

Laney College Council

February 20, 2013

Room Laney Bistro / 2-4 p.m.

Present: Elnora Webb, James Blake, Evelyn Lord, Louis Quindlen, Denise Richardson, Karolyn van Putten, Lillian Chow, Irina Rivkin, Anne Agard, Phillippa Caldeira, Brian Cervantes, Amy Bohorquez, Don Petrilli, Jim Cave (1021),

Absent: Steven Cohen, Terrance Fisher, William Highsmith, Inger Stark, Peter Crabtree, Dorothy Marie Wilson, Miriam Zamora-Kantor, Indra Thadani, Mark Rauzon, David Raughton, Sonja Franeta, Maisha Jameson

Minutes: Christy Blue & Brandi Howard

Handouts: Laney College Council Meeting Agenda, Feb 20th, 2013, 2pm – 5pm
Community Health Education Institute Handout
Tobacco College Campus Survey

I. Welcome & Introductions

- a. Use the first 30 minutes of the next meeting to review and approve unapproved minutes

II. Tobacco-Less Club and Survey re: Tobacco on the Campus

- a. Representatives did not show

III. Shared Governance Planning & Updates

- a. Participatory Governance Document
 - i. This document is due for an update by the College Council. Dr. Webb requested that we move to form a team using members of the College Council to voluntarily agree to review and update this document with the first meeting scheduled in March. The first draft of the report is due by the first week of May. The goal of this team is to set a clear new path for the direction of the College Council. James Blake and Evelyn Lord volunteered to be included on this team. Dr. Webb requested that the team review feedback and decide how to improve the document as well as build up the committee (assuring proper representation). The attendees interested in volunteering for this team were advised to email Brandi Howard. Everything surrounding the College Council is up for review (even the designated participants). Dr. Webb asked those in attendance to consider whether or not having the President included in the College Council meetings was best/effective. This too should also be considered.
 - ii. Views about participatory governance at Laney
 1. James Blake: The number committees and scheduled meetings are far greater than the current time and bandwidth it takes to carry out action

items resolved in the meetings. There is too much time spent away from actual work. Not enough time to act on plans discussed in meetings. Concerned that the amount of work and amount of meetings does not allow for progress at work. Accreditation standards should be included within our planned activity schedule/planning. James suggests streamlining further the number of committees. People are frustrated because they don't feel like their voice is being heard. There is a lack of transparency and people knowing where we stand as a college. There should be an obligation from the Administration to discuss the outcomes and decisions that were made before announcements are made to the college community to keep people actively engaged in what is being done and allowing them to feel included in the process. We need to find and establish a foundation in trust which will increase the sense of community.

2. Don Petrilli stated that the facilities committee should set deadlines for decisions.
3. Denise Richardson suggested that each committee deliberately establish a focused plan to achieve the work (based on the standards function of institutional effectiveness) and take on specific standards as a part of their work load. This will enable us to start preparing for our 2015 Self Study. This would keep us from scrambling for evidence of the work we do that adheres to the Accreditation Standards. This action will automatically assign leadership to specific tasks.
4. Brian Cervantes requests that minutes be placed on our website by having them in one shared location entitled "Shared Governance". At the same time, Amy Bohorquez informed us that there is not enough traffic to the website that ensures people are being informed (or reading of the information that is posted).
5. Louis Quindlen suggests we offer training to faculty and staff on how to use the current website and the systems (PROMPT, Outlook, etc...) He pointed out that a serious issue is there are 20% of the college doing 80% of the work. He suggested that we should increase accountability of the employees making them aware of the existing committees and urging their participation. Irina Rivkin suggested the invitation be extended during the new hire process.

IV. Accreditation Follow Up Report

- a. Dr. Webb shared Dr. Cohen's appreciation to the Council for the work they contributed toward the completion of the follow up report which is due MARCH 15th. Dr. Webb informed the Council they would have the opportunity to review the report on the next Tuesday - February 26th. Dr. Webb requested responses/feedback be sent to her by the following Monday, March 4th and place Maisha in copy.

