



Laney College

Participatory Governance and Organization Manual

Adopted September 18, 2002
Revised July 18, 2007
Revised December 10, 2014

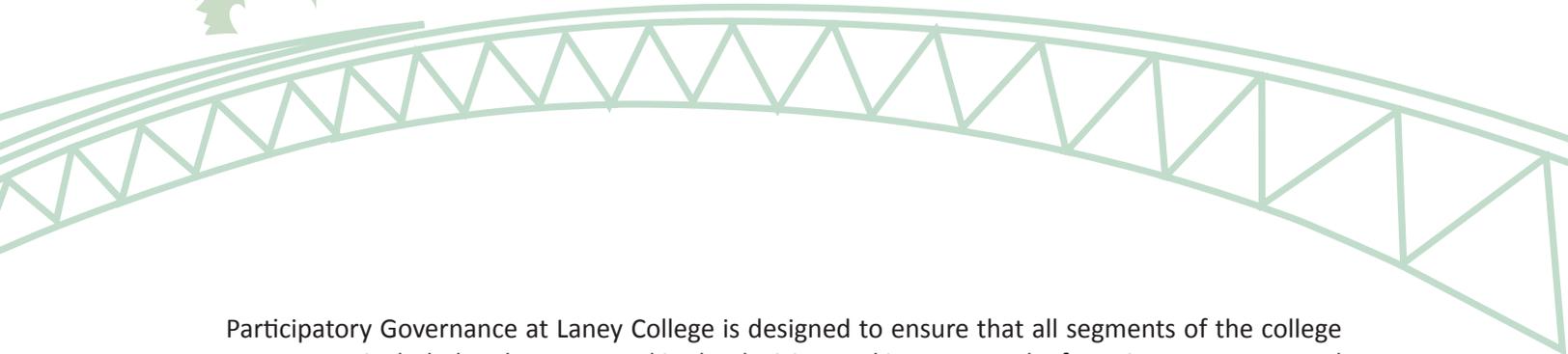


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Statement of Purpose



Participatory Governance at Laney College is designed to ensure that all segments of the college campus are included and empowered in the decision-making process, by fostering more open and effective communication. Through the mechanism of Participatory Governance, Laney College will strive to achieve the highest level of collaboration and consensus possible in planning and decision-making processes.

Laney College is committed to its mission, vision and values. We value Participatory Governance because it:

leads to the highest level of quality work and the wisest decisions because it draws on the knowledge and expertise of all constituencies

leads to a widespread support for decisions because a good process resolves differences and leads to “win-win” decisions.

builds a sense of community by bridging differences, committing to honesty and trust in working relationships, and offering the opportunity to learn about each other’s point of view.

promotes collegial collaboration among all college constituencies and provides everyone an opportunity to participate in decision-making.

empowers participants by use of open communication, diverse ideas and innovation in college policies and procedures by honoring the voices and expertise of each individual.



Mission and Vision

Mission:

Laney College, located in downtown Oakland, California, is a diverse, urban community college committed to student learning. Our learner-centered college provides quality transfer and career-technical education, foundation skills and support services. These educational opportunities respond to the cultural, economic, social, and workforce needs of the greater Bay Area and increase community partnerships and global awareness.

Vision:

Laney College is a dynamic diverse environment where all are encouraged to become responsible community members, leaders and world citizens.



Values Statement

Respect

We demonstrate a commitment to the value of each individual through trust, cooperation, and teamwork. We recognize the worth of each individual and his or her ideas and treat each other and those we serve fairly, with compassion and with esteem.

Diversity

We are a multicultural and diversity organization, an enriching blend of people and ideas. This college is a place for all people, an environment devoted to fostering and embracing the diversity of our staff, faculty and student body

Appreciation

We demonstrate recognition in the value of the work efforts out forth by all of our faculty, staff, administrators and students. We will foster employee growth and performance levels through professional and personal development opportunities.

Integrity

We are committed to nurturing campus trust by holding ourselves accountable to the highest standards of professionalism and ethics.

Competence

We share a commitment to performing our work assignments with excellence and continuous improvement. We emphasize doing our best in teaching, learning, student achievement, administrative practices and the delivery of support service

Accountability

We are individually and collectively responsible for achieving the highest levels of performance in fulfilling our mission. We continually evaluate ourselves in an effort to improve our effectiveness and efficiency in meeting the educational needs of our community.

Innovation

We encourage and support creativity, collaboration and risk-taking. We foster and promote innovation in the design, development, support, delivery, and management of all programs and services.

Collaboration

We work cooperatively in a shared governance environment and value individual ability and diversity in thinking as essential to promote open communication, active participation, exchange of ideas and collaborative decision-making.



Institutional Learning Outcomes

Communication

Students will effectively express and exchange ideas through various modes of communication.

Critical Thinking and Problem Solving

Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings and implementing effective solutions.

