



# COLLEGE COUNCIL MEETING MINUTES (DRAFT)

**COMMITTEE:** COLLEGE COUNCIL

**MEETING DATE:** Wednesday, September 17, 2014

**LOC./TIME:** T-850, 2-4pm

**ATTENDEES:** Elnora Webb, Lilian Chow Lilia Celhay, David Raughton, Chuen Chan, Carl Oliver, Brandi Howard, Anne Agard, James Blake, Irina Rivkin, Lisa Cook, Antoine Mehouelley, Trudy Walton-Keys, Kimberly Bretz, Autumn Sullivan, Phyllis Carter, Roxanna Post, Louis Quindlen, Maisha Jameson, Sonja Franeta, Peter Crabtree, Lonnie Lucas, Rey Lopez, Ines Colon, Crystal Perez, Miguel Avila

**ABSENT:** William Highsmith, Tina Vasconcellos, Jim Cave, Tamika Brown, Heather Sisneros, Mark Rauzon (on sabbatical)

**MINUTES:** Maisha Jameson

**HANDOUTS:**

- Meeting Agenda
- May 14, 2014 College Council Meeting Minutes
- Shared Governance Committee Guidelines Draft for College Council Discussion
- Participatory Governance Document
- Laney College Budget – 2013 -14 Actuals and the 2014-15 (Current) Budget – Summary of Budget Charts
- Staffing Comparison Documentation from State Chancellor’s Office
- Wireless Project Summary/Proposal
- Instructional Smart Cart Summary/Proposal
- Shared Governance Committee Standing Meeting Calendar
- Laney Accreditation Update
- Budgeting Memo for Faculty Senate
- 2015 ISE Timeline
- August 2014 College Retreat Docs
  - August 2014 Retreat Agenda
  - August 2014 Retreat Notes
  - Phoumy’s Thought & Action Prompt Reponses Summary
  - Retreat Worksheet Responses
  - Accreditation Goal Status Report
  - Assessment Goal Status Report
  - Resources Goal Status Report
  - Student Success Goal Status Report
- May 2014 College Retreat Docs
  - May 2014 Retreat Agenda
  - College Retreat Notes – May 30, 2014
  - Assessment Goal Status Report – Update



# COLLEGE COUNCIL MEETING MINUTES (DRAFT)

- Accreditation Goal Status Report – Update
- Resources Goal Status Report – Update
- Student Success Goal Status Report – Update
- Laney Annual Goals for 2013-14
- May Retreat Prompt Responses Summary
- Laney Retreat Student Success Data And Summary of Charts
- May Retreat Notes Synthesis – From all tables
- Two Plans/One Mission Doc.

Item	Description (Agenda Item and Discussion)	Action Item
<b>I. Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>• The group went around the table and introduced themselves</li> <li>• President Webb read the charge of the College Council Committee</li> </ul>	
<b>II. Approval of the 5/14/14 College Council Minutes</b>	<ul style="list-style-type: none"> <li>• To allow those in attendance more time to review the meeting minutes, approval was reserved for the next meeting of the Council</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Minutes from the May 2014 College Council Meeting at the October Council Meeting</li> </ul>
<b>III. College-wide Goals for 2014-15</b>	<ul style="list-style-type: none"> <li>• Pres. Webb read the 2013-14 College-wide Goals and provided an explanation as to why the various overarching Goals have remained the same for each year for the last several years → all remain pressing priorities. The benchmarks and measurable outcomes change dependent upon the priorities each year.</li> <li>• She spoke to what was discussed at the College-wide Planning Retreats and how this feedback informs our goals</li> <li>• She asked who would be willing to serve on a small work group/task force charged with going through the data and feedback secured to-date in order to determine what will be the measurable benchmarks for the 2014-15 School Year – Carl Oliver will work along with the Administrative Leadership Council (ALC) members to staff this task force.</li> <li>• Carl Oliver requested that information needed by, or needed from, the students be shared in a timely manner such that the student's processes can be followed and respected. Ex. Shared Governance (SG) meetings being scheduled without student input. Would like to be a part of the planning process.</li> </ul>	<ul style="list-style-type: none"> <li>• Carl Oliver, along with the Administrative Leadership Council (ALC) members will serve on a task force to come up with the College-wide Goals for this 2014-15 School Year. This group will take into account information found in the Educational Master Plan (EMP), SSSP Plan, Basic Skills Plan, District Strategic Goals, Facilities Plan and the current draft of the ISE: Standard I.</li> </ul>



