

# **SPECIAL LANEY COLLEGE COUNCIL**

**March 3, 2010, 2010**

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

## **MINUTES**

### **Present:**

Marco Menendez, Becky Hseih, Eileen White, Newin Orante, George Kozitza, Donald Moore, Elnora Webb, Don Petrilli, Karolyn van Putten, Lilia Celhay, Harry Jiang, Eliza Chan, Tina Vasconcellos, Loretta Hernandez, Shirley Coaston, Steve Lomba, Scott Strong, Jean Carey, Linda Sanford, Irina Rivkin, Matthew Goldstein, Christine Williams,

### **Minutes:**

Maisha Jameson

Announcement → Notice of Student Protest March tomorrow. Rally on Quad at 12noon, March from Laney to Frank Ogawa Plaza (3 – 5pm) and Rally at San Francisco Civic City (5-7pm)

### **ONE ITEMAGENDA:**

#### **Review/Approval of the Laney College Educational Master Plan (EMP)**

*Facilitated by Deans Marco Menendez and Tina Vasconcellos*

- The goal today is to have a discussion and gain input from College Council on the EMP before it goes to the Board for approval at the March 23<sup>rd</sup> Board Meeting
- The EMP is meant to be a roadmap assessing where we are currently and that will help to guide us to where we want to be within the next 3-5 years.
- This EMP serves as a reaffirmation of our commitment to shared governance and will be the foundation document to all future decision/plans (i.e. Technology Plan, Facilities Plan, etc.)
- We are also hopeful that it will serve as a call to action from the community to become community partners on some of our planned projects
- (Executive Summary to the EMP was passed out)
- The EMP will be a “living, breathing”, working document that will always be updated and changed dependent upon many changing factors, i.e. resources, needs, industry/market factors, etc. Asking for the College Council’s approval that the understanding will be that the EMP will always be an evolving document

- Thru-out the process of creating this document, the Committee tried to keep things open and flexible enough to deal with things/issues that cannot be predicted
- Mantra in committee – “our budget does not drive the plan...rather our plan drives the budget”
- The Laney EMP Committee will remain in-tact through-out the year and work on consistent updates to this document as needed
- The EMP will stay as a high-level plan and not focus in on the details of specific areas/plans
- The version on the website will be what is submitted to the board except for the fiscal section which will be included on Monday. Any major content-related edits suggested by the Council will also be included. Not looking for grammatical areas, but rather major content concerns. Concerns and comments will be taken into consideration – but the writing will be maintained for the Committee.
- Various working groups within the LEMPC wrote much of the individual sections
- The “responsible parties” have been listed on the work-plans. The question was asked, “How do we hold these persons responsible?” Answer: The LEMPC will be the body to continually check the progress and report that progress to the President.
- Donald Moore suggested that on an operational basis, there needs to be 2-fold process – planning and operational. Some Committees have a more planning focus, and others have more of an operational focus...for example, there is a Faculty Prioritization Group = an example of both. Don’t want planning to take a back seat because the operations are often times more pressing issues.
- Does the document state when a review should come up? – is it in the timeline? Answer = Annually reviewed. Deadlines to the state were mentioned.
- The EMP Committee is to re-engage to meet once a month.

**→ The group went through the Plan chapter by chapter to solicit input on the various chapters.**

#### Chapter 1

- Some of the demographics data is incorrect on page 6 and needs to be updated. Eliza Chan will take care of submitting the updated data.

#### Chapter 2

- College Council and LCPAC issue – which one has more authority?...President Webb answered that College Council will be the Final body that reports recommendations to the President and hence has to maintain the authority...The shared governance structures are still to be reviewed.
- In the Org Chart, we should include only the position titles and not names so that it is easier to update,
- The external scans should include more of a rigorous review of other areas other than CTE, for example transfer rates, school closure rates, etc.

#### Chapter 3

- The goal here is to provide more clarity as to how all departments will be able to find how they can participate in the broader college wide goals and priorities of the college, as

opposed to breaking them down into separate silos. CTE shared that they see their workgroups and committees working along the same lines as how the EMP frames it.

