



COLLEGE COUNCIL MEETING MINUTES

COMMITTEE:	COLLEGE COUNCIL
MEETING DATE:	November 15, 2017
LOC./TIME:	T-850, 2-4pm
ATTENDEES:	Tammeil Gilkerson, Yashica Crawford, Kevin Wade, Chuen Chan, Robert Tracy, Eleni Gastis, David Ross, Peter Brown, Jacqueline Burgess, Evelyn Lord, Jacinda Marshall, Fred Bourgoin, Heather Sisneros, Stephen Corlett, Chris Weidenbach, Dolores Bernal
ABSENT:	Chungwai Chum, William Highsmith, Douglass Cobb, Helen Curry/Ann McMurdo, Angela Cherry-Smith, Glenn Pace, Agustin Rodriguez/Roxanna Post, Donald Moore, Nathaniel Pyle, Keith Welch, Carol Williams, Denise Richardson, Gary Albury
MINUTES:	Maisha Jameson
HANDOUTS:	<ul style="list-style-type: none">• Meeting Agenda• College Council Minutes – 10.18.17 Meeting• Guided Pathways Self-Assessment Tool Fall 2017• IELM Committee - Charge & Membership Information• IELM Committee Annual Evaluation 2017• Enrollment Management Committee Charge & Membership• Enrollment Management Committee Annual Evaluation 2017• Laney College Strategic Enrollment Management Plan – DRAFT• College Council Attendance Log - Fall 2017 as of 10.18.17• College Council Approved Goals for 2017-18• PCCD Budget Review 2016-17• Draft Program Review Recommendation as of 7.31.17• <u>Space Allocation</u>• Application for Common Space Request - 2017-18 (Non rentals)• Application for Facility Space - Facilities Planning Committee• Application for Urgent Facilities Request – Facilities Planning Committee• <u>Strategic Planning</u>• Laney College Emerging Themes - Listening Sessions 11/3/17• Laney College Existing Goals – Matrix• Laney College Strategic Action Planning• Laney College Strategic Planning Workshop Agenda - November 15, 2017• Sample of Plan Framework• Mission Vision Values Statement• Laney College 2016-2018 Strategic Plan• Memo - Reporting on the Strategic Plan – November 15, 2017• 2016 –2018 Strategic Planning Report Goal IV-B-5• 2016 –2018 Strategic Planning Report Goal IV-A-3



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NEXT MEETING: December 6, 2017

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome & Introductions		
II. Approval of the Council Minutes - October 18, 2017	<ul style="list-style-type: none">• No quorum was present when the motion was called to approve the October 18, 2017 College Council meeting minutes. Approval of these minutes will be added to the next College Council meeting agenda.	<ul style="list-style-type: none">• Approval of the October 18, 2017 College Council meeting minutes to be added to the next Council meeting agenda.
III. President's Report	<ul style="list-style-type: none">• Report-back – College President's decisions made on recommendations from previous Council meeting.<ul style="list-style-type: none">○ The Resource Prioritization Criteria/Rubrics were approved by President Gilkerson. This information has been sent to faculty/Dept. Chairs as a part of the APU resource request form templates. The resource committees are beginning their work to prioritize the Colleges' resources.○ The new 4-Year Cycle Program Review Process will be placed on the December Council Meeting for an official vote.• Graduation – The President spoke to how the Laney Graduation has been held over Memorial Day weekend for the past several years. This has posed as an issue for some. It was mentioned that we will be revisiting whether this is the best date for the Commencement Ceremony. Only 22 faculty members were present at last year's graduation, and we want to create the opportunity for more faculty to attend.• President Gilkerson provided an update on the current College recruitments.• President Gilkerson provided an update on the IEPI Guided Pathways Workshop that a group of 11 Laney staff attended on November 7th. There is funding available from the State, but first we must attend one of their workshops (done) and also complete the self-assessment (in process). More work is ahead to plan out our development strategy. The self-assessment document was passed around for reference.• President Gilkerson provided an update on the Inside	<ul style="list-style-type: none">• Reductions will need to be made and we as a College need to start thinking about how we approach this.• 4-Year Cycle Program Review Process will be placed on the December Council Meeting for an official vote



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	<p>Track Visit to the College November 6-8. It was a successful visit largely focused on classified staff. Inside Track will come back and engage with the steering committee and then make recommendations for next steps for the College.</p> <ul style="list-style-type: none"> • Update on Faculty/Resource Prioritization and Budget Development – There is a delay with the APUs and resource forms. These items will be coming to a later Council meeting for review. • President Gilkerson provided a high-level update on what is happening with the District Budget, and more specifically the District's Reserves. A Budget Review presentation from the last board meeting that provided some insight was passed out. Much of the reason for the decline in the District Reserves is related to the District's student receivable debt (debt we cover when students don't pay their fees). An audit finding found that the District has \$8.6million in outstanding student receivables debt. The initial \$4.9million write-off is what hit the reserves. A schedule for how to write-off the additional \$5+ million has been developed. The District can't carry the debt past the 5 year mark. • Concern was expressed about how this may affect the Colleges' budgets. Reductions will need to be made and we as a College need to start thinking about how we approach this. 	
IV. Recommendation for New Program Review Process	<ul style="list-style-type: none"> • President Gilkerson presented the proposed new process/4-year cycle for comprehensive program reviews. It would be on a rotational cycle (not all departments undergoing the comprehensive program review at the same time). This allows departments to scaffold their assessment. This was discussed by the Faculty Senate, but not voted on. • A question was asked about which college units will be required to do Program Reviews? For example, will IT, the Business Office, Career Center, Math Lab, etc.? A discussion ensued. It was noted that if areas don't do Program Reviews, they can easily fall off the resource prioritization and budget radar. If we adopt this model, in the spring, a Task Force will be tasked with developing a template for all of these "non-instructional" units. • Evelyn asked to have a template that is appropriate for the Library. 	<ul style="list-style-type: none"> • To develop a template that is appropriate for the Library and other "non-instructional" units. • This proposal to go to the Faculty Senate for review/vote. • To bring this item back to College Council for a vote.



