

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

MINUTES

Present

Amy Bohorquez, Phillippa Caldeira, Antoine Mehouelley, Mark Rauzon, Peter Crabtree, Jim Cave, Anne Agard, Lilian Chow, James Blake, Evelyn Lord, Lisa Cook, Irina Rivkin, Phyllis Carter, Tina Vasconcellos, Denise Richardson, Sonja Franeta, James Blake, Jim Cave, Peter Crabtree, Lisa Cook, Matthew Jackson, Carl Oliver

Absent

Elnora Webb, William Highsmith, David Raughton, Trudy Walton-Keys

Minutes: Maisha Jameson

Handouts:

- Meeting Agenda
- 2013-14 College-wide Goals
- January 29th College Council Meeting Minutes
- February 19th College Council Meeting Minutes
- Budget Development Timeline & Process
- Classified Prioritization Process

I. Welcome and Introductions

- The new Interim Vice President of Instruction, Matthews Jackson introduced himself. He chaired the meeting for Dr. Webb who had to attend a Meeting at the District.
- The group went around the table to introduce themselves.
- VPI Jackson announced that Interim Dean Felix Robles will be leaving on March 28. There is no contingency plan in place for his absence. VPI Jackson asked if there were suggestions for replacing him, to please get those ideas to him by Monday. The hiring committee is experiencing challenges with this pool and are seeking to get additional names from the District. Need to work through this. Please be sensitive of this delay. VPI Jackson noted that he has witnessed that the current Deans are already very over worked. The amount of work is huge. The work of this College is too much for the small number of administrators that we have. VPI Jackson noted that he is finding it difficult to get back to emails. Administrators are working and meeting all day and then working all night. VPI Jackson noted that he is thinking that he will need to assume some of Dean Robles' responsibilities. The Deans are too overworked. And at this time of the year, can't pull any faculty away from classrooms.
- Need to also do administrative staffing prioritization because the administrative ranks need more help.

- We've found very erroneous data on the State's website that holds the MIS data that was reported by the District. For example, programs where we have had 23/24 certificates completed, have only 2 listed. Also, the numbers of students is way off. How do we address this to ensure that the data being recorded and reported is being done so correctly? Our funding will be tied to this now. This is a major issue. Courses being noted incorrectly on transcripts as well.
- This is all a District issue that is affecting the College.
- VPI Jackson noted that he has never seen a District transcript...They should be College produced. May have to start auditing transcripts to see if students are eligible.
- The College is trying to push a big campaign to increase the number of students who receive degrees and certificates. Extending application deadline for one week. Please encourage students to see a counselor to determine if they are eligible to graduate. The College has a goal for having 1000 applications for degrees this year. We are currently at about 900. We may be able to get 700 eligible to graduate out of this number. VPI Jackson appealed to faculty to participate in this campaign as well by making announcements to students in the classrooms.
- ASLC President Carl Oliver asked if the College could involve the students in this effort? Noted that the students could help to get the word out in classes and by helping to pass out flyers. He asked if we could get a list of what classes are happening at what times. Noted that all next week the ASLC will have students working to spread the word.
- It was asked if we could also use the television screens in Student Center and Tower Lobby.
- It was asked how well we have communicated the transfer degrees to the students? Answer: Not much yet. Only have three transfer degrees right now. It would be good, however, to do an announcement noting the most transferrable courses. Irina Rivkin to get Carl Oliver the language that was used in the postcards that went out so that he is clear. He'll have a script.
- It was asked if the College had guaranteed transfer agreements with 4yr. colleges? Also, if a student completes an existing transfer degree, are the units transferrable? Answered: The students will also need to complete the respective university GE/breadth requirements. The units have to be 60.
- It was asked, what was the rule with regard to the summer school requirement for graduation? Answer: That a student have 6 units or less to complete during the summer semester to complete. Then will need to complete a 6 units or less summer agreement with a counselor. Once they do this, they can still walk in graduation. It was asked if we could figure out how many students have 6 units or less and determine which classes are needed so that we can run those classes during the summer? Is the schedule already set?
- VPI Jackson asked the group to share items for the meeting agendas in order to get them out a week in advance.