Career Technical Education

Students will demonstrate technical skills in keeping with the demands of their field of study.

Global Awareness, Ethics and Civic Responsibility

Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice and cultural diversity.

Personal and Professional Development

Students will develop their knowledge, skills and abilities for personal and/or professional growth, health and well being.



Resource Allocation Flow Chart

College President



College Council



Budget Advisory Committee	Facilities Planning Committee	Technology Planning Committee	Faculty Prioritization Advisory Committee [Faculty Senate committee—informational to College Council]	Institutional Effectiveness Committee (Classified Prioritization)	Instructional Equipment & Library Materials Committee [Faculty Senate committee—informational to College Council]
Monitors budget allocations and fiscal reports	Prioritizes facilities resource requests	Prioritizes technology requests	Prioritizes faculty hiring requests	Prioritizes classified hiring requests	Prioritizes instructional equipment and library materials requests



Department Program Reviews

[Resource requests distributed by dean/administrator to appropriate committee for prioritization]

Curriculum review



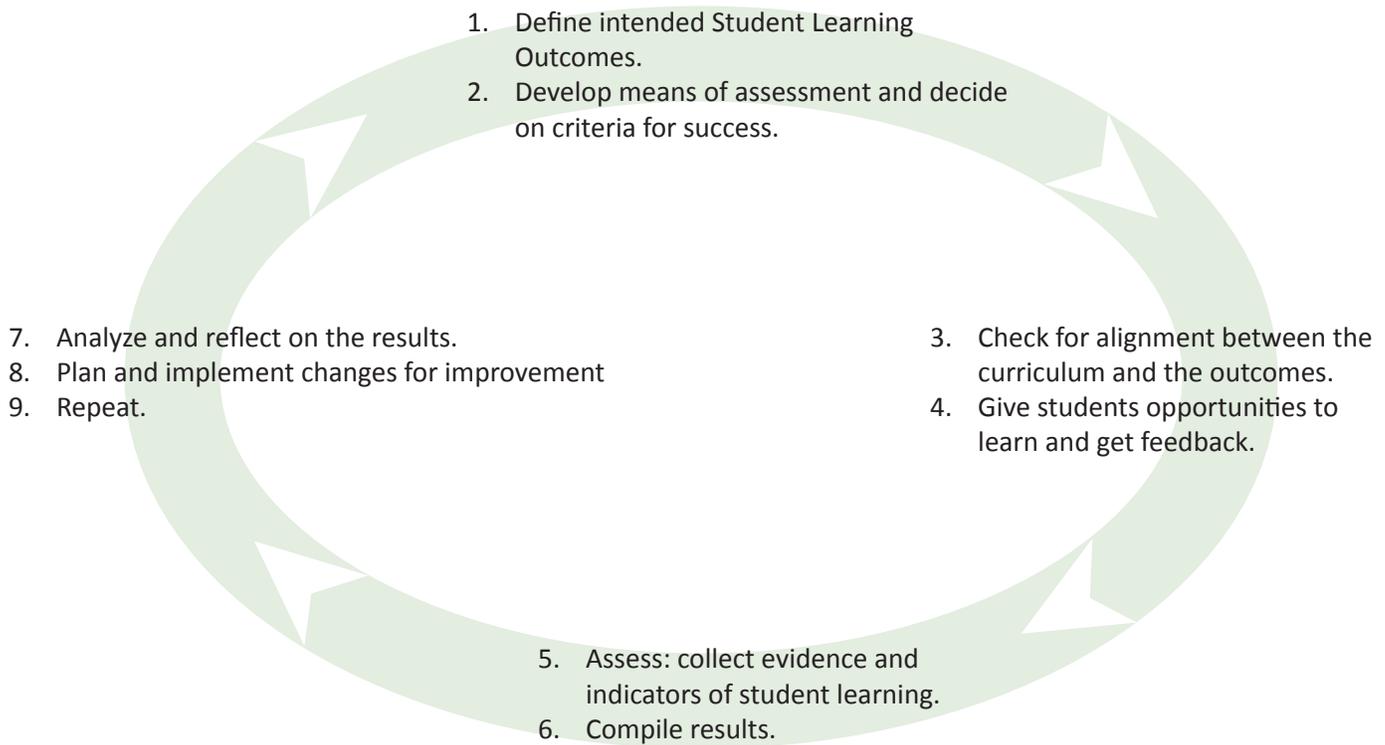
Ongoing Assessment
(See Assessment Cycle)



