

LANEY COLLEGE
April 21, 2010
Room T-450 / 2:00-4 p.m.

MINUTES

Present:

Elnora Webb, Eileen White, Donald Moore, Don Petrilli, Eliza Chan, Indra Thadani, Donna Marie Ferro, Karolyn van Putten, George Kozitza, David Reed, Ron Jones, Carol Dalessio, Marco Menendez, Shirley Coaston, Becky Hsieh, Scott Strong

Minutes:

Maisha Jameson

1. Welcome & Introductions

- Indra Thadani (campus nurse) - Services for new Health Center to start next Fall. Staff will include a supervisor and an assistant, 2 mental health workers and 2 nurses
- President Webb asked Vice President of Student Services (VPSS), Donald Moore to provide details on what's decided at the District & College Level in regards to the Student Health Center
- Donald Moore (VPSS) - Student election finishing up. Have record numbers of student voters. ASLC worked such a robust campaign this year. This shows the makings of a healthy student govt. There will be a joint Town-Hall meeting on April 29th from 3-5pm for Administration to speak with students. ASLC is taking the lead.
- EOPS, Sports and the CARE program are having their annual year-end activities.
- Eileen White (Vice President of Instruction) – Office of Instruction is busy doing clean-up to ensure that all items are in for program review. Faculty Appreciation day is scheduled for May 6th. Working on Committee assignments for next year.
- Eliza Chan (PIO) – the Educational Master Plan (EMP) has been launched. Also preparing for Barbara Lee's visit on Monday May 3rd, time TBD. COA and Chancellor here as Media and community partners are invited to participate.
- Carol Dalessio (DSPS Supervisor) – DSPS is trying to cope with the major budget cuts which are taking a toll on the program and are cutting student workers and teacher aides. May affect Faculty at some point. Getting ready for her retirement.
- Donna Marie Ferro (VP, Faculty Senate President) - also getting ready for her retirement.
- David Reed (Classified Senate) – There will be a Classified Senate meeting on Wednesday to address the budget reductions. Classified Appreciation day is 5/13. Managers to take over working on this event. Served on all the committees for scholarships this year. We have some incredible candidates for these scholarships.
- Karolyn Van Putten (Faculty Senate President) – recently concluded Faculty Senate elections for upcoming year. New president = Sonja Franeta, Karolyn Van Putten = Vice President.. Don Petrilli is DAS Rep.. The Senate requested of the state-wide senate to pass a resolution that would take Title 5 allocations for lab space allocation under consideration and move it to the Chancellor's Office. The state-wide senate approved

moving that resolution forward for approval. This is related to the lab space for CTE and lab space for Science issue.

- Marco Menendez (Division Dean) – provided an update on the Community Meetings re: the Lake Merritt Bart Area Redevelopment Project. Laney being embraced into planning process. All options discussed. The project leads are now asking to host an event on the Laney campus to get Laney specific input. Dean Menendez to send out announcement in this regard. A community forum to be held at Laney in October. The Project Manager who was appointed by City of Oakland to work with Laney was laid off. They are working to hire a replacement.
- Two major events planned next academic year (one in Fall and one in Spring) related to the calendar of celebratory events to commemorate the 40th Anniversary of Laney being at this site. We will embark on a year-long series of events that culminate in a leadership conference at Laney.
- Suggestion offered to get large Laney flags indicating 40years – can be used as a PR tool.

Facilities Update (Dean Menendez)

- Last week Board approved the EMP – and embedded in it, was the Facilities Master Plan. The Plan included scenarios, as opposed to concrete decisions/plans. Ideas were established based on the brain-storming of the constituent groups. The Facilities Planning Committee proposes that an expert be contracted to come in to review the feasibility of these scenarios. Wants the whole college to adopt a holistic approach when dealing with facilities as they address the whole college – rather than approaching it dept. by dept..

