

LANEY COLLEGE COUNCIL

December 16, 2009

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

MINUTES

Present:

Donald Moore, MaryBeth Benvenuti, Eliza Chan, Newin Orante, Shirley Coaston, Donna Marie Ferro, Indra Thadani, Becky Hsieh, Karolyn van Putten, David Reed, Don Petrilli, Carol Dalessio, Linda Sanford, Tina Vasconcellos, Elnora Webb, Evelyn Lord

Minutes:

Maisha Jameson

1. Agenda Review and Adoption

- Tabled for February College Council Meeting. Need to review minutes from all last 3 meetings.

2. Revisit Discussion of LCPAC and College Council

- Question - If we merge these two committees, what is lost and what is gained?
- Behavior and charge of these two committees are almost identical
- Shirley Coaston – at one time there was a difference that centered around the unions, senates and presidents. The LCPAC was a much smaller body that made recommendations to the College Council on policy matters. Hasn't followed this charge of the body in the last couple of years.
- LCPAC purpose = to bring up major key issues that are to be brought before larger body. Not all items that are discussed in LCPAC are brought to College Council. LCPAC was more

- of a working group. The State Academic senate has recommended this shared governance model.
- Karolyn van Putten indicated that the committee make-up of both groups is almost identical – membership is just broader in College Council
 - Example of use of LCPAC would be reviewing the Food Policy on campus to discuss policy around food handling and serving on campus. Research to be done by this group.
 - Question was asked, are the shared governance Committee Chairs on the College Council? (Technology, Facilities, etc.)
 - The group needs to go through the shared governance document with a fine-toothed comb and make recommendations for approval.
 - Suggestion → Have LCPAC be a shared governance agenda setting session.
 - Suggestion → Only convene LCPAC when there is a policy that needs to be hammered out
 - Suggestion → take broad College Council and appoint a sub-committee of College Council to meet separately to discuss policy
 - Suggestion → the Council is the body that should advise policy...LCPAC should advise Council on policy (not just the President)
 - Elnora Webb – expressed it makes more sense for the LCPAC to be a sub-committee of the College Council that focuses on policy
 - This question can also be considered with the discussion about the HR Committees formed for prioritization.
 - Suggestion → Would like to see the discussion taking place in administrative leadership meetings to take place in LCPAC to make it more of a shared governance process
 - A strong desire was expressed to see the College Community overall to weigh in on College policy, procedures and decisions in a smaller working group...Dependent upon the issue or policy at hand, others would be brought in to serve on the subcommittee to discuss the issues at hand.

- Don Petrilli – the larger Council should be the body identifying the tasks or policies to be reviewed or acted upon b/c as a Council you end up feeling that decisions are already being made before it goes to the Council. Should be identified at the Council.
- David Reed – wants to keep the reporting of the shared governance constituent bodies to the Council and AALC.
- Suggestion to create a five-person work team to make sense of this discussion
- Evelyn Lord expressed that she would like to discuss this issue with the Faculty Senate before a decision is made.
- Elnora Webb – Asked the group – “Do you agree that we have a working group who pull together a rational recommendation based on all of the info. we’ve discussed together to come up with a solid recommendation for advancing policies & procedures to President – so that we can review this and make a decision when we come back?”
...The Council decided to hold off on making this decision. Proposal made to table this discussion and decision so that it can be brought to the other shared governance bodies to discuss further.

3. Budget Update

General Fund

- Have not had our salary budget posted yet
- The District has not asked for any monies back
- How many positions have we lost?
- Rescinded 2 of the categorical positions that were to be laid off – 2 laid off and one of those exercised bumping rights to BCC.
- Rescinded two of the general fund positions - Staff Asst and program specialist in CalWORKS
- The question was asked if the District did any lay-offs? No. Shirley Coaston suggested that we should argue that we are the first line of service to the students, and that the

district service centers should give up some positions so as to keep the cuts furthest away from the students as possible.

- Next year we will not have the basic skills monies to help with some of these Student Services cuts, so we will have to think innovatively for Fall 2010 and beyond
- We've reduced the sections for the Spring semester by 137 classes b/c we rec'd \$3mill less as a District to serve an increased number of students.
- Clarification => Part-Time Faculty are not contracted. They are not hired when they are not needed, so can't be "laid-off".
- The Summer Schedule will be a 4-day/week schedule that will be implemented at all four of the colleges. The Classified Union has not yet negotiated this with the District.

