

LANEY COLLEGE COUNCIL

November 18, 2009

Room T-450 / 2:00-4:00 p.m.

MINUTES

Present:

Donna Marie Ferro, Don Petrilli, Shirley Coaston, Karolyn van Putten, Elnora Webb, Tina Vasconcellos, Steve Lomba, Becky Hsieh, Marco Menendez, David Reed, Michael Torres, Evelyn Lord, Donald Moore

Minutes: Maisha Jameson

1. Agenda & Minutes Review and Adoption

- The 10.21.09 College Council Minutes were approved with the following noted corrections
 - Include Elnora Webb to confirmed attendance
 - Under Item #2 where notification of cancellation of some Saturday classes are mentioned, add “Weekend classes” because we also hold some classes on Sunday.
 - Under Item #3 where mention is made of the “Facilities Committee” that Dr. Ikhara attended, clarification to be made that this was the District’s Health Center Services Task Force Meeting.
 - Under Item#3 where mention is made of eliminating positions, the minutes should reflect that corresponding workloads go along with the elimination of these positions. Concern was expressed as to where does that work go? To other already fully-loaded positions? If we are cutting positions, we should be cutting them from programs that are not as essential to the mission and/or day-to-day operations of the college.

- The following questions were raised after review of the previous meeting’s minutes. The group agreed to both answer

some of them electronically, and also bring answers to those questions not able to be answered via email, to the December 16th College Council Meeting.

- Question raised in regard to the Tutoring Services integrated Approach. What is the link between tutorial services and basic skills? What is the link between the development of the basic skills budget and the Budget Advisory Committee - for planning and implementation of this integrated approach? How are they tied to each other?
 - What was the rationale for eliminating Tutorial Services Specialist position?
 - What is the status of support for Puente?
 - Who are the Voting Members of the Council? Maisha Jameson to send out this information via email along with the Minutes to this meeting.
 - Has anyone done an analysis of the section count, offerings, and student services impact of our grant funded initiatives?
 - What is the status of the golden hand-shake option as far as dealing with the Budget? And why is it not being considered by the District? David Reed indicated that in a discussion with the Vice Chancellor Tom Smith, he was informed that this option was being looked at by Consultants and is being discussed possibly considered. Confusion remains on this topic.
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- The Council decided that the Meeting minutes will be officially approved and/or noted for agreed upon change in the College Council meetings only.
 - Maisha Jameson will alter the sign-in sheet to indicate the names of the voting members of the Council on it. The members will then sign-in by initialing next to their names.
 - The Voting Council Member List needs to be updated. The following volunteers were identified to complete the charge of identifying the composition and protocol for updating this

list: Evelyn Lord, David Reed, Marco Menendez, Becky Hsieh, Maisha Jameson)

- The Council agreed that as a group, it needs to be more committed to being proactive in officially vetting campus issues/decisions

2. Vice President's Report

(Elnora Webb)

- The Office of Instruction has been tasked with addressing the increasing student demand and educational needs with less funds (\$1.5 mill less.) Spring semester has been significantly cut, but is comparable to what was offered for Spring Semester two yrs ago. We will offer less classes, but still provide our core courses. There will be no Intercession.
- To be noted - When Divisions looked at the Fall semester schedule, they weren't only looking at section counts, but rather the overall budget. They were tasked with making cuts to meet a certain dollar amount.
- During the Summer, Laney will adopt a 4 day/10 hour a week schedule. Conversation is still pending with the Unions and vetting is still to be had within the College community.
- The Council's recommendation was to have a college-wide process to vet and then implement this proposed mandate.
- Beck Hsieh recommendation → to re-vamp a summer session committee to vet this issue.
- David Reed recommendation → College Council should come up with a basic survey on this issue to get the College's feel for the proposal.
- Donald Moore (VPSS) gave a summary/update of Student Services (SS). SS is working on strategizing for next semester's peak registration in order to make it flow more efficiently. He asked all in attendance to encourage continuing students to enroll immediately so that they are prioritized before the rush of students who will be ultimately coming to enroll in the Community Colleges.

3. Budget Update

- Beck Hsieh – Expressed her frustration about the hiring of Managers by the District Offices, while simultaneously laying-off others and claiming the reason for those lay-offs is budget cuts. Offered the example of hiring a Vice Chancellor of HR.
- The Peralta Sherriff's department will no longer be patrolling or covering the campuses on the weekends. Need to begin thinking of how to deal with this loss.
- A situation occurred over the past weekend that would not have happened if the District had not made these cuts. The Council is concerned that we are now leaving ourselves vulnerable.
- Becky Hsieh recommendation → Reinstate our own police Dept. We would save money and also have 24/7 coverage.
- Question posed - Is there a procedure for our weekend teachers when/if emergencies happen over the weekend?
- Elnora Webb indicated that Bob Beckwith will create a new weekend protocol for these type of issues
- Marco Menendez noted that there was a district-wide announcement that already went out stating that the protocol would be that if something happens over the weekend, the Sherriff's office should be called, and that they will dispatch to OPD who will come to respond.
- The State of CA is experiencing a \$9 billion deficit this year. It has warned that next year, this deficit will be \$21 billion. So we should anticipate budget challenges next year as well. Need to be much more strategic in planning for next year.
- Need to structure the Educational Master Plan (EMP) document so that it allows for various scenarios that are dependent upon the financial situation that we are in. Need to plan so that we are proactive, and not a “reactionary college”.
- Donald Moore – Now that the categorical departments have received their actual budgets (including ARRA funds) Student Services was able to retract some of the

Lay-off notices that were sent out. Out of 7 categorical layoff notices that were sent out, 5 were able to be retracted. Out of 9 general fund layoffs that were sent out, 7 were able to be retracted.