# COLLEGE COUNCIL MEETING MINUTES (DRAFT)

## IV. Budget Update – (Phyllis Carter)

- Phyllis Carter went over the Summary of Budget Charts (Handout)
- There are 3 major sections to this report:
- 1) Actuals through FY 2013-14 (top of page) – \$1.1million (\$7.3 in banked leave – can't touch). The majority of this was un-spent staffing (SSSP funding). Fund 12 was ear-marked to use to fill positions, then the College was informed that we couldn't use it for this purpose, and hence this threw things off. In the ACCJC Annual Report, we were positive by fund.
- 2) Budget for FY 2014-15 (middle of page) – Went over various amounts for each fund (as of today). Total college budget = about \$48.3 million.
- 3) Required budget changes (bottom of page) – should be between \$50-\$54 mill. Have already communicated this gap with the Chancellor and Vice Chancellor Rinne. Working toward closing this gap. We believe this gap should be in our budget. Key is the reconciliation of staffing – Need to clarify the staffing.
- James Blake – asked about FTES funding/costs. This falls in Fund 01 only. He shared the following → In the past Laney has had issues with receiving our fair share. Laney doesn't receive anywhere near the 40% that we should be receiving according to the BAM. We don't get what we generate. The structural deficit is not being closed by the BAM. A \$1.2 M structural deficit existed last year and a \$1.7 M structural deficit exists this year. BCC & Laney are underfunded based on our own PCCD BAM. There is a problem with allowing the system to grow larger than it can afford, and there is no plan to address this. Hard decisions need to be made that aren't being made. Downsizing the District is one possibility. Another possibility is reducing a college to its generated FTES. There is currently no plan to reach equity in terms of fiscal planning for the College.
- Louis Quindlen – Shared that he felt that Laney College is being short-changed, and has been for many years. What the inequitable funding of Laney is saying is that Laney students are worth less than students at the other Colleges. This is what it comes down to because they don't get the services that other students in this District do. Suggested that what the College needs to do is to bring this up in the Press and in Accreditation until this is addressed.
- Sonja Franeta – Added that Laney's funding allocation needs to include the international student tuition/fees.
- Pres. Webb shared that Thomas Torres (from International Ed.) was able to secure data from the District that speaks to the gap in terms of dollars held at the District that are due the College for Int'l students. It amounts to no less than \$2 million from the State each year that is ours, and which we have not been requesting reimbursement for. Will be contacting the State Chancellor's office
- Need to clarify staffing so that the missing funding that is associated with the actual positions that the College should have in its budget, are loaded to the College's budget by District Finance.
- The College needs to continue to advocate at the District and State level (Chancellor's Office) for reimbursement of the International Student dollars due Laney.
- All Council Members were asked to read the BAM to understand how it's being interpreted.
- Phyllis Carter to post online the implementation of the BAM for the last 3 years.