HR Update (President Webb)

- We currently have several individuals working in interim or acting roles.
- Interim Dean Lilia Celhay – formal process to advertise for this position is pending.
- Acting Dean Inger Stark – Dependant upon what is decided with regard to Mike Orkin's role at the District as the Director of Institutional Research
- Acting VPI Eileen White – Dependant upon what happens with the District's search for Laney College's permanent President. Next Tuesday President Webb has an interview for the President's role
- George Kozitza – Consultant in Business Office filling in for MaryBeth Benvenuti – Dependent upon what happens with MaryBeth's role in Finance at the District.
- Judy Cohen – was the Coordinator for Financial Aid at Laney – moved over to District as Interim or Acting Dir. of (District-wide) Financial Aid. Now Financial Aid is centralized at the District. Lawrence Chan is no longer the acting coordinator of the Financial Aid office at Laney given health reasons. So Judy is still coming back doing some coordination here as well.
- Colleges are still hiring a Supervisor of Financial Aid at each college.
- Received sign-off of support for us to pursue 4 Faculty positions – but they are frozen given the hiring freeze. Once it's clear what our budget position is, we can consider movement forward on any necessary roles (classified or faculty).

2. Minutes

- Shirley Coaston made motion to approve the minutes for the 12/16/09, 2/17/10 and 3/3/10 meetings. Marco Menendez seconded the motion. Minutes were approved for 12/16/09 & 2/17/10 3/3/10.
- The 3/17/10 minutes will be approved at next meeting to allow time to review.

3. Educational Master Plan

- We are at the stage of implementation of the EMP
- Need to be able to respond to the Chancellor, Trustees and any others who hold us accountable to staying in line with our plan
- Example – program reviews, assessment and SLOs – We should be able respond and pull data directly from them that is attributable to the plan
- Need to be looking at the Unit Plans annually
- Lots of folks concerned about the Program Review information going no where...but a lot of the EMP was based on the requests/priorities/plans found within the Program Reviews and Unit Plans.
- What will be processed/approved ultimately, will be the items that have been included in the EMP
- The EMP will be a working doc that all of us use at some point.
- Laney's marketing consultant firm, Full Court Press is really excited about presenting this Plan to the Community to show what kind of impact Laney is making for the overall community. They affirm that it can/should be used as a PR tool as well.
- Plans are also important to make us more ready/eligible or chosen to receiving grant monies.
- Vice Chancellor of the Dept. of General Services (DGS), Sadiq Ikhara and DGS Director of Capital Projects, Mark Sennette indicated that they would support what Laney wants to do with regards to interviewing various architects to see who will work best for Laney.
- President Webb asked everyone to read the entire document and requested that suggested edits or concerns be sent to Maisha Jameson in the President's Office by no later than next Friday 4/30.
- KVP proposed edit to EMP Page 67 paragraph 3. She'll send to Maisha to incorporate.
- Dean Menendez – indicated that ideas for how best to roll out this EMP are also welcomed.
- We are currently trying to compile a list of our existing and past community partners
- There will be a presentation of the EMP at the next (4/27) Board Meeting. President Webb indicated that we need as many Laney folks there as possible. All administrators are expected to be there unless they already have other plans.
- The Business Office (in conjunction with the President's Office) is currently working on an Administrative Manual that speaks to Operational Procedures and will ideally serve as a Users' Guide for folks here at Laney. The process by which updates and changes are vetted and made to the EMP will be included in here.
- There is an intention to revamp the Laney Educational Master Plan (LEMP) Committee and &/or Self-Study Committee into the Institutional Effectiveness Committee. The Council agreed to Karolyn van Putten's proposal → To Integrate the Self-Study (or Accreditation) Committee and the LEMP committee into the Institutional Effectiveness Committee. Subcommittees of that Committee can then be created when it comes time for the EMP or Accreditation/Self-Study.
- Discussion ensued about why it makes sense to wed these two committees.
- **THERE WAS A MOTION MADE TO COMBINE THE TWO. VOTE FOR APPROVAL WAS UNANIMOUS.**