4. Updated Mission

- On 12/9/09 Linda distributed a letter to the campus (letter passed out)
- Met with all senates (Faculty Senate, Classified Senate, ASLC and the Division, basic skills and CTE work groups, the EMP Committee, and via FAS and in mailboxes) to get endorsement of process and one of the proposed Mission statements . The revised Mission Statement needed to identify commitment to student learning and the population we serve.
- Draft#2 was overwhelmingly preferred. Suggestions gathered didn't alter the content of mission, but rather the grammar.
- Linda Sanford went over proposed changes to Mission #2 statement.
- Elnora Webb asked everyone to look at all Mission versions to make recommendations to the President as to which one we want to advance forward.

- Discussed whether to include the phrase “access to“ in-front of what we provided. This implies that in our mission we address social justice and equity issues
- Time sensitive issue because there is a Board Agenda request form needs to be completed before we leave for the holidays
- Motion made to accept the #2 Mission option choice, and was agreed to by the Council
- PIO – a Marketing campaign should be implemented

5. Student Services and SLO Assessments

- Documents detailing the process, charge & activities of the Learning Assessment Committee and the Student Services Assessment Task Force + the Student Service Dept. Unit Plans were passed out
- Student Services has been compiling info. on what has been done as far as SLOs and assessment in Student Services thus far
- Training for Student Services was given around SLOs in Fall
- Newin detailed the process that was developed as far as student services reviewing and implementing their SLOs
- They are developing SLO statements within student services
- Timeline – by end of March 2010, Student Services’ units will be required to provide their SLO statements and assessment instruments, a narrative of the process used, and what changes to be made
- Elnora Webb asked Newin Orante to indicate in draft letter for March ACCJC report where each unit is in the cycle of this process

6. March 15, 2010 ACCJC Follow-up Report

- The Draft document/Report will be posted on-line soon so that they can be reviewed and ready to be acted upon when we return after the Winter Break

- March 15, 2010 Report to be submitted and the visit will occur someone after 3/15/10. We will hopefully know when this visit will be by Jan or Feb. 2010
- We need to have a College Council before that visit
- We all need to be knowledgeable of this report and know it well so that we are prepared to answer questions on the spot.
- Address all questions to Elnora Webb and cc. to Maisha and share with entire team if wanted to.
- Elnora Webb asked to have a group of 4-5 individuals to sit down and work on clarifying what should be the current membership of the College Council: Those who volunteered → Evelyn Lord, Becky Hsieh, Maisha Jameson, MaryBeth Benvenuti, Shirley Coaston – this group will make a recommendation to College Council to vet and vote on.
- Last Audit problem was in 1992 – and it was minor. Laney has been doing well in Financial Aid historically.
- Need outstanding texts for the Accreditation Report by Monday so that Elnora Webb can finish our draft report. Joseph wants it by 12/23/09.

7. Educational Master Planning

- The structure and outline of chapters is coming along
- Elnora Webb and Tina Vasconcellos and Marco Menendez to meet re: timeline. Include info.
- This process has been a celebration of shared governance. Many from through-out the constituent bodies on campus have taken a part in this document.
- The goal is to present it on Flex Day. Need to write it within next couple of weeks.

8. Faculty Senate Report

- Nothing to add

9. Classified Senate Report

- Biggest issue when it comes to Classified is the structure of shared governance here at Laney – need to get all of our constituent groups up to speed. The current structure is not inclusive enough of Classified Staff
- Researched what other colleges are doing ex. release time granted to Classified Staff to serve on various Committees, or to be involved in Senate, etc.
- As an institution we need to do more to institutionalize this regular involvement of Classified staff
- We are missing valuable resources

10. ASLC Report

- Ju not here
 - Not available

11. Union Rep Reports

- SEIU 1021
 - Laney has been reasonable as far as Classified participating. But Managers should encourage their classified staff to be active.
 - Safety issue. Need to look into the light timer to be adjusted for lights in parking lot
 - Classified lay-offs...work with Union to get back people who are being laid off. The lay-offs are causing issues for those Classified staff left, ex. CalWORKS being left with not enough staff
- Local 39
 - Not available
- PFT
 - Not available

12. Committee Reports

Facilities

- It was asked that the Health Center Issue be placed on the College Council Agenda SOON. The Facilities Committee has asked Indra Thadani to write a formal proposal for College Council. She will submit this to the Council at the beginning of the year.
- For projects over \$5 million there will be a Task Force created to review each project
- Facilities needs to be calendared for the February College Council meeting

Meeting Adjourned at 4pm