# COLLEGE COUNCIL MEETING MINUTES (DRAFT)

	<p>to get this money from the State. The report 320 will go in correct this time. This funding is what the Chancellor is using to augment Laney &amp; BCC's budget this year.</p> <ul style="list-style-type: none"> <li>• All Council Members were asked to read the BAM to understand how it's being interpreted. Phyllis Carter to post online the implementation of the BAM for the last 3 years.</li> <li>• It was stated that any new money should go to the underfunded Colleges to right-size them.</li> <li>• Kimberly Bretz asked if there is a way that we can address the fact that we as a College can't buy anything from May – October, during the time that the District is working to close one fiscal year out and then approve and load new budgets? Why does it take so long to close and open the budget at the District? Phyllis Carter shared that the District sets date parameters for no spending (May &amp; June), then loads a tentative budget – carryover for discretionary costs (from prior year budgets). You can spend, but they make adjustments to accommodate real budget amounts (i.e., carry-overs, funding letters from the State rec'd in Sept &amp; October, etc.). The College is advocating for this to be changed.</li> <li>• Carl Oliver shared that the ASLC will be presenting to the Board shedding light on these situations and how they affect the College/students (ex. Need more counselors &amp; tutors.) Would like</li> <li>• staff and faculty to join them.</li> </ul>	
<p><b>V. Accreditation – Institutional Self-Evaluation (ISE)</b></p>	<ul style="list-style-type: none"> <li>• ACCJC will visit the College for our Comprehensive Evaluation March 9 -12, 2014.</li> <li>• Submission of our Institutional Self Evaluation Report is due to the Commission in early Jan. 2015. It is due to the Board of Trustees (BOT) on Nov. 18 for a first round approval, and then again on 12/9.</li> <li>• Working now on the draft to ensure that it is in one voice.</li> <li>• Created a Moddle site to allow the campus to provide feedback. All should look out for an email that will include the URL for the Moddle site. There is also a Dropbox that has been created for all standard writing teams to work on their drafts, as well as to include all associated evidence.</li> <li>• Those working on Accreditation and the ISE are meeting on a regular basis here at the College as well as at the District.</li> <li>• It was asked if within the Finances and Resources section, would the deficit that the District is continuing to inflict on the College, and the fact that the BAM has not been fully implemented, be included?</li> <li>• James Blake shared information and passed out associated documentation from the State Chancellor's Office that showed a comparison of our District's spending on administrative positions at</li> </ul>	<ul style="list-style-type: none"> <li>• All Council Members were asked to review the ISE Moodle site and provide feedback.</li> </ul>



# COLLEGE COUNCIL MEETING MINUTES (DRAFT)

the District level vs. that of other similar sized Districts through-out the State. He proposed downsizing the District, and noted that supporting (via funding) at the College Level is how to ensure you support student success. With all these District administrators, and more being added each year, we still perform the worst in the State. Too many chiefs and not enough Indians. Need to think of different methodology as far as advocating for resource allocation, because what we are doing is isn't working.

- Peter Crabtree shared that it would help us to see comparably sized colleges are far as FTES. James Blake noted that you can find this on this site as well. We should be comparing this with associated results (student success indicators, i.e. retention and completion results).
- James Blake added that what we are asking for is reasonable. Political agendas are blinding some from seeing the truth. Need to right-size things to maintain our sustainability.
- David Raughton noted that we need to determine a strategy to advocate in this regard to the BOT.
- James Blake shared that we need to tell the truth during accreditation. When we are pressured to be uniform and consistent, we lose the truth, and the truth needs to be told.
- Pres. Webb – shared that we need to keep in mind that the District is not accredited. The College is accredited. Be strategic, but tell the truth to convey what is happening at the College, and then develop a plan and agenda to address these issues and make them right. ISEs are supposed to be all about truth. All stakeholders need to provide input on that agenda.
- Louis Quindlen – At COA well over 50% of their faculty are full-time, at Merritt this number is well over 50%, but BCC and Laney are well below 50% in terms of full-time faculty.
- It was noted that the District is reporting erroneous figures on the actual full-time faculty at Laney, as they are not funding the College for the positions that we are supposed to have in our budget.
- Need transparency – a non-response is an issue. James Blake noted that he has brought this same information and documentation to the District committees and the BOTs on multiple occasions.