Resource Requests



The Assessment Cycle





Participatory Governance Structure

Laney College Council			
Chair	College President		
Membership	<table border="0"> <tr> <td style="vertical-align: top;"> President, Chair Vice President of Instruction Vice President of Student Services Business/Administrative Services Manager 1 Division Dean 1 Student Services Dean Classified Senate President Classified Senate VP Classified Instructional Classified Student Services Classified Administrative Faculty Senate President Faculty Senate VP 1 Faculty from Each Division 1 Counselor 1 Librarian 1 DSPS Faculty 1 Part-Time Faculty </td> <td style="vertical-align: top;"> ASLC President ASLC Vice President Institutional Effectiveness Chair Budget Advisory Committee Chair Facilities Planning Committee Chair Technology Planning Committee Chair Curriculum Committee Chair Foundation Skills Chair Accreditation Steering Committee Chair <u>Non-voting Representatives</u> 1PFT 1 Loc 39 Rep 1 Local 1021 Reps (Total = 34 unduplicated) </td> </tr> </table>	President, Chair Vice President of Instruction Vice President of Student Services Business/Administrative Services Manager 1 Division Dean 1 Student Services Dean Classified Senate President Classified Senate VP Classified Instructional Classified Student Services Classified Administrative Faculty Senate President Faculty Senate VP 1 Faculty from Each Division 1 Counselor 1 Librarian 1 DSPS Faculty 1 Part-Time Faculty	ASLC President ASLC Vice President Institutional Effectiveness Chair Budget Advisory Committee Chair Facilities Planning Committee Chair Technology Planning Committee Chair Curriculum Committee Chair Foundation Skills Chair Accreditation Steering Committee Chair <u>Non-voting Representatives</u> 1PFT 1 Loc 39 Rep 1 Local 1021 Reps (Total = 34 unduplicated)
President, Chair Vice President of Instruction Vice President of Student Services Business/Administrative Services Manager 1 Division Dean 1 Student Services Dean Classified Senate President Classified Senate VP Classified Instructional Classified Student Services Classified Administrative Faculty Senate President Faculty Senate VP 1 Faculty from Each Division 1 Counselor 1 Librarian 1 DSPS Faculty 1 Part-Time Faculty	ASLC President ASLC Vice President Institutional Effectiveness Chair Budget Advisory Committee Chair Facilities Planning Committee Chair Technology Planning Committee Chair Curriculum Committee Chair Foundation Skills Chair Accreditation Steering Committee Chair <u>Non-voting Representatives</u> 1PFT 1 Loc 39 Rep 1 Local 1021 Reps (Total = 34 unduplicated)		
Meetings	Monthly (3 rd Wednesday, 2-4 pm), T-850		
Charge	Primary participatory governance body of the college. Recommends policy to the College President. Recommends procedures for implementation of policy.		



Resource Committees

Facilities Planning Committee	Technology Planning Committee	Budget Advisory Committee
Co-Chairs: College President and Faculty Senate President (or designees)	Co-Chairs: Administrator and Faculty (appointed by College President and Faculty Senate President)	Co-Chairs: Business & Administrative Services Director and Faculty Senate President (or designees)
Meets twice monthly	Meets monthly	Meets monthly
Membership includes: Faculty, administrators, classified staff, students	Membership includes: Faculty, administrators, classified staff, students	Membership includes: Faculty, administrators, classified staff, students

Elected Governance Bodies

Faculty Senate	Classified Senate	Student Senate
Elected body of college faculty	Elected body of college classified	Elected body college students



Committees of the Faculty Senate

Curriculum Committee	Membership: Faculty, administrators and classified
Learning Assessment	Membership: Faculty, administrators, classified and students
Faculty Prioritization	Membership: Faculty and administrators
Career Technical Education Advisory	Membership: Faculty
Instructional Equipment & Library Materials	Membership: Faculty and administrators

Administrative Advisory Bodies

Administrative Leadership Council	Augmented Administrative Leadership Council
College President and administrative team	College President, administrative team and key faculty, classified and student leaders

Other College Committees

Institutional Effectiveness Committee	Membership: Faculty, administrators, classified and students
Foundation Skills Committee	Membership: Faculty, administrators, classified and students
Student Success and Support Committee	Membership: Faculty, administrators, classified and students
Health, Security and Safety Committee	Membership: Faculty, administrators, classified and students
Professional Development Committee	Membership: Faculty, administrators and classified
Student Equity Committee	Membership: Faculty, administrators, classified and students



Participatory Governance Resources



Shared Governance Background and Legal Basis

In 1988, Assembly Bill 1725 (AB 17825) created a new governance structure for community colleges. AB 1725 required local governing boards to:

- Ensure faculty, staff and students have the right to participate effectively in district and college governance.
- Provide them the opportunity to express opinions at the campus level.
- Ensure these opinions are given every reasonable consideration.
- Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

Legal Basis of Shared Governance

California Education Code, Section 70902 (B) (7)

Governing Boards; Delegation

The governing board of each district shall establish procedures to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility in the areas of curriculum and academic standards.



Academic Senate

Academic Senate: Primary Responsibility – Academic and Professional Matters

PCCD Board Policy 2510 Participation in Local Decision Making
Academic Senate(s)(Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, by relying primarily upon the advice and recommendations of the senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

California Education Code, Section 53200

Definitions

Academic Senate means an organization whose primary function is to make recommendations with respect to *academic and professional matters*.

Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation process.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Other Areas of Academic Senate Responsibility as Defined by Education Code:

- **Equivalency (Education Code, Section 87359 (B))**
- **Faculty Hiring (Education Code, Section 87360(B))**
- **Administrative Retreat Rights (Education Code, Section 87458 (A))**
- **Tenure Evaluation (exclusive representative shall consult) (Education Code, Section 87610.1 (A))**
- **Evaluation (exclusive representative shall consult) (Education Code, Section 87663 (F))**
- **Faculty Service Areas (exclusive representative shall consult) (Education Code, Section 87743.2)**



Classified Staff

Classified Staff : Participate Effectively

PCCD Board Policy 2510 Participation in Local Decision Making

Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff as defined by law. The opinions and recommendations of the staff will be given every reasonable consideration.

California Code of Regulations, Title 5, Section 51023.5

(a) The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:

(1) Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this Section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In addition, for the purposes of this Section, management and non-management positions or groups of positions shall be separately defined or categorized.

(2) Participation structures and procedures for the staff positions defined or categorized.

(3) In performing the requirements of Subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this Section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.

(4) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.

(5) Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.



Classified Staff



(6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.

(7) The selection of staff representatives to serve on college and district task forces, committees, or other governance groups shall, when required by law, be made by those councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation. In all other instances, the selection shall either be made by, or in consultation with, such staff groups. In all cases, representatives shall be selected from the category that they represent.

(b) In developing and carrying out policies and procedures pursuant to Subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code Sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under Section 3543.2 of the Government Code. In addition, governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this Section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

(c) Nothing in this Section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to Sections 53200-53204, and Section 51023.7, respectively.

(d) The governing board of a community college district shall comply substantially with the provisions of this Section.



Student Senate

Student Senate : Participate Effectively

PCCD Board Policy 2510 Participation in Local Decision Making

Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

California Code of Regulations, Title 5, Section 51023.7

- (a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:
- (1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.
 - (2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.
 - (3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.
 - (4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.



Student Senate



(b) For the purposes of this Section, district and college policies and procedures that have or will have a “significant effect on students” includes the following:

- (1) grading policies;
- (2) codes of student conduct;
- (3) academic disciplinary policies;
- (4) curriculum development;
- (5) courses or programs which should be initiated or discontinued;
- (6) processes for institutional planning and budget development;
- (7) standards and policies regarding student preparation and success;
- (8) student services planning and development;
- (9) student fees within the authority of the district to adopt; and
- (10) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.



Participatory Governance

Participatory Governance Committee Guidelines

Open Meetings

All governance meetings are open to the public, including the entire college community.

Responsibilities of Committee Members

Committee members are responsible for preparing for and attending meetings, participating in decisions, communicating with representative constituencies and contributing to informed decision making. Committee members should inform the chair if they must miss a scheduled meeting.

Responsibilities of Chairs

Chairs are responsible for soliciting agenda items from committee members, preparing agendas and meeting materials in advance of meetings and distributing agendas and meeting materials at least 72 hours in advance of meeting to the committee membership via district email. In addition, chairs should distribute meeting agendas to the college email list (e.g. Laney-FAS) at least 72 hours in advance of the meeting. Chairs are also responsible for writing meeting notes or identifying a committee volunteer to write meeting notes. Chairs should monitor agendas and meeting notes to ensure that there is follow-through on all committee actions. Co-chairs should meet in advance of meetings (either in person or virtually) to prepare agendas.

Agendas items should be described as clearly as possible. The agenda should indicate whether items are action items or discussion items.

Meeting notes (or minutes) should provide attendance information. At a minimum, all actions taken by the committee should be noted.

Chairs are responsible for posting committee documents and information to a committee website. Committee documents include: agendas, meeting notes, supporting documents. Committee website information should also include: meeting dates, meeting times, and committee membership. Chairs may identify a committee member to maintain the committee website.

The Institutional Effectiveness Committee is responsible for ensuring that committee websites remain current.



Participatory Governance

Committee Appointments

Committee appointments that are not based on position shall be appointed as follows:

Administrative appointments are made by College President
Faculty appointments are made by Faculty Senate President
Classified Appointments are made by Classified Senate President
Student appointments are made by Student Senate President

Committee chairs should make requests for appointments in writing by the start of fall semester. Presidents should respond to appointment requests in a timely manner in writing.

Committee Meeting Schedule

All meetings should take place during fall and spring terms.
A quorum shall consist of 50% + 1 of voting membership.

Committee Vacancies

A committee can only function with regular attendance of its committee members.

Committee members who are unable to attend the regularly designated committee meeting time should inform the chair so a new appointment can be made.