- The Board has instructed the College Administration staff to come up with an additional \$1million in cuts from the budget. Trustee Gonzalez-Yuen made a motion to use the District reserves to fill this gap, but it was not approved. Laney has yet to comply with this request.

4. Leadership Transition

- Frank Chong recommended (and the Board approved) Elnora Webb as the Acting President.
- Question posed → Who will be the new/Acting Vice President of Instruction (VPI)? Elnora Webb answered that this is unknown at this time. Asked Faculty and Classified to feel free providing suggestions. The decision is now down to a handful of options. Will have an Acting VPI soon.

5. Human Resources Needs & Priorities of Laney College and Educational Master Plan

- Marco Menendez – The Divisions have received a vast majority of Unit Plans and are now creating the master list of Instructional and Student Services requests into the EMP.
- For faculty requests, the Faculty Prioritization Committee already exists to do the prioritization to finalize this list. But for Classified, there is no body that exists to do this prioritization. There has been discussion of leveraging an existing body (like College Council) to prioritize these requests. There are so many different constituencies when talking about Classified Staff. It was recommended to have a sub-committee of college council take on this charge. Need a body dedicated to this.
- The Council noted that IF the College Council was brought up to its' supposed to be state, then this would be agreed to.

- There is a short timeline (2 weeks) to get this together. The deadline to get all HR (Faculty + Classified) position recommendations to the District is Dec. 4; hence, they need to be confirmed by the College by Dec. 3.
- Given the tight timeline, there was a recommendation to activate a Long-term model and then a pilot model (sub-committee) to be used for this purpose.
- There is a Justification Form needed for all classified positions included in the plan – need these forms in order to rank and prioritize all permanent hires.
- Donald M - Need to meet next week at the latest to evaluate the need for the justification. Need to develop an appropriate form to include the criteria. Needs to be heavy on classified representation and SEIU. Recommendation was to include all constituents in this personnel prioritization subcommittee. Donald Moore and David Reed will co-lead the effort to make this meeting happen. David Reed will help gather Classified staff. Beck Hsieh and Maisha Jameson to serve on this team. Marco will provide documentation to make some sound prioritization.
- The Council agreed to schedule a special College Council Meeting on Wed. Dec. 2nd at 2pm (1 hr.) meeting with ONE agenda item → The Prioritization of Faculty and Classified Permanent Positions. We will need to cancel the December LCPAC Meeting that is scheduled at this time.
- The District Ed Committee is expecting justification based on the college's strategic direction and/or educational priorities.

6. ACCJC Follow-up Report

- Accreditation Report due March 2010. Most of the recommendations that need to be addressed primarily lie within the District Services. Joseph Bielanski has provided a draft already.
- Maisha Jameson to send out the draft of this report to College Council members to review for errors-of-fact. The college will need to provide the College's response to the District.

- Two Accreditation recommendations that are to be completed by Laney:
 - 1.) To update the mission statement (assigned to Dean Sanford)
 - 2.) Student Services learning outcomes assessment (assigned to VPSS who has his SS Deans working on it)
- We need to have the Laney College draft response done before we leave for the holidays.

7. Revisit Discussion of LCPAC and College Council

- Discussion to be tabled for January Meeting

8. Faculty Senate Report

- The Senate created a task force to look at Faculty space in the Tower
- The Senate heard a presentation from former Student, Vanessa Ko, who has since graduated from UCB. Ko presented information on fraudulent construction work done by the same Contractor who worked on the Laney Bistro and Writing Center. She asked for the Senate to notify her if there are any issues that are identified at our two sites that they worked on.

9. Classified Senate Report

- The Classified Senate's Current priority is to work with the new leadership to try to galvanize more involvement of classified in the shared governance bodies.

10. ASLC Report

- NOT PRESENT

11. Committee Reports

Local 1021 –

- Continuing to fight to maintain the positions of those that have been given notice of being laid off

- Need more classified representation at district budget meetings
- Elnora Webb – Initiated a discussion about what our new processes are at the District level, as far as the new infrastructure for advancing initiatives/recommendations for District review and approval? This needs to be clearer and communicated to the College Community. The Planning & Budget Integration Committee has a different composition from before. The college needs an update as to what the planning model looks like. Need appropriate representation at these open meetings. May not be able to vote, but can show-up to show support.
- There is still confusion as to all of the various Board vs. District Committees

Facilities Planning Committee

- Trying to reclaim its' role and charge within the college
- The Committee has 3 major standing agenda items: Resource Prioritization, Participation in Construction Projects, and Development of a Facilities Master Plan
- Currently receiving presentations from people/departments for recommendations/ideas
- Having a meeting this Monday from 3-5pm.

Meeting adjourned at 4:15pm