ii. **Minutes Approval (1/29/14 and 2/19/14 College Council Meetings) – Council**

- Evelyn Lord made a motion to approve the past minutes for the months of January and February. Sonja Franeta seconded the motion to approve. Minutes approved by the Council.

iii. **College Resource Priorities**

- **Technology Priorities – Presented by: Antoine Mehouelley**

- The technology committee is working to prioritize the needs of the College. The challenge is that the needs from the respective units/departments have not been received/reviewed yet in order to pull them from the Annual Program Update Reviews (APUs).
- At this time, the Committee is focusing on general campus wide projects →
 - The campus-wide wireless infrastructure is to start by the beginning of summer.
 - Working on securing more smart classrooms (this involves working with district on funding).
 - The mobile AV/IT carts are working successfully. APASS is to help fund a pilot of this model.
 - Working to secure more software licenses for Adobe Acrobat. Working with district to purchase in bulk.
 - Working to update the College's Technology Plan.
- Funding for the College's technology needs has been an issue. Now requesting to the District that there be an IT budget for all colleges. Moving aggressively to confirm budgets, streamline priorities and process purchases such as upgrades. Right now we are relying on bond measure funding.
- The faculty computer procurement project has already been approved by the Board and is routing for District approval on pending paperwork.
- It was offered that the idea of having the carts in the classroom sounds great. Thank you to APASS.
- A question was posed about the concern of theft of these carts. Has this been an issue?
- Question – when do we expect the first mobile cart to arrive? – Answer: Soon. Paperwork for the order was already processed by APASS.
- **Facilities Prioritization – Presented by: Evelyn Lord & Phyllis Carter**
- Currently working on the 20 day special cleaning project. In a rush to get back the response from all units on this to respond to the District by Friday. Too late to go through the Committee. But the Facilities Committee prioritized the health & safety needs of the College already. To be included.
- 2 Upcoming Projects: Leak Remediation Project and the Breezeway Resurfacing Project.
- **Faculty Prioritization – Presented by: Evelyn Lord**
- The Faculty Prioritization Committee just starting to meet this semester. We are late getting our APUs, and hence just starting to prioritize positions. Currently using the list from last year, along with vacant positions.
- The Committee is looking at re-doing the justification and the rating forms to create rubrics. Creating a more transparent process for Divisions seeking positions for their department. Including components to recognize and capture the assessment and resource needs here. Still in the process of this. The deadline is this Friday so will expedite the process.
- We are going to complete our due diligence at the College as we usually have done. The College will submit a comprehensive list to the District Education Committee and then we will work on prioritizing these positions in time for the Planning & Budget Council (PBC) meeting the following week.
- The recommendations will be submitted to the Deans, and then the VPs will review.

- The APUs aren't due until this Friday, however, staff priorities are to be submitted to the Deans earlier. The intent was to get this all to the Faculty Prioritization Committee. This didn't happen. Deans are to submit the faculty request forms to Evelyn Lord or Matt Jackson once received.
- Given that the Faculty Prioritization Committee hasn't done any prioritizing yet, we will include as comprehensive a list as possible in what we send to the District, so that if money becomes available, we can hire. The Faculty Prioritizing Committee is currently working on justifications now and aligning those justifications based on resources.
- We will include in the list submitted, all positions identified on last years prioritized list, all vacancies, all administrative additional needs, along with those we think will come from our APUs, and provide a huge alphabetized list for this Friday's DEC. We will then activate our prioritization process to have the positions prioritized here at the College during the remainder of the semester.
- This will be the process for prioritizing Classified needs as well.
- Sonja Franeta asked if we include recently rated hires in this list, what is the list that we are going to create? Evelyn Lord noted what all would be included in the list: unfilled vacancies, Division Dean input and last year's prioritized list. The list will ultimately also include faculty needs noted in APUs. Want to include all the positions so that we aren't prevented from hiring any needed positions.
- There is a Faculty Prioritization form that will be used.
- At the District Education Committee (DEC) Meeting, the other Colleges will turn in their prioritization list, but we are going to turn in a comprehensive list that will still need to be confirmed and prioritized.