Governance Bodies



College Council Membership and Operating Procedures

Membership List

College Council

President, Chair	ASLC President
Vice President of Instruction	ASLC Vice President
Vice President of Student Services	3 Students
Business/Administrative Services Manager	Institutional Effectiveness Chair
1 Division Dean	Budget Advisory Committee Chair
1 Student Services Dean	Facilities Planning Committee Chair
Classified Senate President	Technology Planning Committee Chair
Classified Senate VP	Curriculum Committee Chair
Classified Instructional	Foundation Skills Chair
Classified Student Services	Accreditation Steering Committee Chair
Classified Administrative	
Faculty Senate President	<u>Non-voting Representatives</u>
Faculty Senate VP	1PFT
1 Faculty from Each Division	1 Loc 39 Rep
1 Counselor	1 Local 1021 Reps
1 Librarian	
1 DSPS Faculty	
1 Part-Time Faculty	
	(Total = 37 unduplicated)



College Council Membership and Operating Procedures

Charge

Primary participatory governance body of the college. Recommends policy to the College President. Recommends procedures for implementation of policy.

Procedures

- a. The College President, or designee, shall chair of the College Council.
- b. Council recommendations will be forwarded to the President and will be the primary source of college-wide opinion in the decision-making process.
- c. Issues brought to Council may originate with any individual or standing committee.
- d. Any issue brought forth in this fashion shall be placed on the agenda.
- e. If not agendaized, any Council member may bring an item as "Other."
- f. If agenda item is refused, the person may bring the item to the Council and request that it be placed on a subsequent agenda.
- g. Agenda priorities shall be determined by the College President (Chair).
- h. Recommendations will be reached by consensus. If consensus cannot be reached, the item will be deferred to the next meeting, unless time-sensitive. If time-sensitive, a compromise committee will be established to deliberate the issue, and/or meet with the president, and bring back a resolution of the issue to the entire Council for a decision.
- i. Consensus = 75% of simple majority.
- j. Quorum = Simple majority (51%) of the full College Council membership.
- k. A quorum is needed in order to take any official action.
- l. Agendas will be distributed by email, and/or posted at least three (3) days before each meeting. Any item must be accompanied by appropriate background information, and should be received by Council members at least 3 working days before the meeting.
- m. Any item must be accompanied by appropriate background information, and must be received by Council members at least 3 working days before the meeting.
- n. Meetings are open to any interested individual.

Appointments:

Administrative appointments are made by College President
Faculty appointments are made by Faculty Senate President
Classified appointments are made by Classified Senate President
Student appointments are made by Student Senate President

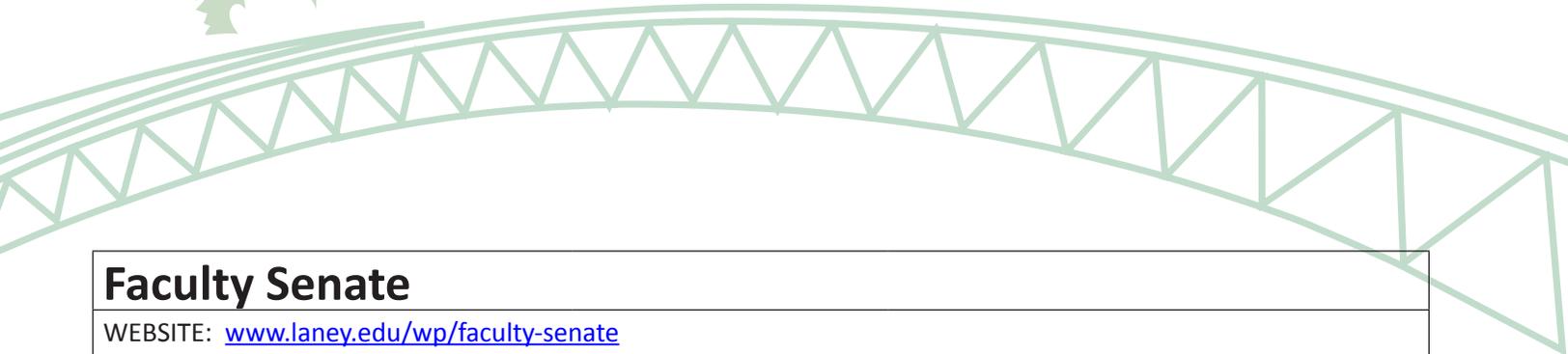
Bargaining Agent Appointments:

Appointments for non-voting bargaining agent representatives are made by bargaining agent representatives for PFT, Local 39 and Local 1021, respectively.

