

LANEY COLLEGE
February 17, 2010
Room T-450 / 2:00-4:00 p.m.

MINUTES

Present:

Marco Menendez, Becky Hsieh, Shirley Coaston, Eileen White, Newin Orante, Karen Hart, Donald White, Elnora Webb, David Reed, Don Petrilli, Carol Dalessio, Karolyn van Putten, Lilia Celhay, Ju Hong, Eliza Chan, Tina Vasconcellos, Indra Thadani, Evelyn Lord, Linda Sanford

Minutes:

Maisha Jameson

1. Welcome & Introductions

2. Laney College Goals for the Spring 2010 Semester:

- Goals → Assess SLOs at Program level, Educational Master Plan (EMP) approval by Board & roll-out, Accreditation, Program Reviews & Unit Plans, Integration/Operational planning, Budget Planning Scenarios. (PIO to put these Goals on line).
- Need to identify where we are and where we need to be in our respective areas. Need to work on securing gaps in funding in order to meet the goals set forth in the EMP. Aligning the EMP with the Budgetwith the EMP driving the budget.

3. Updates Affecting Policies, Planning, or Central Operations of the College

- DSPS – moved into new facilities
- (student concern) The new food policy is interfering with the fundraising efforts and drive of the student clubs. 3-4 clubs

have dropped out of ASLC because of this. Donald Moore indicated that the clubs just need to go to Food Manager, Scott Strong for food safety training before they provide food at campus-wide functions. A suggestion was made that each club go through this training before they can become a club.

- Update on tutoring services -- There is group tutoring for Puento in the previous tutoring Library location. There is tutoring for a Calworks course there as well. Lisa Cook is maintaining the tutoring that currently exists. Now in the process of meeting for planning for future tutoring at Laney - a comprehensive tutoring program campus-wide. Newin Orante to communicate with Shirley Coaston as to what tutoring will go on in the Library so that the signage that is posted with regard to tutoring will remain up. Newin to send Shirley Coaston the schedule of these tutoring services.
- It is understood that general tutoring is needed and we have some funding for this, but coordination of this service is still in the works. The gap is recognized.
- Elnora Webb indicated that it is important that everyone know what to tell students about campus tutoring. She asked Eileen White and Donald Moore to ensure that in their respective areas that the Deans in their areas are working on this so that by the Fall the goal is met and that it is communicated explicitly through-out the college to our students.
- Several Laney staff members have moved over to the District for new roles
 - Judy Cohen moved for Director of Centralization effort of Financial aid at the District
 - Mike Orkin moved to District to serve as the Interim Director of Institutional Research
 - MaryBeth Benvenuti moved to serve in Financial Team to clean-up audit findings within Finances of District
 - Permanent vs. interim timelines are unknown for these moves. In interim, the administration is working to transition in Student Services and Instruction. Looking for

a Laney faculty member to take over for the Dean position. Currently interviewing for the Business Manager position. George Kozitza was recently interviewed and seems competent and is currently being seriously considered. Kozitza's strengths were shared with the group.

- Sustainability Representative
 - A document was passed out that gave the background as to how this became issue. The Council will need to determine if a Sustainability Rep (or two) are identified and appointed to sit on the Facilities Committees at both the District and the College. The proposal is to have at least one, and possibly two sustainability reps.
 - The Senates would propose these reps.
 - The proposal is for this sustainability rep to be a part of the facilities committees both at the college level and at the district and that they would advocate for sustainability processes and procedures.
 - A question was posed as to whether or not this issue needs to be addresses at the Board policy level to ensure that actions like the unauthorized tree removal on the athletic field is not done in the future without consultation. Should Board guidelines be put in place to ensure that sustainability issues are addressed?
 - It is hoped that in the future that construction projects be brought to the Facilities Committee before the design phase.
 - Don Petrilli suggested that Karolyn van Putten propose that a sustainability rep (and a DSPP rep) be included on the PBIC (at District level) as well.
 - Question posed to the Council – should the rep be at the District and/ or College level? Also, should we have a Classified AND Faculty rep.? Discussion ensued to determine the answers to these questions.
 - There was a suggestion to consider sustainability as a part of the Facilities Planning Committee discussions.

- Evelyn Lord – moved to add 1 Classified and 1 Faculty Sustainability Representative to the District PBIC. Carol Dalessio seconded this move, and added that the Council should recommend 2 Sustainability Representatives (to include a Classified Rep) b/c Classified spend more time on campus than the faculty do, and hence often have a difference perspective.
- The Council moved and agreed upon having 2 reps (1 classified and 1 faculty rep).
- The recommendation was proposed and accepted to leave the decision about how and where the Sustainability Representative served (on the District-wide Facility Committee and/or the Laney Facilities Planning Committee. Wants to leave this decision in the hands of those who are developing the model.
- A proposal was made that the reps are officially named Environmental Sustainability Representatives

4. Accreditation

- The Follow-up Report is due March 15th. We are asking the Board to review the draft ACCJC report at the March 23rd Board Meeting.
- Elnora Webb asked the group to review the draft Accreditation report, and submit responses b/w now and next Monday. Send comments to Elnora Webb and cc. Maisha Jameson, and all comments will be reviewed before the report is sent to the Commission. Put “YES” in subject line if you agree, and “NO” in the subject line if you disagree.
- Elnora Webb shared the link on where to find this document. Wants input before it goes to the Commission. Wants an email from everyone in College Council – either yes or no. If you put “NO”, please make explicit in body of the email what you disagree with.
- Eileen White is working on the “Special Report” to be submitted specifically to address the Audit Findings.