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	<ul style="list-style-type: none"> It was noted that getting appropriate data in a timely manner has always been an issue in getting program reviews done. 	
V. Laney 2016-18 Strategic Plan Progress Reports	<ul style="list-style-type: none"> Scheduled report-backs on the current Strategic Plan were provided. Goal IVA2 – Report-back to be tabled for the December Council meeting. IVA3 – A handout was passed out with an update about the iEnroll process. A more in-depth report-back to be tabled for the December Council meeting. Goal IVB1 – This strategy has been met – Dolores to send written update to Maisha Jameson in order to update the matrix. IVB5 – A handout will be sent out to the Council with an update received from Inger Stark related to Distance Ed. 	<ul style="list-style-type: none"> Report-back on Goals Goal IVA2 and IVA3 to be tabled for the December Council meeting. Goal IVB1 – This strategy has been met – Dolores to send written update to Maisha Jameson in order to update the matrix.
VI. Laney College 2018-24 Strategic Plan Update	<ul style="list-style-type: none"> The Collaborative Brain Trust was at Laney conducting a day of campus constituent group meetings/focus groups/community meetings to solicit input and feedback as to the priorities for Laney’s next 5 year Strategic Plan. CBT is also working to tighten-up the Laney mission, vision, goals and objectives. A draft of these items to be sent out via FAS in the next few weeks in order to get feedback from college community. There will also be an online system for feedback to be gathered. 	<ul style="list-style-type: none"> Draft of the Laney mission, vision, goals and objectives to be sent out via FAS in the next few weeks in order to get feedback from college community. This should include an online system for feedback to be gathered.
VII. Council Sub-Committee Report-back on Guiding Principles for Laney College	<ul style="list-style-type: none"> Changes that were made to the draft of the Laney College Guiding Principles (based on College Council feedback at the October meeting) were shared by Jacinda Marshall, a representative from the Sub-Committee. It was shared that since the last Council meeting, we have received 290 survey responses from students. Student feedback was similar to the survey results from staff/faculty. The following additional suggestions for changes were agreed to: <ul style="list-style-type: none"> Noise Principle - Replace the word “mitigate” with 	<ul style="list-style-type: none"> President Gilkerson will present at the next District Participatory Governance Council (PGC) Meeting with a request that the Laney Guiding Principles are



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	<p>the word “prevent” any excessive noise....</p> <ul style="list-style-type: none"> ○ Shared Governance Principle – Change the language so that it is stronger. Shared Governance should require broad input from the College-community at large, from the start to finish for any development project – including to determine if any development happens at all. ○ The Council did not agree that it was within our scope or ability to add language restricting or limiting alcohol outside of the campus property. ○ The Council did not agree that it was necessary to develop a resolution for presentation to the District. President Gilkerson will present at the next District Participatory Governance Council (PGC) Meeting with a request that it is presented to the Chancellor and Board. <p>• ROBERT TRACY CALLED A MOTION TO APPROVE THE ABOVE CHANGES TO THE REVISED GUIDING PRINCIPLES OF LANEY COLLEGE. STEPHEN CORLETT SECONDED THE MOTION. THERE WERE TWO ABSTENSIONS (EVELYN LORD AND CHRIS WEIDENBACH). THE MOTION WAS APPROVED.</p>	presented to the Chancellor and Board.
VIII. Laney College Integrated Plan	<ul style="list-style-type: none"> • Chief of Staff, Yashica Crawford provided a brief update on the Laney College Integrated Plan. The draft plan is to be presented to the shared governance bodies for feedback for a second time. The Plan is due January 30, 2018. It will need to be submitted at the January board meeting. The Plan will be brought back to the Council for review. 	<ul style="list-style-type: none"> • Laney Integrated Plan is to be presented to the shared governance bodies for feedback for a second time. • Laney Integrated Plan to be brought back to the Council for review.
IX. Space Allocation Requests	<ul style="list-style-type: none"> • Facilities Planning Committee (FPC) Co-Chair, Stephen Corlett provided a brief summary about the background as to the current process, and the recommended change, i.e. to have College Council be the final deciding body as it relates to space allocation for the College. Instead of the final decision residing with the College President, the requests would go through the FPC as first step, and then come to College Council. 	<ul style="list-style-type: none"> • This agenda item is to be brought back to the December College Council meeting.



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College Council 2017-18 Goals	<ul style="list-style-type: none">• There was not sufficient time to discuss this item. This agenda item is to be brought back to the December College Council meeting.	<ul style="list-style-type: none">• This agenda item is to be brought back to the December College Council meeting.
X. Assess Council Membership (attendance)	<ul style="list-style-type: none">• There was not sufficient time to discuss this item. This agenda item is to be brought back to the December College Council meeting.	<ul style="list-style-type: none">• This agenda item is to be brought back to the December College Council meeting.

Meeting Adjourned 4:05 pm.