



COLLEGE COUNCIL MEETING MINUTES

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: April 18, 2018

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

ATTENDEES: Tammeil Gilkerson, Vicki Ferguson, Donald Moore, Eleni Gastis, Denise Richardson, Chris Weidenbach, Rupinder Bhatia, Robert Tracy, Keith Welch, Chungwai Chum, Derek Pinto, Martha (Ann) McMurdo, Kevin Wade, Fred Bourgoin, Jacinda Marshall, Stephen Corlett, Angela Cherry-Smith, Heather Sisneros, Roxanna Post, Jacqueline Burgess, Chuen Chan, David Ross, Pinar Alscher

MINUTES: Maisha Jameson

HANDOUTS:

- Meeting Agenda
- College Council Minutes – 3.21.18 Meeting
- College Council Approved Goals for 2017-18
- Final 2018-19 Budget Presentation
- College Council Evaluation Survey
- College Integrated Planning Retreat Flyer – 4/20
- 2016-18 Strategic Plan Reporting Matrix – as of March 2018
- 2016-18 Strategic Plan Reporting Memo for 4/18/18 College Council Meeting
- Laney College Guided Pathways
- Laney College Guided Pathways Work Plan

NEXT MEETING: May 16, 2018

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome & Introductions	<ul style="list-style-type: none">• RUPINDER BHATIA CALLED A MOTION TO APPROVE THE APRIL 18, 2018 COLLEGE COUNCIL MEETING AGENDA. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS.	
II. Approval of the Council Minutes - March 21, 2018	<ul style="list-style-type: none">• DAVID ROSS CALLED A MOTION TO APPROVE THE MARCH 21, 2018 COLLEGE COUNCIL MEETING MINUTES. JACINDA MARSHALL SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS.	
III. President's Report	<ul style="list-style-type: none">• Report-back – College President's decisions made on recommendations from previous Council	



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	<p>meeting.</p> <ul style="list-style-type: none">○ President Gilkerson accepted the College Council's recommendation to bring the Prioritization of the Laney College Classified Positions back to the Council for a second review at the April meeting.○ President Gilkerson accepted the College Council's recommendation to approve the Laney College Facilities Prioritization○ President Gilkerson accepted the College Council's recommendation to approve the Laney College 2018-23 Strategic Plan○ President Gilkerson accepted the College Council's recommendation to approve the new Annual Program Review & Resource Requests Form <ul style="list-style-type: none">• A reminder was provided about the College-wide Integrated Planning Retreat on Friday, April 20th. The purpose for the Retreat was shared and all were encouraged to attend.• A reminder was provided to the College Council members to complete the Council's End of the Year Evaluation Survey so that we assess ourselves as a group and determine our Goals for next year.• The President informed the group that the College has applied, and been accepted to, an Enrollment Management Academy. Laney was one of 15 colleges selected.• President Gilkerson noted that we are still accepting nominations for the "We Rise" Awards, and encouraged all to respond to the survey/request for nominations that went out.	
IV. 2018-19 Budget	<ul style="list-style-type: none">• The Budget for the 2018-19 fiscal year was presented by VP of Admin Services (VPAS), Derek Pinto and Interim Director of Business & Administrative Services, Chungwai Chum.• It has been confirmed that the College will be allocated a flat budget (same as last year), with only a bit more funding for utilities.• The minor difference in the allocation of funds across cost centers was discussed.• There is a gap between the amount needed by the	<ul style="list-style-type: none">• VPAS Pinto to follow-up on the benefit or cost savings resulting from the installation of the solar panels.• The Sustainability Master Plan is to be added as an agenda item to the next College Council Meeting.



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	<p>College vs. the amount of funds available. Discussion ensued.</p> <ul style="list-style-type: none"> • A question was asked about the benefit or cost savings resulting from the solar panels. VPAS Pinto indicated that he would follow-up in this regard. • Discussion ensued about how to continue providing food services to our students without losing money. It was noted that we will be looking into whether we can accept EBT to help students. • A question was asked whether the College could do anything to be more sustainable as it relates to reducing our utility usage. President Gilkerson noted that some of this is included in the District's (pending) Sustainability Master Plan. • The Sustainability Master Plan is to be added to the next College Council Meeting. Tammeil Gilkerson to send the version she has to Stephen Corlett. 	<p>Tammeil Gilkerson to send the version of the document she has to Stephen Corlett.</p>
<p>V. Laney Strategic Plan 2016-18 Progress Reports</p>	<ul style="list-style-type: none"> • Goal V.A.1. - This metric has been met. One of the ONEPeralta updates will allow online application/automation for graduation petition. In addition, we are looking for target points for outreach to increase student success (ex. student's number of units). The Guided Pathways Work Group has been working diligently to create pathways to degrees, certificates and careers. The Strategic Enrollment management Academy that we've been accepted to should help in this area as well. • Goal VI.A.5. Student Services has been collecting information on both external community resources and flyers from all campus resources, in order to create an inventory of what we currently have to offer to students. To still also add what other resources we have within the District in order to complete this resource directory. There are also some resources included in the new class schedule. The "Big Blue Book" of resources is also already linked to our website as well. It was also noted that the College needs to create more capacity across the campus so that everyone is aware of what resources 	<ul style="list-style-type: none"> • Add discussion of the College's preparedness for AB705 to an upcoming College Council agenda.