College Governance Website (all committees):
See <http://www.laney.edu/wp/sharedgovernance/>



Faculty Senate



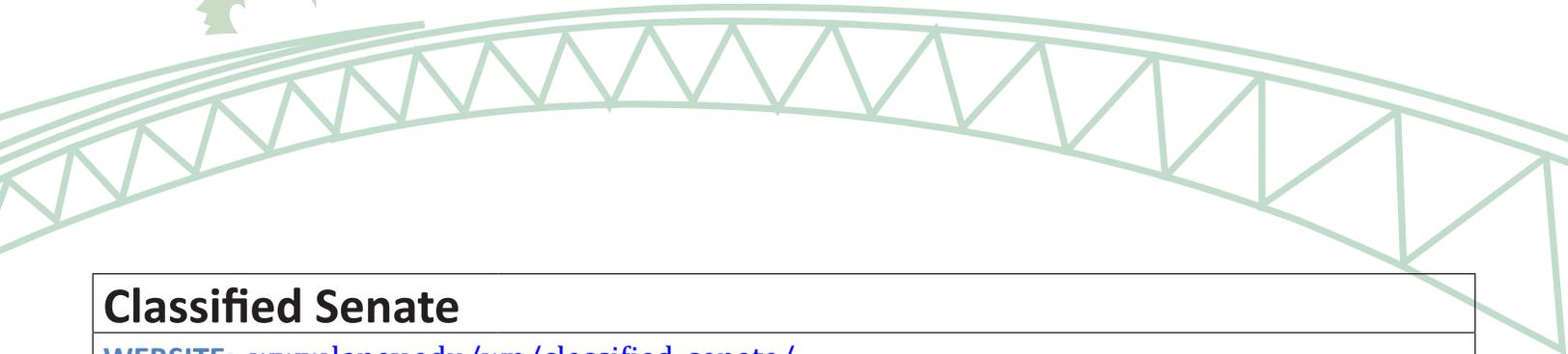
Faculty Senate

WEBSITE: www.laney.edu/wp/faculty-senate

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<p>Shared governance body with primary responsibility for providing advice and recommendations with respect to academic and professional matters.</p> <p>See also Laney Faculty Senate Constitution</p>	<p>1st and 3rd Tuesdays</p> <p>12:10- 12:55 pm</p> <p>Tower, T-450</p>	<p>President Vice President DAS Representative</p> <p>Secretary Treasurer Parliamentarian</p> <p>Senators</p> <p>23 senators based on discipline areas of representation</p> <p>Biology Business / CIS Cosmetology Culinary Arts English (2 positions) ESL (2 positions) Liberal Arts (4 positions) Mathematics (2 positions) Part-Time Faculty (2 positions) Physical Education Career Technical Education (2 positions) Services (4 positions)</p>



Classified Senate



Classified Senate

WEBSITE: www.laney.edu/wp/classified_senate/

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<p>The Classified Senates are organized to:</p> <ul style="list-style-type: none"> a) Participate in the sites governance structure; b) Provide a body representing the needs, concerns, and viewpoints of the Classified staff other than contract bargaining agreement issues; c) Provide a centralized means of communication between Classified Staff and the rest of the college community; d) Select from its membership representatives to serve on governance and college committees; e) Articulate the professionalism of the Classified Staff so that it is properly recognized and valued; f) Provide an opportunity for enhancing the democratic process of governance, and g) Provide an opportunity to develop individual leadership among the Classified staff, as well as increase the professional standards of its members; h) Promote and support activities that develop or increase the skills, productivity and professionalism of the Classified Staff; i) Promote the interests of the Classified Staff in the development and formulation of policy and practice related but not limited to the following 	<p style="text-align: center;">2nd Thursday and 4th Tuesdays</p> <p style="text-align: center;">12:30pm- 1:30pm</p> <p style="text-align: center;">Tower, T-750</p>	<p><i>The membership shall be assigned as senate representatives to one of the following segments:</i></p> <p><i>Segment 1:</i></p> <p><i>Administrative Services... 5 Senators</i></p> <p><i>Segment 2:</i></p> <p><i>Instructional Services..... 5 Senators</i></p> <p><i>Segment 3:</i></p> <p><i>Student Services..... 5 Senators</i></p> <p><i>Total: 15 Senators</i></p> <p><i>One elected alternate from each segment</i></p>



Associated Students of Laney College (Student Senate)

Associated Students of Laney College (Student Senate)

WEBSITE: www.laney.edu/wp/studentgovernment/

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<p>The Associated Students of Laney College (ASLC) are representatives of the student body that are dedicated to improve your experience at Laney College by:</p> <ul style="list-style-type: none">• Facilitating communication among the student body, faculty, and administration.• Sponsoring clubs, organizations, programs, campus events, and more.• Making Laney as safe and fun as possible.	<p>Meeting times: 12:00-1:30pm Thursdays 4th Floor Student Center</p>	<p>President Vice President Internal Secretary External Secretary Treasurer Publicity Commissioner Club Affairs Officer Student Advocate 7 Senators</p>



