



# COLLEGE COUNCIL MEETING MINUTES

**COMMITTEE:** COLLEGE COUNCIL

**MEETING DATE:** December 6, 2017

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

**ATTENDEES:** Tammeil Gilkerson, Yashica Crawford, Donald Moore, Kevin Wade, Chuen Chan, Robert Tracy, Eleni Gastis, Jacqueline Burgess, Evelyn Lord, Jacinda Marshall, Fred Bourgoin, Pinar Alscher, Dolores Bernal, Chungwai Chum, Ann McMurdo, Nathaniel Pyle, Angela Cherry-Smith, Keith Welch, Peter Brown, Chris Weidenbach, Stephen Corlett, Gary Albury, Jackie Graves

**ABSENT:** Glenn Pace, William Highsmith, Agustin Rodriguez/Roxana Post, David Ross, Carol Williams

**MINUTES:** Maisha Jameson

**HANDOUTS:**

- Meeting Agenda
- College Council Minutes – 10.18.17 Meeting
- College Council Minutes – 11.15.17 Meeting
- Laney College 2018 Midterm Accreditation Report (Draft)
- Resource Allocation Process Recommendation (Draft)
- College Council Attendance Fall 2017
- Laney College Program Review Recommendation (Draft)
- Laney College Guided Pathway Self-Assessment
- Guiding Principles for Laney College
- 2018 Commencement Ceremony Date Change
- College Council Adopted Goals for 2017-18
- Enrollment Management Committee Charge and Membership
- Enrollment Management Committee Annual Evaluation 2017
- Instructional Equipment and Library Materials Committee Charge and Membership
- Instructional Equipment and Library Materials Committee Annual Evaluation 2017
- Laney College Integrated Plan for 2017-19
- Integrated Budget Template: BSI, Student Equity and SSSP for 2017-18 FY
- Strong Workforce Summary of each Proposal
- Strong Workforce Local Share and Regional Proposal Budget Summary

**NEXT MEETING:** January 31, 2018



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Item	Description (Agenda Item and Discussion)	Action Item
<b>I. Welcome &amp; Introductions</b>		
<b>II. Approval of the Council Minutes</b> - October 18, 2017 - November 15, 2017	<ul style="list-style-type: none"> <li>• ROBERT TRACY CALLED A MOTION TO APPROVE THE OCTOBER 18, 2017 COLLEGE COUNCIL MEETING MINUTES. DONALD MOORE SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSION (ANNE MCMURDO).</li> <li>• ROBERT TRACY CALLED A MOTION TO APPROVE THE NOVEMBER 15, 2017 COLLEGE COUNCIL MEETING MINUTES. JACQUELINE BURGESS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSIONS (ANNE MCMURDO AND NATHANIEL PYLE).</li> </ul>	
<b>III. President's Report</b>	<ul style="list-style-type: none"> <li>• Report-back – College President's decisions made on recommendations from previous Council meeting.               <ul style="list-style-type: none"> <li>o President Gilkerson accepted the College Council's recommendation to approve the proposed Guiding Principles for Laney College.</li> </ul> </li> <li>• President Gilkerson provided an update on College (staff) recruitments:               <ul style="list-style-type: none"> <li>- The VPSS position has been offered to Vicki Ferguson. Approval for her hire will go to the next PCCD Board of Trustees meeting.</li> <li>- The Director of AANAPISI position has been offered to David Lee. Approval for his hire will go to the next PCCD Board of Trustees meeting.</li> <li>- Faculty hires confirmed -&gt; Irfan Ortak (CIS Instructor) and Elizabeth Wadell (ESOL Instructor)</li> <li>- Recruitments still pending: VP of Administration, Director of Facilities, Director of College Technology, Photography Instructor and DSPS Counselor/Coordinator</li> <li>o Unsuccessful searches include the recruitments for Math Instructor, Kinesiology</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Maisha Jameson to send out an appointment for the Special January meeting.</li> </ul>



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	<p>Instructor/Women's Track Coach and VPI</p> <ul style="list-style-type: none"><li>• The goal is to have a list of prioritized faculty ready to present at the next College Council meeting. The Committee will meet soon.</li><li>• President Gilkerson shared that we will be holding a Special College Council meeting in January. Date TBD.</li></ul>	
<b>IV. Recommendation to Approve the new Program Review Process</b>	<ul style="list-style-type: none"><li>• President Gilkerson presented the proposed new Laney College Program Review Process to the Council for review, approval and again provided a brief overview of the context as to why a new process was warranted, and summarized the reason for the updating/changing the Program Review cycle to a 4-year cycle.</li><li>• It was clarified that every year, units would still be required to do the Annual Program Updates (APUs).</li><li>• ROBERT TRACY CALLED A MOTION TO APPROVE THE NEW LANEY COLLEGE PROGRAM REVIEW PROCESS. YASHICA CRAWFORD SECONDED THE MOTION. DONALD MOORE CALLED AN AMENDMENT. HE RECOMMENDED THAT INFORMATION ON THE COMMITTEE BE STIPULATED (I.E. WHEN TO MEET AND WHEN TO REPORT BACK). THE FRIENDLY AMENDMENT WAS APPROVED. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSIONS (JACQUELINE BURGESS AND EVELYN LORD).</li></ul>	
<b>V. Recommendation to Approve the Laney College Integrated Plan</b>	<ul style="list-style-type: none"><li>• Dr. Yashica Crawford presented the Laney College Integrated Plan to the Council for review and approval.</li><li>• All community colleges are being required to integrate 3 programs (SSSP, Equity &amp; BSI) and to develop an integrated plan in order to detail how these funding sources and programs will be integrated.</li><li>• The Plan went to all of the constituency groups for their review/feedback.</li></ul>	