- It is hoped that we are not ignoring the individual needs of the programs even-though they are not included in the EMP – Rather, that these over-arching ideas included in the EMP are where the departments can fit themselves in WHILE also addressing the individual departmental plans stipulated in the more detailed program/unit plans, etc.

#### Chapter 4

- Please number pages so it's easier to refer to them in review. The designer will include page numbers and formatting in the final version.
- Trying to include the full cycle of assessments and outcomes through all plans...The idea is that we are always working within the assessment cycle at all times
- Include the advised ACCJC institutional effectiveness goals
- Goals to be more data driven

#### Chapter 5

##### *Facilities*

- Major College Facilities Goals – Measure A Funds for the Theatre were taken away. Elnora Webb suggested that after speaking with Dr. Sadiq Ikharo within the DGS, he communicated that there ARE Measure A funds for the Theatre. Given this, President Webb wants to include it in the EMP as if these resources are there.
- Shirley Coaston brought up her concern that the listing of current construction projects under Measure A (timeline to be attached) needs to list the Library. Marco Menendez responded that the projects listed here are not also listed under Major Goals. Elnora Webb proposed that it be listed within the Major Goals section given it's "on hold" status.
- Suggestion that the document state different levels of approval...for instance there are those projects that we do not have current state matched funds to make happen, and hence they are still major goals, and not listed under "current construction projects. Since this is a living document that will always been being updated, as things change, and projects are moved forward, they can be moved from one area to another within the Plan.
- Minor edit to Facilities piece = under the design and build a one-stop Student Services center – there used to be a dept. that was called Gender Equity, Marco Menendez proposed to change it to the "Diversity Multicultural Center"
- Under the scenarios section – Scenario A – Item 6 (Add acquire and renovate the Henry J Kaiser Convention Center).

##### *Technology*

- The workplans were added to the doc within the last couple of weeks. Currently they are inserted after each of the sections to let the narrative flow. President Webb agreed with this solution. Ex. discussion of the smart classrooms. This section is to be completed at the end of the semester once the technology plan is completed.
- The Council confirmed that we need to be explicit re: our p planning for the obsolescence of technology – upgrades, purchasing of new computers, and maintenance. It is still to be confirmed that this will be included in the Technology Master Plan.

- Revised unit plan templates were proposed to the District to make the resource needs more clear and based on identified and communicated criteria – so that prioritization will be easier and data driven.
- Can't rely on the unit plans to drive all resource requests.
- Need a roll-out plan by division/department, for example, because can't fulfill all requests at once.
- The technology prioritization plan was used as the foundation and introduction for the resources section to assist with prioritization of all resources
- Elnora Webb – Need to make sure we include the college-wide/campus technology\ work that we will do.
- The Administrative offices (President's Office, Business Office, VPs Offices, etc.) do not currently do Unit Plans. Need to.
- Need to prioritize technology in a way that does not include work station computers because this is a mandatory tool needed for basic operational purposes.
- Instructional (all) equipment and not listed in the unit plans. This prioritization is currently done by a committee that only addresses one fund. Suggestion to broaden the scope of that committee to prioritize all equipment needs.

#### *Human Resources*

- This section is mainly laid out as far as processes and outcomes of what was submitted to the District Education Committee related to Faculty and Classified prioritization.
- Not just filling vacant positions, also listing additional positions needed to efficiently run the campus.
- Process needed to determine the needs of the administration position needs.
- Need to include a way for us to assess this process in the institutional effectiveness section
- Once we actualize the plan, then we can actualize the results and list them in the resource section
- In the HR section make a note to frame the discussion - while these have been prioritized, there were other key roles identified that will need to be incorporated into this plan.

#### **Council Voting**

- Donald Moore made motion to adopt the EMP to send to the Board
- Loretta Hernandez seconded the motion
- Eliza Chan proposed that the EMP is adopted with amended suggested changes
- In passing the motion the Council recognized that there will be continued discussion and continuous updates of the plan. Council voted with the provision that the document is a living/breathing, working document that will have constant updates.
- Motion was made that the EMP be approved and adopted to go before the board for review on March 23<sup>rd</sup>. Quorum confirmed. Council voted YES to move it on for approval by the board.

***Meeting adjourned at 4pm***