Laney Budget Advisory Committee

Laney Budget Advisory Committee

www.laney.edu/wp/budgetadvisorycommittee/

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<ol style="list-style-type: none"> 1. Regularly review fiscal reports 2. Recommend procedures for budget planning and fund allocation that are consistent with agreed upon institutional priorities 3. Monitor budget planning procedures and fund allocation 4. Serve as the college's primary advocating body for full implementation of the Budget Allocation Model (BAM) 	<p>Meets 4th Wednesday of Each Month from 2:30–4 p.m. (Room T-801)</p>	<ul style="list-style-type: none"> • 4 Administrators appointed by College President • 4 Faculty appointed by FS President • 3 Classified appointed by CS President • 3 Students appointed by ASLC President <p>NOTES: Co-Chairs: Business Manager and FS President (or designee)</p> <p>Standard service term: 3 years without reappointment. Initial appointments are one person for 1 year, 2 years and two people for 3 years; except for members who are serving on the committee based on their position.</p>



Laney Budget Advisory Committee

Laney Budget Advisory Committee

www.laney.edu/wp/budgetadvisorycommittee/

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<ol style="list-style-type: none"> 1. Regularly review fiscal reports 2. Recommend procedures for budget planning and fund allocation that are consistent with agreed upon institutional priorities 3. Monitor budget planning procedures and fund allocation 4. Serve as the college's primary advocating body for full implementation of the Budget Allocation Model (BAM) 	<p>Meets 4th Wednesday of Each Month from 2:30–4 p.m. (Room T-801)</p>	<ul style="list-style-type: none"> ▪ 4 Administrators appointed by College President ▪ 4 Faculty appointed by FS President ▪ 3 Classified appointed by CS President ▪ 3 Students appointed by ASLC President <p>NOTES: Co-Chairs: Business Manager and FS President (or designee)</p> <p>Standard service term: 3 years without reappointment. Initial appointments are one person for 1 year, 2 years and two people for 3 years; except for members who are serving on the committee based on their position.</p>



Facilities Planning Committee

Laney Facilities Planning Committee

www.laney.edu/wp/facilitiesplanningcommittee/

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<p>To assure effective utilization of college facilities that support educational programs and services, the facilities planning committee:</p> <ul style="list-style-type: none"> • Recommends policies and develops procedures for submission of physical changes and/or utilization changes of facilities. • Receives and reviews submissions and presentations for all proposed facility changes and/or utilization. • Recommends priorities for both long-term and short-term facilities changes. • Evaluates and documents assignment of facilities with respect to adequacy for programs. • Integrates program review results/Educational Master Plan updates into the College's Facility Master Plan annually. 	<p>Dates: 1st Mondays / 3rd Mondays, as needed</p> <p>Time: 2:20 pm – 3:50</p> <p>Location: Tower, T-801</p>	<p><u>Four (4) Managers</u></p> <p><u>Four (4) Faculty</u></p> <p>Student Services: CTE Instruction: General Instruction: At-Large Faculty:</p> <p><u>Four (4) Classified</u></p> <p>Administration: Instruction: Student Services: Local 39:</p> <p><u>Two Students</u></p> <p><u>One ADA Representative</u></p> <p><u>Co-Chairs</u></p> <ul style="list-style-type: none"> • Administrator co-chair appointed by College President • Faculty co-chair appointed by Faculty Senate President



Technology Planning Committee

Laney Technology Planning Committee

www.laney.edu/wp/blog/event/technology-planning-committee/

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<ol style="list-style-type: none"> 1. Document current state of technology utilization and staffing 2. Assess how effectively current technology is being utilized 3. Assist the College in developing a comprehensive Technology Plan 4. Identify, prioritize and recommend areas for expansion, access, and maintenance of technology utilization to enhance instructional programs, student services and the management of the College 5. Identify, prioritize and recommend both on-going and specialized training needs for maximum utilization of technological resources 6. Identify, prioritize and recommend staffing for technology usage 7. Collect, evaluate, prioritize and recommend proposals for technology implementation 8. Recommend funding strategies and priorities for technology spending 9. Advise the District Technology Committee about the information technology needs and concerns of Laney College. Receive regular reports from the District Technology Committee, review and respond as appropriate. 	<p>Dates:</p> <p>3rd Thursday</p> <p>Time: 3:00-4:30 PM</p> <p>Location: T-750</p>	<ul style="list-style-type: none"> • Vice President Student Services • Vice President Instruction • Dean • 7 Faculty Representatives: <ul style="list-style-type: none"> • Librarian • Counseling • Distance Learning Coordinator • DSPS • Vocational • 2 At Large • 4 Classified Senate Representatives: <ul style="list-style-type: none"> • Campus Network Coordinator • Student Personnel Services Specialist • Alternate Media Specialist • 1 At Large • 1 Student Representative