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- It was noted by the Faculty Senate President, Donald Moore that the Faculty Senate is taking time to review the document and will be holding a special meeting to discuss next week. Donald Moore provided more detail about the position taken by the Faculty Senate (FS) as it relates to the Integrated Plan. The FS is concerned that incorporated in this plan are the equity funds used by District enrollment services (approx. \$500K), which was not in Laney's original Equity Plan. The FS are concerned that this Integrated Plan is stating that Laney approved of this use of funds at the District Office. The FS wants addressed the ethics of the faculty signing off on accepting ownership of what the District did, without the colleges having any say in the matter.
- It was noted that at least one recommended change was shared at the previous faculty senate meeting. The Senate would like to see global education language added to the final version.
- The college's integrated plans are to go to the Board for approval January 23, 2018.
- A possible solution was suggested...for the District to shift funds back to the College.
- It was noted that the new VC of Educational Services, Siri Brown has publicly committed to engaging this in a more collaborative way moving forward and to align what the District does with the college's plans and goals. It was noted that this plan will be a living document.
- Discussion ensued with several members of the Council expressing concern that was aligned with the FS' position on the matter.
- DONALD MOORE CALLED A MOTION TO APPROVE THE LANEY COLLEGE INTEGRATED PLAN. ROBERT TRACY SECONDED THE MOTION. THERE WERE 6 NO VOTES AND 12 YES VOTES. THE MOTION WAS APPROVED. ABSTENSIONS (NATHANIEL PYLE, PETER BROWN,



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<b>VI. Recommendation to Approve the Laney College Guided Pathways Institutional Self-Assessment</b>	<p>JACINDA MARSHALL).</p> <ul style="list-style-type: none"> <li>• President Gilkerson presented the Laney College Guided Pathways Institutional Self-Assessment to the Council for review and approval.</li> <li>• President Gilkerson provided a summary as to the funds Laney College would receive (\$960,000+ over the next 5 years). The requirements for receiving the funds are: 1) attend the Guided Pathways Workshop, 2) complete the Institutional Self-Assessment, 3) work on a Guided Pathways framework, and 4) determine an implementation plan (through 2018-2026).</li> <li>• President Gilkerson provided context of the work and preparation that has been done to-date to prepare for the Guided Pathways work.</li> <li>• The Laney College Guided Pathways Institutional Self-Assessment will be presented for approval at the Dec. 12, 2017 Board Meeting.</li> <li>• Overall, the self-assessment placed Laney in the “Early Adoption” phase.</li> <li>• To call together a team to develop a plan forward.</li> <li>• It was asked for the Self-Assessment to be uploaded to the Laney website.</li> <li>• ROBERT TRACY CALLED A MOTION TO APPROVE THE LANEY COLLEGE GUIDED PATHWAYS SELF-ASSESSMENT. NATHANIEL PYLE SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</li> </ul>	<ul style="list-style-type: none"> <li>• Laney College Guided Pathways Institutional Self-Assessment to be presented for approval at the Dec. 12, 2017 Board Meeting.</li> <li>• To call together a team to develop a plan forward.</li> <li>• The Laney PIO to upload the Self-Assessment to the Laney website.</li> </ul>
<b>VII. Recommendation to Approve the Laney College Graduation Date</b>	<ul style="list-style-type: none"> <li>• Gary Albury presented a proposal for a new Laney College Graduation date to the Council for review and approval.</li> <li>• Gary Albury spoke to the challenges with Graduation being held over Memorial Day weekend, and shared the various alternative options.</li> <li>• The recommendation presented was to move the graduation to the Friday before Memorial Day weekend → May 25 at 10:00am.</li> <li>• ROBERT TRACY CALLED A MOTION TO APPROVE THE LANEY COLLEGE GRADUATION DATE FOR FRIDAY, MAY 25</li> </ul>	



