Self-Evaluation

- Agenda item to be discussed at the next College Council Meeting.

vi. SG Updates

- Carl Oliver, ASLC - Starting the work of the election committee. Need to also start a scholarship committee. Would like staff to be on this committee. Need someone to run this.
- Amy Bohorquez, Curriculum Committee – She emailed the Curriculum Committee's update to everyone as well. Passed out a hard copy. Provided an overview of some of the stats we are starting the year off with... We are down to under 100 courses with out-dated curriculum. Transfer degree status has slowed down because Eleanor Liu is backed-up. Currently in the process and submitting the necessary forms to get this done. Link to website is noted on the handout.
- Evelyn Lord – Has been approached by a number of faculty re: concerns about the future of the College and the extension of Pres. Webb's contract. Evelyn shared that there is a brief petition going around, and she is gathering signatures to present to the Chancellor and BOT at the next Board Meeting.
- Mark Rauzon – Friday is very slow on campus. Japanese Delegation of Educators came to visit recently. It was nice that they came to Laney and nice to host them and share about Laney.

Meeting Adjourned 4:06pm