# COLLEGE COUNCIL MEETING MINUTES (DRAFT)

## VI. Laney College Participatory Governance Structure - (Evelyn Lord & James Blake)

- Carl Oliver noted that he made recommendations for proposed changes to the Shared Governance (SG) Document which have not been reflected in the updated document that was placed in the College Council Dropbox.
  - James Blake confirmed that it wasn't felt that those proposed changes could be included in the document at this point because they had not yet been discussed or vetted.
  - Carl Oliver shared that a proposal has been submitted to develop leadership internships for our student leaders. This project is to better ensure their effective participation in these types of SG meetings. We need to help mentor and guide our students through this process. It is being proposed that each student appointed to a committee be assigned a mentor to help with their understanding of the Committee's charge, processes, etc.
  - Irina Rivkin noted that it may be helpful to hold an orientation for each committee that occurs outside of the committee time, at the beginning of the school year.
  - VPSS Walton noted that there is a workshop session scheduled for the ASLC wherein which some key folks around campus will come present to inform them of various processes/practices.
  - A student asked how many students are slated to participate in these SG meetings? If only one, then can we get more? Pres. Webb responded that yes, more than one would be able to participate, but the exact number would need to be determined once the SG doc is revised and agreed upon.
  - Kimberly Bretz noted that she would like for this training to be extended to faculty or staff as well, as they need to have this understanding as well. She also shared that it should be noted that students have a responsibility to show up to Committees.
  - Carl Oliver suggested that a Professional Development workshop for students be developed. Feels that it is up to the College to create a structure that allows for the students to participate effectively.
  - Lilian Chow asked if all of the SG info. was online? It was answered that not all is there, but some is. She suggested that those who are to serve on a Committee should do their homework on the committee, i.e. online research on the committee's charge and work, and also any posted documentation.
  - Carl Oliver noted that there are regular issues with the SG groups having their documentation posted on line.
  - Louis Quindlen noted that serving on SG Committees is a part of our jobs. The students are just passing through and they need to understand the language and set of histories that go way beyond the
- Committee Chairs to update websites with Committee minutes and documentation.
  - Committee Chairs to ensure that the students who serve on their committees are informed in order to ensure effective participation.
  - The leads who are completing the update of the SG document (Evelyn Lord and James Blake) to incorporate the SG mentorship of students into the document so that it is a part of our functioning. Should also include what the role of a mentor entails.



# COLLEGE COUNCIL MEETING MINUTES (DRAFT)

	<p>written word. They need a mentor to sit down with them before meetings to discuss context, etc.</p> <ul style="list-style-type: none"> <li>• Lisa Cook shared that we need and value student input. She also shared that when committee chairs create agendas, it would be great that as a chair, that they be in contact with the students to ensure their input into the agenda in order to get the most from the students. ex., scheduling agenda items around their exams.</li> <li>• Evelyn Lord and James Blake are proposing that committees standardize their websites and include the regular posting of their agendas and minutes there.</li> <li>• Antoine Mehoulley suggested that there be a SG Orientation Day.</li> <li>• Irina Rivkin spoke to the Completion Campaign – The next meeting is scheduled for 9/23 @ 3pm. She shared the purpose of this group and noted how important it is to get our degrees and certificates updated and approved in order for students to meet the stated requirements for transfers to CSUs.</li> <li>• Chuen Chan noted that it is our job to help our students to grow. They are our assets.</li> <li>• It was noted that all SG committees are open to all members of the College community. But students made clear that they are concerned about their influence in voting, not just attending.</li> <li>• Carl Oliver requested that the schedule for SG groups standing meetings go out before the school year starts.</li> <li>• Pres. Webb asked the group to share their thoughts about Louis Quindlen’s proposed SG student mentorship program by a showing of hands for those in support. The majority of the group was in support. Pres. Webb asked the leads who are completing the SG document (Evelyn Lord and James Blake) to incorporate this into the document so that it is a part of our functioning. Should also include what the role of a mentor entails.</li> </ul>	
<p><b>VII. Campus-wide Wireless Project &amp; Instructional Media Carts – (Antoine Mehoulley)</b></p>	<ul style="list-style-type: none"> <li>• Pres. Webb noted that the Faculty Senate President has shared with her that many classrooms are in deplorable shape. Many of the white boards ordered have been vandalized. The College is working to have new ones in place by October 1.</li> </ul> <p>CAMPUS-WIDE WIRELESS PROJECT</p> <ul style="list-style-type: none"> <li>• Antoine Mehoulley summarized the process to-date for the Campus-wide Wireless Project, and shared how we have come to the point of bringing this project before the College Council for recommendation of approval. The Council is considering approval of the Technology Committee’s choice of the particular vendor that the College will contract with for the Wireless Project, as well as the</li> </ul>	<ul style="list-style-type: none"> <li>• College to ensure that new white boards are installed to replace those that are broken or vandalized in the classrooms.</li> <li>• Antoine Mehoulley to look into whether the vendor can provide internships and jobs to Laney</li> </ul>