➤ **Classified Prioritization – Presented by: James Blake**

- It was noted that the College went through this same scenario a year ago and had to rush through the process of prioritizing the Classified position.
- A prioritization process was developed. J. Blake gave a summary of this process.
- Spoke to having this list presented to the College Council.
- Challenges remain. Have to work with the Department heads to make sure that they submit their needs on their APUs so that we have a comprehensive understanding of what our needs as a College are.
- The Classified Senate is really concerned about capacity of our existing staff... Ex. Financial Aid Office staff is severely under-staffed right now. Need to gauge whether we have the resources to serve students effectively given our outstanding needs. The Senate is also concerned about the gap with the Academic Services Specialist position, the real need for additional custodial staff, as well as support staff for the Administration offices.

IV. Shared Governance – Presented by: 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 Participatory Governance document.
- Evelyn Lord is to discuss with the College President the procedural diagram on how our shared governance process connects to the District. This needs to be updated in the document as well.

- The Shared Governance Committee templates need to be updated. An updated template was sent out to all committee Chairs to update the document completely. This is critical to feed into our standard for the Institutional Self Evaluation.
- 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. This number is related to each of the 3 major College constituents (faculty, staff & students). He noted that he felt this would be more true to “shared governance”. Asked, “How does this change happen?”
- Evelyn Lord clarified that the basis for participatory governance is comprised of 4 groups of people --> faculty, classified staff, students & administration. E. Lord noted that she would share with C. Oliver the different roles of each group within shared governance so that he has a better understanding of shared governance. It was added that there does seem to be a general consensus to have more students participate in shared governance. However, there’s more that goes in to it 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 specific committee.
- It was agreed to continue this discussion at an upcoming meeting.

v. Accreditation – Laney Institutional Self-Evaluation (ISE) – Presented by: Mark Rauzon

- The initial draft is approximately 50% incomplete. Most of the various standard/section drafts are in.
- Pleased to now have on board an Accreditation Liaison Officer (ALO) → Interim VPI, Dr. Matthews Jackson.
- Have funding identified to hire a staff support person and an editor. This is great news.
- VPI Jackson noted that some are starting to bail on their responsibilities towards this effort. It puts a lot of pressure on those working on the standards to also encumber this abandoned work. VPI Jackson asked the Deans to put pressure on those who are now backing out and impress upon them how important it is to meet their obligation to complete the work they’ve signed up to do. Noted that this ISE is the most important work that is being done at this College. A Self-Study that is grounded in solid evidence is absolutely necessary.
- The Senate is working to help address this need by encouraging faculty to participate.
- This is a team issue...should include students.
- James Blake expressed concern about the evidence. He indicated that he felt that one of our biggest problems as a College is providing evidence to determine what our faults are and where/what our gaps are. Noted that he is not feeling comfortable due to the lack of transparency with regard to the budget, and what is taking place. J. Blake noted that on many occasions he asked for documentation related to budget and has not been provided it. Concerned the budget development process will run into the summer, and then he feels the administrators won’t engage with him on shared governance issues because faculty are not here.
- Much of the formation of the budget happens during the summer when faculty are away, and so groups are not privy to what is happening during this time. We have a challenge with transparency along these lines. Need to capture this and put into place a plan to address it.

- VPI Jackson noted that Laney needs to find ways to improve on the lack of trust issues here. Bureaucracy is an issue here and needs to be dwindled down so that the transparency is not an issue. Noted that we all should have access to the budget, all of the time. Director Phyllis Carter is constantly providing this information to whoever that asks.