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	AT 10:00AM. JACQUELINE BURGESS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSION (ANNE MCMURDO).	
<b>VIII. Strong Workforce Proposals</b>	<ul style="list-style-type: none"><li>• Dean of CTE, Peter Crabtree presented the Strong Workforce Proposals to the Council for review.</li><li>• The budget and summaries of the proposals were shared.</li><li>• President Gilkerson noted that we are bringing this to College Council in an effort to maintain transparency.</li><li>• We don't yet have the final numbers for funding, but it all has to be submitted electronically sometime in January.</li><li>• The funds are to be used for a program development, and are one-time investment funds.</li><li>• Peter Crabtree &amp; Louis Quindlen spoke to the collaborative shared governance process used to select the proposals.</li><li>• 30% of the funding requests were for instructional support.</li></ul>	
<b>IX. Laney College Accreditation Midterm Report</b>	<ul style="list-style-type: none"><li>• Denise Richardson presented the draft Laney College Accreditation Midterm Report to the Council for review and feedback.</li><li>• Denise Richardson provided a summary as to how the Midterm Report was developed. This report provides a report-back on progress made towards the College's last remaining accreditation recommendation, and towards the Actionable Improvement Plans (AIPs). It also includes a report-back on the Follow-up Report and the data trend analysis noting the progress we've made over the last 3 years.</li><li>• To bring the final draft of the Midterm Report back to College Council in January, so that the final report can be presented to the Board of Trustees in February, and submitted to the Accrediting Commission in March.</li><li>• Denise Richardson asked for all to read the report and provide their feedback.</li></ul>	<ul style="list-style-type: none"><li>• To bring the final draft of the Midterm Report back to College Council in January, so that the final report can be presented to the Board of Trustees in February, and submitted to the Accrediting Commission in March.</li></ul>



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	<ul style="list-style-type: none"> <li>• This is the last time we will be using the old standards. We will be using the new standards moving forward.</li> <li>• The Midterm Report needs to be added to the agenda of all of the Senates' meetings in December or January.</li> <li>• The difficulty experienced in getting information and evidence from the District Office in order to substantiate our report was spoke to.</li> </ul>	
<b>X. BAC Proposal for New Resource Allocation Process</b>	<ul style="list-style-type: none"> <li>• The Budget Advisory Committee (BAC) chairs presented the proposed new Budget Advisory Committee proposal for a New Resource Allocation Process to the Council for review and feedback.</li> <li>• President Gilkerson provided context and spoke to how this new process is a mechanism to work towards reallocating resources to the needs of the College, and for the BAC to be involved in the process.</li> <li>• The BAC reviewed and approved the proposal to change the new resource allocation process.</li> <li>• Fred Bourgoin provided a summary of the proposal. In short, 10% will be taken off the top of the total College budget for the BAC to redistribute. Each cost center manager will need to justify the need for the remaining 10% of their discretionary budget.</li> <li>• President Gilkerson asked for the senates to take this proposal back to their groups for feedback and a vote.</li> <li>• To be added to the agenda for the next special (January) College Council Meeting.</li> </ul>	
<b>XI. College Council 2017-18 Goals Sub-Committee</b>	<ul style="list-style-type: none"> <li>• President Gilkerson provided context around the need for appointing a College Council sub-committee to spear-head the work on planning how to go about addressing the College Council goals for the current year. To allocate 15-20 minutes as a standing College Council agenda item to discuss this.</li> <li>• Those interested in serving on this sub-committee are: <ul style="list-style-type: none"> <li>○ Shared Governance and College Council Awareness – Robert Tracy, Dolores Bernal (TBC), Kevin Wade, Tammeil Gilkerson</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• To allocate 15-20 minutes as a standing College Council agenda item to discuss addressing the Council's goals for the current academic year.</li> </ul>





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	<ul style="list-style-type: none"><li>○ IELM &amp; Enrollment Management Committee Review: Stephen Corlett, Donald Moore, Fred Bourgoin, Eleni Gastis, Tammeil Gilkerson</li></ul>	
<b>XII. Mid-Year College Council Evaluation</b>	<ul style="list-style-type: none"><li>• A mid-year evaluation of the College Council will be conducted. Maisha Jameson to send out a link to the survey to all Council members. The responses will be discussed at the next Council meeting.</li></ul>	<ul style="list-style-type: none"><li>• Maisha Jameson to send out a link to the evaluation survey to all Council members.</li><li>• The responses will be discussed at the next Council meeting.</li></ul>
<b>XIII. Assess Council Membership (attendance)</b>	<ul style="list-style-type: none"><li>• President Gilkerson provided context surrounding the reason why Council meeting attendance is being tracked. We have members whose attendance is such that the group/purpose that they are representing, are being left un-represented. For example, the classified Local 39 union rep attendance has been non-existent, and the Local 1021 has been infrequent. President Gilkerson to follow-up with union leadership to inquire about what would encourage/allow them to participate more regularly.</li><li>• It was suggested that those who can't regularly attend, appoint an alternate to attend on their behalf in order to represent their constituency.</li><li>• Concern was also expressed over those who attend meetings for only a short while and then leave.</li></ul>	<ul style="list-style-type: none"><li>• President Gilkerson to follow-up with union leadership to inquire about what would encourage/allow them to participate more regularly.</li></ul>
<b>XIV. Adjournment</b>	<ul style="list-style-type: none"><li>• JACQUELINE BURGESS CALLED A MOTION TO ADJOURN THE MEETING. ROBERT TRACY SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</li></ul>	

Meeting Adjourned 4:05 pm.