# COLLEGE COUNCIL MEETING MINUTES (DRAFT)

	<p>funding/funding source.</p> <ul style="list-style-type: none"> <li>The goal of this project is to upgrade every single classroom and unit with wifi access.</li> <li>MOTION – Carl Oliver made a MOTION to approve \$500K from Measure A to fund the Campus-wide Wireless Project as proposed. Lisa Cook seconded the motion. APPROVED BY THE COUNCIL. (All Yays. No Nays)</li> </ul> <p style="text-align: center;">INSTRUCTIONAL MEDIA CARTS</p> <ul style="list-style-type: none"> <li>Antoine Mehouelley summarized for the group what a smart classroom includes, and then shared the benefits of how these instructional media carts will expand our smart classroom offerings.</li> <li>The plan is to have at least 25 of these carts for campus to use.</li> <li>MOTION – Carl Oliver made a MOTION to approve funding of the Instructional Media Cart Project as proposed. Louis Quindlen seconded the motion. APPROVED BY THE COUNCIL. (All but one Yay. One Nay - Roxanna Post. No abstentions.)</li> <li>Irina Rivkin asked if the vendor could be asked to provide internships and jobs to students. Antoine Mehouelley noted that he would look into it.</li> <li>Peter Crabtree asked to see the gap in infrastructure costs for this project. This is a huge cost (ex. cables - \$50-\$60K per room). Mobile carts = \$5K/ smart cart. The College is still advocating for more resources/smart classrooms. This is only a temporary/immediate fix.</li> <li>Sonja Franeta brought up the concern of security for these carts. Antoine Mehouelley responded that the carts will be distributed amongst the different areas of the College such that there will be an Instructional Lab location close to each building/classroom where smart carts will be housed and checked out for use.</li> <li>Louis Quindlen asked who is responsible for them? Pres. Webb answered that the IT Dept. will be responsible.</li> </ul>	<p>students.</p> <ul style="list-style-type: none"> <li></li> </ul>
<p><b>VIII. Classroom &amp; Other Facility Improvements</b></p>	<ul style="list-style-type: none"> <li>The Leak Remediation Project has been completed. It was noted that there is still a leak in G-100.</li> <li>The Breezeway Improvement Project was completed over the summer. The Director of Business &amp; Administrative Services apologized for the inconvenience it caused.</li> <li>The District didn't keep to their promise of refraining from cutting-off access to certain areas. We had assurances in writing that this wouldn't occur.</li> <li>The Quad areas are to be upgraded with plants and trees.</li> <li>There will be construction on campus soon to install electronic vehicle charging stations near the E &amp; G buildings.</li> </ul>	





# COLLEGE COUNCIL MEETING MINUTES (DRAFT)

	<ul style="list-style-type: none"><li>• There will be new (ADA) sliding doors installed to the Tower building Lobby.</li><li>• There will be a chiller replacement and upgrade coming soon. This will affect the exterior of the campus and the HVAC on campus.</li><li>• \$2.3M was assigned to the District – Received approval from the Chancellor to have the majority of those dollars to go towards facilities maintenance issues. Argued for a percentage of this to go as a line item in the budget. The work of our Facilities Planning Committee (FPC) strongly informed this decision. Also, \$100K will be allotted to each College for instructional equipment.</li></ul>	
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**Meeting Adjourned 2:10 pm.**

**NEXT MEETING:**      October 22, 2014

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