Potential deficits/concerns for Accreditation are noted below:

- Full budget disclosure issues
- Curriculum and SLOs are gaps and there are College vulnerabilities there
- Slow moving responses from the District is an issue
- Distance Education
- Leadership turnover may be an issue

VI. Budget Development – Presented by: Phyllis Carter

- Concentrating on the funds that have been allocated for Fund 01
- Director of Business & Administration Phyllis Carter provided a summary of the budget as it stands now vs. what was the original allocation. We are at about 59-60% of funds expended. This is about right at this time of year.
- Question asked: Why haven't some of these funds been being expended more?
- R. Carter noted that the Parcel tax was to replace the reductions from a couple years ago. Laney's portion was about \$3.7million. Last year this funding was spent mostly on part-time faculty. Now we have other information noting that we can spend it on other full-time staffing needs...However, only instruction related positions.
- Next fiscal year, the District plans to combine Fund 01 and Fund 12. Will need to determine how not to combine administrative and instruction related funds given this.
- Student Activity fee funds have not been spent down because there is question about for what expenses the students can use these funds.
- James Blake expressed concern about unused categorical funds having to be returned to the State. P. Carter said she would follow-up on what funds will carry over vs. those that we can't carryover. J. Blake asked for her to separate these amounts out.
- One of the issues remaining is hiring classified in the 3 categories allowed (65, 90 165 days seasonal workers). Sometimes can get staff hired, but it is a lengthy process. This is an extremely bureaucratic process that is a huge issue for the College.
- It was asked whether there was a functioning Budget Advisory Committee (BAC) that is meeting? Answer: Yes, we do.
- Sonja Franeta noted that she would like to have students more involved in the Budget Advisory Committee.
- There were augmentations received during the month of December from the State funding of categoricals, and hence spending down is taking more time. It will be spent in time however.
- Would like to see the department budgets broken down (DSPS, EOPS, CalWORKS, etc.)
- ASLC Oliver – doesn't see the BAC as functional right now, as they have only met twice all year. Would like to see more detailed break-down on funds to show what funds are being spent on. Students feel like the shared governance committees are there to show that they are occurring, but not seeing things getting down. Not provided enough information to make decisions.

Students are trying to get involved, but need professional development for students to be prepared to serve on these committees.

- Mark Rauzon suggested paying the students to be involved. We're involved because we are getting paid. The Student Rep fee is a fee they are trying to implement to fund a stipend for students to attend shared governance committees in order to encourage participation.
- It was noted that certain campus leaders have been approached by ASLC leaders where the students expressed their needs. The students noted that they were often told what they don't have in order to get things done, but not given any help or advice. If something needs to be changed or if there is a road block, we need to help the students to know what is needed and where to go to get this done. Students need to know what they CAN do so that they are not discouraged. Need to spend time affirming one another.
- Irina Rivkin agreed that it is a good idea to have professional development for students – should have different sessions as well. Have a session at the beginning of each semester to focus on this. VPI Jackson suggested that Advisor Tomoko Roudebush play a pivotal role in developing these sessions.
- Dean Peter Crabtree – noted that he really appreciated Director Carter and the leadership she is bringing to this area. This is hard to do given that we have not had a full-time permanent person in this role in many years. It is very difficult to de-code the budget. Compared to where we were, Director Carter has provided an abundance of information to help in this area. Now better able to understand our budget and have a snapshot as to where we are at all times. P. Crabtree spoke to the lack of attention to detail that is causing major areas of concern in the budget...things being coded to the wrong budgets (ex. Fund 12 expenditures in Fund 01). The work to correct these areas is constant and time consuming.
- Director P. Carter indicated that she can provide detailed reporting of the budget if/when that is requested.
- Louis Quindlen noted that he doesn't see why a Professional Development course can't to be offered to students. Course credit could be included and given to students who serve in offices, and student leadership training could be provided where the students learn appropriate things and develop skills as a part of their course of study.
- Evelyn Lord, Budget Advisory Committee – Reported that they had first BAC at the start of the year. We are starting late this year. It was noted that we've never had a permanent Budget Manager that worked with us the way Director Carter has been working with everyone.
- We need to be working together strategically to address the funding inequities in our District.
- Carl Oliver noted that people should be held accountable for what they are doing/not doing.
- Vice President Jackson asked C. Oliver to come talk to him.

VII. Miscellaneous Shared 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.

Meeting Adjourned 4:00pm