Curriculum Committee

Curriculum Committee

WEBSITE: www.laney.edu/wp/curriculum-committee/

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<p>As a standing committee of the Laney College Faculty Senate, the curriculum committee is responsible for the review and approval of curriculum. After curriculum committee approval, curriculum requests move through to the Vice President of Instruction, the Council of Instructional Planning and Development (CIPD) and the Board of Trustees.</p> <p>Our Responsibilities:</p> <ul style="list-style-type: none"> • Review proposals for new courses and programs, course and program revisions and deactivations. • Participate in the program review and accreditation review processes. • Review and recommend changes in the general education and graduation requirements. • Review course proposals for alignment with articulation requirements. • Recommend procedures and policies affecting curriculum. • Review and recommend changes to the college catalog. 	<p>Dates: Selected Fridays (schedule posted on website)</p> <p>Time: 12:15-2:15 pm</p> <p>Location: L-104</p> <p>We also have CurricuCamp on Fridays</p>	<p>Membership shall be composed of the following standing members with unlimited terms:</p> <ul style="list-style-type: none"> • Vice President of Instruction • Articulation Officer • Head Librarian or designee • Head Counselor or designee • Faculty members shall be appointed or elected from each general education area, one person from basic skills, one person from learning communities and two representatives from CTE. Membership shall be confirmed by the President of the Laney Faculty Senate. Term of office shall be two years with half the representatives elected or appointed every two years. Representatives may serve more than one term. <ul style="list-style-type: none"> ○ One of those faculty members will also serve on the Learning Assessment Committee and be responsible for review of SLOs <p>Appointments or elections shall be held by April of each year for the following academic year.</p> <p>The chairperson shall be elected from among and by committee members by April for the following academic year.</p> <p>The term of office for chair is 2 years. There will be no limit on the total number of times a person may serve as chairperson, but no person shall serve more than two consecutive terms.</p> <p>All members of the committee shall be voting members.</p>



Foundation Skills Committee

Foundation Skills Committee

www.laney.edu/wp/foundation-skills/

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<p>Charge of the Foundation Skills Committee (as approved by College Council in 2009):</p> <ol style="list-style-type: none"> 1. Assess, revise and implement the Basic Skills Plan included in the Educational Master Plan 2. Identify grant opportunities, review and make recommendations on grant proposals addressing basic skills initiatives 3. Determine budget priorities and allocation of basic skills funds 	<p>Meetings are held in Room T450 on the 2nd and 4th Monday of each month. (See website for current meeting schedule)</p>	<ul style="list-style-type: none"> -Co-Chair, Foundation Skills and Tutoring Coordinator, ESL Faculty -Co-Chair, Dean of -English Faculty Chair, Foundation Skills Pathway Coordinator -ESL Faculty, CTE Pathway Coordinator -English Faculty Chair -ESL Faculty, Chair -Math Faculty Chair -Math Faculty -Library -Counseling Faculty, UBAKA -Counseling Faculty, EOPS Coordinator English Faculty -Faculty, CIS and Business -DSPS -TRiO SSS Director -CalWORKs Coordinator -Gateway to College -Classified, Writing Center -Admission and Records -Financial Aid Director -ASLC -CTE <p>Members are appointed by the areas they represent for one year. At the start of each fall semester, the faculty co-chair consults with the department chair or other leader of each area to fill the position in each area. The faculty co-chair/coordinator is elected by the body in the spring of each year. The composition of the committee is aligned with the initial composition of the basic skills initiative committee, which was required by the state in order to qualify for basic skills initiative funding.</p>



Health, Safety and Security Committee

Health, Safety & Security Committee

www.laney.edu/wp/safety-committee/

CHARGE	MEETING SCHEDULE	MEMBERSHIP
<p>Charge:</p> <ul style="list-style-type: none"> Review all campus concerns regarding safety matters; to ensure that all employees have a safe place to work; to train employees to work in a safe manner. Assess and recommend policies and procedures for health and safety issues campus wide. Assure implementation and compliance on the Laney Campus for Districtwide Emergency Preparedness Procedures as issued by District Risk Management. Monitor and coordinate with the District General Services on general security matters impacting the Laney Campus and specifically safety compliance in the Clery Act. Assist with accident investigations, inspection of facilities, and the correction of unsafe conditions, if requested. 	<p>Dates:</p> <p>2nd Tuesdays</p> <p>Time:</p> <p>12:30 pm - 1:30 pm</p> <p>Location:</p> <p>Tower, T-750</p>	<p>Membership:</p> <p><u>Co-Chairs</u></p> <p>Phyllis Carter James Blake</p> <p><u>Members</u></p> <p>3 Faculty: 1 PFT Representative (Rep) and 2 appointed by FS President</p> <p>3 Classified: 1 Classified Senate Rep and 1 Local 1021 Rep and 1 Local 39 Rep</p> <p>1 Student: Appointed by ASLC President</p> <p>3 Administrators appointed by College President:</p>

Laney College



Laney College - Educational Epicenter to the Region