V. Administrative Organization & 4/10 discussion

- a. Dr. Webb wants to engage all management, supervisors, program leads, director's deans in completing a survey with the goal to discuss what's working what's not working and how do we can improve productivity at Laney.
 - i. Denise Richardson expressed the need for additional staffing.
 - ii. Louis Quindlen referenced the decision about 4/10 work days decision not being properly communicated and how ineffective it was being that the purpose was to conserve energy but all of the equipment was operating as it had been during the regular work schedule.
 - iii. Don Petrilli advised the Council that the role of the department chair is being diminished and there needs to be an increase in utilizing the department chair meetings and have discussions that benefit the structure of the college.
 - iv. Amy Bohorquez mentioned departments managing their own designated buildings and Dr. Webb asked that she consider the proposal in detail being that we currently lack the support and infrastructure to manage that task effectively.

VI. Outstanding Facilities Needs

- a. Louis Quindlen and Don Petrilli referenced a District Wide Facilities Committee and fears that infrastructure repair through a bond measure presented to the District, will mean cutting new building plans or cutting classes/programs at Laney.
- b. Karolyn asked if the deferred maintenance list was shared with the Chancellor's Cabinet at the District. Dr. Webb informed the council that this was the first time (at their previous meeting) deferred maintenance issues and facilities needs were discussed at the District level.

VII. Updates from Shared Governance Committee & ASLC Representatives

- a. Amy Bohorquez: Provided an update with regard to the Curriculum Committee. Created Theater transfer degree. Good News – the Athletics and Kinesiology transfer degrees were updated.
- b. ASLC will have "Word on the Quad" every Wednesday. Please share with Alicia Winford anything that needs to be communicated to the students at Laney.
- c. James Blake reported that the Safety Committee is planning a "Shooter on Campus" workshop drill. Discussion is taking place with Greg Valentine and the Sheriff's department.
- d. Irina Rivkin shared that the Counseling Discipline Committee will be meeting to discuss SLO's college-wide by March 27th. Dr. Webb requested that the Committee consider finding a sooner date to meet/discuss allowing the Committee to move more efficiently and in support of rendering more evidence of what faculty is doing in the upcoming Follow-Up report.

- e. Karolyn Van Putten share that the Curriculum committee is trying to reduce the number of meetings and decrease overlap. There are plans for a midterm work session and Louis Quindlen has volunteered to provide lunch.
- f. Denise Richardson reminded the council that Laney was dinged for syllabus' not including wording that addressed accreditation requirements. She suggested that a message go out to faculty reminding them that this is a requirement. There should be more efficient methods for utilizing smart classrooms. Denise Richardson shared that the Faculty Senate will post scholarship application deadlines earlier than usual to get a greater pool of applicants.
- g. Dr. Webb shared an update on classified positions and stated that the prioritization information is complete and we are approved to bring back a Dean position and a VP of Student Services. Also included in the discussion were the previous 9 positions.
- h. Evelyn Lord - Berkeley Author Robert Sheildgen "Mr. Green" will be in the Library, March 12th Tues at 11 AM (organized by Andrew Skinner-Demps), to discuss issues surrounding sustainability.
- i. Louis Quindlen shared that April 12th and 13th is the Educators Association Industrial Technology Fair and 300 – 500 educators will be here on campus. CTE will have a Fair and an event to thank the college community and Laney Partners on April 26th and April 27th.

VIII. Additional Info:

- a. There is a campus clean-up scheduled on March 2nd & 3rd and March 9th & 10th. A flyer will go out this week. Please contact Brandi Howard to volunteer.
- b. Facilities Master Plan: will be shared at the next Board Meeting.
- c. Brian Cervantes moves that we find an organized way to have an open forum to discuss violence and the effects it has on the college community and discuss how we can effectively make positive changes.

Meeting Adjourned 4:35pm