4. Shared Governance (SG) – (President Webb)

- There was concern expressed of the small working group that we had not fully implemented the currently documented Shared Governance process. The proposal of the group is to continue to look into suggested improvements for this process while truly implementing what is stipulated in the current governing document. Another suggestion that came out of the small work group was that we should look at the EMP and see how that may change or affect our structure as well. Look for more details to come out in this regard at our June retreat. The campus will determine from there how best to move forward. The goal is to go into the new year with a schedule that can be trusted.
- Dean Menendez – added that in some cases, the Classified membership that was stipulated in the SG document didn't seem adequate to Classified staff. David Reed expressed this again in College Council and indicated, also personally to President Webb.
- Committees need to get up to full membership to determine how they can be made better/more efficient.
- For clarification purposes, the Union's scope is to address working conditions and compensation.
- The Faculty Senate is responsible for enforcing the 10+1 rule... They have a legal obligation to be involved in these committees that address things like master planning.
- Role of Classified – They are not hired to be involved in these committees... so what can Classified do to be more involved?
- There are Union appointees in many of these Committees to address working conditions.
- Issues of Classified staff being discouraged from participating in District and/or campus committees was discussed – Examples of exhibited disincentives and lack of clarity re: classified staff involvement in this important campus work was brought-up.
- President Webb proposed – that when we have our June retreat, this subject should be one of the key issues to address.
- We need to be more specific about the details and more clear with the publicized schedule with regard to committee make-up & charge, and meeting dates/times/locations.
- The End of the Year Retreat is scheduled for June 2 from 9am-3pm in the Laney Bistro
- An end of the year school events calendar is to go out on Monday.
- Suggested to have a Q&A added to our website to find out where to go for events info. www.laney.peralta.edu . There is search ability on website.
- President Webb asked for VPSS, Donald Moore to encourage students to use/access their Peralta email accounts. Need to make the steps laid out for students so that it is easy to navigate.

5. Budget Update & Planning – presented by George Kozitza (Business Office Business Management Consultant)

- All forms were sent out on time and are posted on the website, including the principles
- Still currently looking at a \$6.4 million structural deficit at the District
- Currently doing reduction scenarios from 3 - 10%.
- In addition, some fixed costs will go up this year, and the next, etc.
- We will be able to make some decisions in a timely matter to make the budget balance and meet the requirements for the state.
- The proposed reduction scenarios will be posted to the website by next week.

- President Webb offered that the BAC did a superb job in reducing it down to a plan that the college can navigate through and discuss. The Principles developed to guide reductions and seek alternative sources of funding and revenue generating has received great feedback. Blank areas in the forms are intended for others to give feedback and put something in them.
- At the 10% cut scenario level we are making severe cuts to programming and staff – there is serious concern with this.
- The movement away from these fixed programs like (EOPS, DSPS, care, CalWORKS) is apparent. We need to be prepared how to react and operate in the worst case scenario, and hence this due diligence needs to be done well in advance. Knowing that this is our leverage point, if we have to go there, may speak volumes to those who are making decisions as to how these cuts will affect us, but we will also at least have a plan. If those making decisions know how this will affect us, this due diligence may have a preventative affect. It was encouraged that we as a College anticipate this and make some changes so that we rely on alternate sources of funding in order to maintain some of our much needed services. Even given this, we need to understand that things will not look the same.

COMMITTEE/ SENATE REPORTS

- **Faculty Senate Report**
 - No time for Senate reports
- **Classified Senate Report**
 - No time for Senate reports
- **ASLC Report**
 - No time for Senate reports
- **Union Rep Reports**
 - SEIU 1021
 - No time for Union reports
 - Local 39
 - No time for Union reports
 - PFT
 - No time for Union reports
- **Committee Reports**
 - No time for Committee reports