



COLLEGE COUNCIL MEETING MINUTES

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: March 21, 2018

LOC./TIME: T-850, 2:00-4:00pm

ATTENDEES: Tammeil Gilkerson (CO-CHAired) & Donald Moore (CO-CHAired), Vicki Ferguson, Derek Pinto, Chuen Chan, Eleni Gastis, Jacinda Marshall, Fred Bourgoïn, Dolores Bernal, Chungwai Chum, Ann McMurdo, Kevin, Wade, Angela Cherry-Smith, Chris Weidenbach, Gary Albury, David Ross, Stephen Corlett, Heather Sisneros, Denise Richardson, Rupinder Bhatia, Robert Tracy, Roxanna Post, Carol Williams, David Lee, Peter Brown, Jacqueline Burgess

ABSENT: Glenn Pace William Highsmith, Nathaniel Pyle, Douglass Cobb, Evelyn Lord, Keith Welch

MINUTES: Maisha Jameson

HANDOUTS:

- Meeting Agenda
- College Council Minutes – 2.21.18 Meeting
- Classified Prioritization List FY 2018-2019
- 2018-23 Strategic Plan - Laney College Goals and Objective Planning Matrix
- Memo for Reporting on Laney Strategic Plan – Feb 21, 2018
- Laney College Annual Program Review & Resource Allocation Request
- 2018-23 Laney College Strategic Plan – Vision Mission Goals
- 2017-18 LC Facility Priorities – Final Score – Ranking for APU Items
- Facilities Planning Committee – Prioritization Directions 2017-18
- FPC Priorities List – 2017-18 APU Ranking Sheet Comments
- FPC Priorities List – 2017-18 APU Ranking Sheet
- 2017-18 LC Facility Priorities – Final Tally – Ranking for APU Items
- Summary of FPC APU 2017-2018 Prioritization Process

NEXT MEETING: April 18, 2018

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome & Introductions		
II. Approval of the Council Minutes - February 21, 2018	• DONALD MOORE CALLED A MOTION TO APPROVE THE FEBRUARY 21, 2018 COLLEGE COUNCIL MEETING MINUTES. ROBERT TRACY SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSION: ROXANNA POST.	
III. President's Report	• Report-back – College President's decisions made on recommendations from previous Council meeting.	



COLLEGE COUNCIL MEETING MINUTES

	<ul style="list-style-type: none">○ President Gilkerson accepted the College Council's recommendation to approve the Budget Advisory Committee's proposed charge change○ President Gilkerson accepted the College Council's recommendation to approve the Facilities Planning Committee's proposed membership and charge change○ President Gilkerson accepted the College Council's recommendation to approve the Facilities Planning Committee's proposal to allow the Social Justice Center temporary use of a shared space in EV3○ President Gilkerson accepted the College Council's recommendation to approve the Laney College Instructional Equipment & Library Materials (IELM) Resource Prioritization○ President Gilkerson accepted the College Council's recommendation to approve the Laney College Technology Resource Prioritization <ul style="list-style-type: none">● President Gilkerson shared that all of the College's resource prioritizations will be sent to the District (PBC) very soon.● President Gilkerson shared that there will be a College-wide Integrated Planning Retreat in the Fieldhouse on April 20.	
IV. Recommendation to Approve the Laney College Classified Staff Resource Prioritization	<ul style="list-style-type: none">● Dean Mildred Lewis and Classified Senate President Robert Tracy presented the classified prioritization for approval.● It was noted that all positions considered were pulled from the College's annual program updates (APUs).● It was noted that the Classified Prioritization Committee currently has no process for removing requests from year to year. The positions stay on the list and are carried over year to year if they are not filled. It has been discussed that with the roll-out of the new program review process/form, it may be more effective for units/departments to state all of their needs each year, and not expect that previously stated needs will stay on the list (i.e. positions 1-4 on the list).● It was noted that the Program Specialist position included on the list is for the Student Activities unit.● Discussion ensued about how we handle the individual	<ul style="list-style-type: none">● Make changes to the Classified Prioritization List as agreed upon by the Council and submit the list to the District.● Work to confirm the Classified Prioritization process and rubric moving forward.



COLLEGE COUNCIL MEETING MINUTES

	<p>position prioritization when there are 2 of the same position requested? Do we consider them separately or together?</p> <ul style="list-style-type: none">• It was noted that we should modify our Classified Prioritization rubric to be able to indicate the suggested funding source, specifically whether it will be categorically funded (ex. SSSP/Equity).• A suggestion was made to place an asterisk next to those positions that are vacant due to retirement.• Discussion ensued about the need for classified positions overall.• Discussion ensued about the need for an accurate prioritized list of the College's classified position needs. Concern was expressed about the accuracy of the list. Response provided: The list is accurate given how the existing process states to gather/consider the data.• ROBERT TRACY CALLED A MOTION TO APPROVE THE LANEY COLLEGE CLASSIFIED STAFF RESOURCE PRIORITIZATION. JACQUELINE BURGESS SECONDED THE MOTION. 1 NAY = CHUNGWAI CHUM. THE MOTION WAS APPROVED.• QUALIFYING EXCEPTIONS TO APPROVE THE PRIORITIZATION INCLUDED:<ul style="list-style-type: none">○ ANY CHANGES ARE TO BE REVIEWED BY THE COLLEGE PRESIDENT WITH ONE OF THE CHAIRS OF THE PRIORITIZATION COMMITTEE.○ PLACE AN ASTERISK ON THE CATEGORICALLY FUNDED POSITIONS.○ FOR THE POSITIONS THAT WERE REQUESTED TWICE (EX. 2 LOCKER ROOM ATTENDANTS), LIST THOSE POSITIONS SEPARATELY (FOR EXAMPLE, 3A OR 5B).○ REMOVE THE STAFF ASSISTANT TO THE DEAN OF RESEARCH GIVEN THAT IT IS NO LONGER NEEDED/APPROPRIATE.	
V. Recommendation to Approve the Laney College Facilities Resource Prioritization	<ul style="list-style-type: none">• Stephen Corlett presented the Facilities Planning Committee's (FPC's) proposal for the Laney College facilities resource prioritization.• An overview was provided of the processes & forms used, and the challenges experienced by the committee in an effort to prioritize this resource. 1/3 of the requests	