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	<p>there are – both internal (College & District) and external.</p> <ul style="list-style-type: none"> • A request was made to have a College Council agenda item to discuss AB705 and what the College has been doing to make sure we are prepared. 	
VI. Year-End Assessments of Shared Governance Committees	<ul style="list-style-type: none"> • President Gilkerson spoke to the Year-End Committee Assessment surveys that the College's shared governance committees should now be working to complete. • The results of these surveys should inform the development of committee goals for the next (2018-19) academic year. • The President noted that there may be some suggested changes to some of the College's committee such that the governance structure of the College makes sense and is not duplicative. 	<ul style="list-style-type: none"> • All committee chairs to ensure that their respective committee members complete the year-end assessment survey, and that the committees meet to develop goals that are informed by this assessment.
VII. Check-In on College Council Goals for 2017-18	<p>Goal#1 – “Develop a system for information tracking both for the Council as a committee, and also for the campus community /external community.” -- Goal partially met.</p> <ul style="list-style-type: none"> • The Council membership is now more informed of the work/decisions of the College Council as a result of the President's report-backs at each meeting that have been instituted this year. Also, the meeting announcements are now regularly sent out FAS to ensure the College community is reminded that the Council is meeting. • It was noted that holding College Council meetings in a larger venue may allow for more to participate. • Maisha Jameson to create a document tracking the recommendations made at College Council during the current year, and the final decisions made in response to those recommendations. This will be referred to as the Council's “Year End Report”. Moving forward, we will also ensure to create a “Mid-Year Report”. These reports will be posted to the Council's website. • It was suggested that all of the committees also create Year-End Reports noting all of the Committee's accomplishments, and post these to their websites. 	<ul style="list-style-type: none"> • Maisha Jameson to create a document tracking the recommendations made at College Council during the current year, and the final decisions made in response to those recommendations. This will be referred to as the Council's “Year End Report”. Moving forward, we will also ensure we create a “Mid-Year Report”. To be posted to the Council's website. • To ensure that the College Council webpage is up to date ASAP. • The Council to do more to ensure members are attending regularly. • President Gilkerson noted that she would be presenting something to move the Council