- We've requested a 90-day delay for the ACCJC visit to address the recommendations and audit findings.
- ACCJC Recommendations were the following: Accelerate the Student Services SLOs & Assessment, Revise the Mission, and address the Budget/Finance issues
- Requested approval to reactivate the Accreditation Committee. Suggestion made to name this Committee the Institutional Effectiveness Committee. This decision will go through the process of being reviewed by the Small working group defined below.
- Requested that members sign-up to be involved in the small working group to work on the Shared Governance Document. (Those who signed-up include: Shirley Coaston, David Reed, Maisha Jameson, Marco Menendez, Evelyn Lord, Tina Vasconcellos, and Eileen White)...President Webb gave the deadline to meet and give recommendation for College Council when it meets in April.
- Education Student Services planning Comm. has been dormant. President Webb asked for this small work group to come up with a list of questionable committees that are listed in the shared governance document. Determine what is currently there on the list, and see what the charges for these committees and how they overlap...Also, identify what committees are needed.

5. Educational Master Planning (EMP) - (Tina Vasconcellos & Marco Menendez)

- Asked College Council to meet for special meeting on March 3rd (2 weeks from today) to approve the EMP. Scheduled for 2:30-4pm. Maisha Jameson to send out an appointment and reminder.
- A copy of the Draft EMP document was at the meeting for reference. It will be put on the Laney EMP site soon. Chapter 4 is the wrong version. Tina Vasconcellos will send out the correct version.

- Tina Vaconcellos passed out copies of her powerpoint presentation that outlined the chapters of the EMP. She gave a brief summary of each chapter and what it is was composed of.
- Everyone was asked to review the document in prep for the special College Council meeting to be held on 3/3 in order to formally approve (or not) the document before it goes to Board for approval on 3/23.
- Recommendation was made to list the priorities as such: CTE (1st), Foundation Skills (2nd) and Transfer (3rd) because of how they are weighted at the state level.
- Tina Vasconcellos discussed the role of the EMP committee and how many individuals through-out college were involved in the production of this document...upwards of 200+.
- Need to have ongoing feedback on this document and implementation to keep this a living document and not a Plan that is just set in stone.
- All sections of the EMP will have the same template and will include analysis and work-plans to implement the plan. There will be ongoing reviews.
- The Integrated Marketing Plan is now included in the EMP. A work-plan will need to be created for this Plan as well. Working on coordinating a Committee for this work.
- Weblink url to find this document included in agenda for this meeting. It is password protected to avoid much of the spam that is sent.
- This is all about celebration of progress and not the end product because it will be a living document. In the future would like to have a cross-pollination of “non-experts” to chime in on other sections created by thee subject “expert” task-forces.
- The resource priorities are to be updated each year. The EMP committee will meet ongoing and regularly. EMP to be the reference doc for all shared governance committees for their marching orders.

- Goals stipulated in the Master Plan are purposefully overarching and non-specific. Quantitative data is not included in this plan in order to give ourselves a level of flexibility. More data analysis is needed so the intention of the goal was included in the plan. Benchmarks still to be set.
- The Draft Student Equity Plan was the model for providing the template for this plan. This plan still needs to go before the Board for approval.
- Resource sections still have a number of priorities to be incorporated.
- Emphasized the urgency of getting this to the Board ASAP!
- Highlights and summaries are being prepared for subsequent discussions.
- There is a call to action for others to get involved in the implementation and roll-out of the plan.

6. Lake Merritt Bart Station Redevelopment Plan

- President Webb gave a report-back on her meeting with City Council Member Pat Kernighan
- The Chancellor's Office has been in conversation with BART in regards to being involved in this redevelopment project. After a series of meetings, BART and City of Oakland decided to move forward on this project.
- Funding has been received from the Metropolitan Transportation Agency.
- The area up for redevelopment includes the 1/4 of a square mile radius around the Lake Merritt Bart Station. This area is integral to Laney.
- Wanting to take into consideration and maybe merge the various ongoing redevelopment projects in the area...i.e. the Bay to lake Merritt Project and the Oak to 9th projects
- Tomorrow evening (2/18) at 5:30pm...a major stakeholders meeting will take place at Laney – Marco Menendez, Elnora Webb and Karolyn van Putten will attend. On Friday there is another meeting that Elnora Webb will go to.

- We need to be a part of communicating a vision for this project.
- This area was once a part of Chinatown, and so the Asian stakeholder groups are very much involved.
- Stakeholder meetings will determine a process and then there will be additional meetings for the community to provide input on planning.

7. Updates from Shared Governance Bodies & Interest Groups

- Suggestion was made to have more disaster planning exercises on campus.
 - Need up-to-date training in this regard and a plan.
 - Discussion for combining LCPAC & College Council to be included in next College Council meeting.
- **Faculty Senate Report**
 - **ASLC Report**
 - **Union Rep Reports**
 - SEIU 1021
 - Questioned – will there be a replacement for Judy Cohen in Financial Aid? There has been no meet and confer with the Union whatsoever on this matter.
 - Security is an issue in several areas – need blinds for certain offices so that the public can't walk by and scope out the offices? Will the alarms be fixed so that they work? There have been several thefts on campus. There is no evidence of a break-in, so it's looking like these thefts are being done by someone with a key. The flea-market security (Securitas) is not sufficient now. Weekend security is needed. Doors and windows are often left open regularly.
 - Students need to be involved on shared governance Committees when possible.

- Local 39
 - Not available
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- PFT
 - Not available

Committee Reports

- No time for Committee reports