COLLEGE COUNCIL MEETING MINUTES

	<p>were maintenance requests, and hence they were forwarded to the Business Office to be processed as work orders.</p> <ul style="list-style-type: none"> • Spoke to how space allocation requests were presented here as well. They were kept in the list for tracking purposes. • The new APU and resource request form should address many of the issues experienced this time around. • The new charge of the FPC includes a responsibility to inform the departments and units as to what is requested in a program review (new space/buildings vs. maintenance, etc.). • DAVID ROSS CALLED A MOTION TO APPROVE THE LANEY COLLEGE FACILITIES RESOURCE PRIORITIZATION. DENISE RICHARDSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	
VI. Recommendation to Approve the Laney College 2018-23 Strategic Plan	<ul style="list-style-type: none"> • President Gilkerson presented the Laney College 2018-23 Strategic Plan to the Council for approval. She provided history about the process used to develop this plan, and the plan to present the framework for integration and implementation at the April 20th College Retreat. • ROBERT TRACY CALLED A MOTION TO APPROVE THE 2018-23 LANEY COLLEGE STRATEGIC PLAN. JACQUELINE BURGESS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	
VII. Recommendation to Approve the Laney Annual Program Review & Resource Requests Form	<ul style="list-style-type: none"> • President Gilkerson presented the proposed new Annual Program Review & Resource Requests Form and provided the context about the reason for developing it (i.e. streamlining the form to avoid duplication, simplify the process, etc.). • A summary (along with specific details) about the form was provided. Some information as to how the new form would work within the new Program Review process was shared. For example, it was noted that the new form includes a section for evaluation and assessment of the impact of previously secured funding. • Still working on formatting this form for efficiency. For example, a drop-down menu to indicate what kind of resource is being requesting will be included on the final form. • FRED BOURGOIN CALLED A MOTION TO APPROVE THE NEW ANNUAL PROGRAM REVIEW & RESOURCE REQUESTS FORM. PETER BROWN 	<ul style="list-style-type: none"> • Complete the formatting of the new form with drop down menus, etc.. and get it out to the College community. • Complete the schedule for program reviews/APUs and get it out to the College community.



COLLEGE COUNCIL MEETING MINUTES

	SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.	
VIII. Laney Strategic Plan 2016-18 Progress Reports	<ul style="list-style-type: none"> This is a carryover item from the previous (2/21/18) College Council Meeting Maisha Jameson to post the written reports submitted to the College Council Dropbox, and request info. on those reports that are missing. 	<ul style="list-style-type: none"> Maisha Jameson to post the written reports submitted to the College Council Dropbox, and request info. on those reports that are missing.
IX. End of Semester Assessment Reports of Shared Governance Committees	<ul style="list-style-type: none"> An overview of the process for assessing the College's shared governance bodies was presented. All committees to receive surveys to complete. A timeline for the assessment cycle for this year will be provided. It was requested that the surveys be made available to the committees in late April so that the assessment and development of goals for the upcoming year can be determined in May. It was asked whether it could be arranged so that each committee had the option to add their own survey questions. Response: Likely not, as we are trying to ensure there is a standardization of the assessments across each committee. 	<ul style="list-style-type: none"> Surveys for the College's committees are to be developed and distributed ASAP in April. A timeline for this process is to be developed and communicated.
X. Around the Table Updates	<ul style="list-style-type: none"> Robert Tracy reminded everyone about the "Growing Our Own" professional development activity for classified staff. Stephen Corlett - Committee membership Rush to take place at the March 22 Professional Development Day. There will also be a session on submitting requests to the Facilities Planning Committee. Denise Richardson – The College had a successful Climate Change event. Donald Moore – Encouraged all to attend the Guided Pathways presentation at the March 22 Professional Development Day. Carol Williams – Shared concern that the process for addressing requests (maintenance/work orders) that are submitted takes a long time. Concerned with the number of staff to complete this work. Derek Pinto spoke to how the Business Office prioritizes the requests received, i.e. 	<ul style="list-style-type: none"> Derek Pinto to follow-up on the outstanding work orders and maintenance projects for the Student Center.



COLLEGE COUNCIL MEETING MINUTES

	<p>those that affect the largest number of people, those that can be addressed in the fastest amount of time, those that are safety/health/security related, etc..</p> <ul style="list-style-type: none">• District now says that it has a budget line item for total cost of ownership, i.e. funding for preventative maintenance and repairs.• It was requested that the College at least provide updates on when things will be addressed.	
XI. Meeting Adjournment	<ul style="list-style-type: none">• ROBERT TRACY CALLED A MOTION TO ADJOURN THE MARCH 21, 2018 COLLEGE COUNCIL MEETING. JACQUELINE BURGESS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.	

Meeting Adjourned 4:00 pm.