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	<ul style="list-style-type: none">• To ensure that the College Council webpage is up to date ASAP. <p>Goal#2 – “Work to ensure that the Council holds substantive meetings focused on moving forward action items”. -- Goal met.</p> <ul style="list-style-type: none">• The Council has been consistently holding substantive meetings that move forward action items at each meeting. <p>Goal#3 – “Develop and implement for the 2017-18 academic year, better onboarding (an education piece) for Committee members, also to include informing Council representatives on their responsibility for reporting back to constituent groups, ensuring that the College community is informed of decision making”. -- Goal partially met.</p> <ul style="list-style-type: none">• This year, the first College Council meeting of the year included a comprehensive orientation to the Council. This orientation included information about the College’s governance structure, decision-making process, charge and membership of the Council, as well as the responsibilities of committee members/constituent representatives.• This year, the President has hosted 2 meetings with the shared governance committee leads/chairs (one at the beginning of the fall term, and another in the spring term) to go over committee business, and what the chairs should be ensuring that their committees are doing.• It was noted that the Council should do more to ensure the attendance of its members. There have been issues with members not attending meetings regularly. It was suggested that the Council institute a maximum number of allowable absences.• Still to do a comprehensive review of our Participatory Governance Manual to ensure it’s effective and up to date. <p>Goal#4 – “Review College Council meeting structure and make decisions for adopting Brown Act standards for the Council.” -- Goal Met.</p> <ul style="list-style-type: none">• The Council has adopted a documents submission calendar and has instituted practices to ensure that it is adhering to Brown Act standards. <p>Goal#5 – “Evaluate the committee structure and committee charges for both the Instructional Equipment</p>	forward in addressing Goal #5 next academic year.
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	<p>and Library Materials (IELM) & the Enrollment Management Committee”. Goal Not Met.</p> <ul style="list-style-type: none"> • President Gilkerson noted that she would be presenting something to move the Council forward in addressing this Goal next academic year. 	
VIII. Year-End Assessment of College Council	<ul style="list-style-type: none"> • The President reminder the Council members to please complete the End of the Year Evaluation Survey in order to assess the Council’s effectiveness, and to inform our goals for the upcoming year. • There have only been six 6 responses to the survey thus far. • President Gilkerson encouraged all to complete the survey by the deadline (4/20). • Maisha Jameson to send out a reminder on Friday and extend the deadline to COB Monday to allow for more participation. 	<ul style="list-style-type: none"> • President Gilkerson encouraged all to complete the survey by the deadline (4/20). • Maisha Jameson to send out a reminder on Friday and extend the deadline to COB Monday to allow for more participation. •
IX. College-wide Accomplishments	<ul style="list-style-type: none"> • Maisha Jameson provided context on this request. The District generally asks the Colleges to share a list of accomplishments at the end of the academic year. • To send out a survey for all to respond with their unit’s/department’s/office’s accomplishments. 	<ul style="list-style-type: none"> • To send out a survey for all to respond with their unit’s/department’s/office’s accomplishments.
X. Guided Pathways Implementation Plan	<ul style="list-style-type: none"> • The College did an assessment of itself as a part of the new Guided Pathways (GP) Initiative (& funding). President Gilkerson provided a brief summary of the initiative, and the work done in this regard to-date. • As a part of this project, the College is required to develop a Workplan for the first 18 months of Implementation (submitted). • There are 14 key elements to the GP Framework. • There are 4 main key areas that Laney responded to: <ul style="list-style-type: none"> ○ Make a case for change college-wide that is student centered and focused on greater success using data to inform the process. ○ Formalize processes to build student voices about roadblocks and gaps ○ Explore Guided Pathways implementation at different colleges to inform the work ○ Develop structure for inquiry Funded 	



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	<ul style="list-style-type: none"> • This is the framework for deep inquiry. • Want to do more work around student voices. • To be working more on the strategy moving forward. 	
XI. Around-the-table Updates	<ul style="list-style-type: none"> • Jacqueline Burgess provided an update on the Dance Week activities planned and the upcoming Dance concert. • Vicki Ferguson spoke to and Alcohol & Drug Survey that was recently sent out and asked all to please participate. • A reminder about the Wellness Fair was shared. • Stephen Corlett – presentation by NG Services – they are getting started on working on some infrastructure projects on campus. • Robert Tracy – The Classified Senate has T-shirts for sale – contact Hope Lane to support classified. Also, the Classified Senate is pleased with last College-wide Flex Day event and how it was so inclusive of classified staff. • Chuen Chan – The Music Department is holding concerts on the next two Thursdays at noon in G-189. The Chinese Orchestra is performing here this Saturday • There is an African American Art Exhibit this Friday in the June Steingart Gallery – Reception this Friday. • Heather Sisneros – The first two levels for assessment SLOs is live in META now. Hoping that the rest of the levels will be launched by the end of the academic year. CIPD is revamping the curriculum manual. Will have a legal version and human-readable version. Use of an official consultation form to be implemented to use when one needs to create a new course or update and existing one. • Rupinder Bhatia – Shared that she is serving as the ambassador for ONEPeralta. The first phase of the updates to be rolled out next month (5/21). The student side will be updated in mid-October. Also working with Facilities on the keyless door entry project. This is coming soon. The Fieldhouse is done. The Art Center is next. The Goal for this project is to have our college done by the end of the calendar year. The RFP for Smart Classrooms Phase 	



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	<p>2 is going out this week.</p> <ul style="list-style-type: none">• Chris Weidenbach – Asked all to please complete the survey sent out by Scott Horishita - The purpose is to gather feedback on what has been going well in terms of Professional Development.• Tammeil Gilkerson – Announced that there will be a Staff Appreciation Event (joint for faculty and classified) on Thursday, May 17th from 3-6pm. The Save-the-Date will go out soon.• Vicki Ferguson provided an update that as of today, there are 49 faculty members signed up for graduation.	
XII. Meeting Adjournment	<ul style="list-style-type: none">• RUPINDER BHATIA CALLED A MOTION TO ADJOURN THE APRIL 18, 2018 COLLEGE COUNCIL MEETING. JACQUELINE BURGESS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS.	

Meeting Adjourned 4:00 pm.