



COLLEGE COUNCIL MEETING MINUTES

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: Wednesday, September 20, 2017

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

ATTENDEES: Tammeil Gilkerson, Yashica Crawford, Chungwai Chum, Chuen Chan, Robert Tracy, Donald Moore, Keith Welch, Evelyn Lord, Fred Bourgoins, Gary Albury, Dolores Bernal, Heather Sisneros, Eleni Gastis, Nathaniel Pyle, Denise Richardson, Jacqueline Burgess, Chris Weidenbach, Jacinda Marshall, Glenn Pace, Peter Brown, David Ross, Angela Cherry-Smith, Jackie Graves

ABSENT: Kevin Wade/Danielle Odom, William Highsmith, Douglass Cobb, Carol Williams, David Jones/Ann McMurdo

MINUTES: Maisha Jameson

HANDOUTS:

- Meeting Agenda
- College Council Minutes – 9.6.17 Meeting
- College Council Abbreviated Minutes – 9.6.17 Meeting
- Participatory Governance Manual
- College Council Goals for 2017-18
- College Council Schedule/Membership – as of 9/20/17
- Memo for Progress Report-outs on the Strategic Plan
- Laney College 2016-2018 Strategic Plan Reporting Matrix
- Collaborative Brain Trust Proposal for Facilitation of Laney's Strategic Planning
- Draft Program Review (4Yr Cycle) Recommendation
- Enrollment Management Committee Charge and Membership
- Enrollment Management Committee Evaluation 2016-17
- IELM Committee Charge and Membership
- IELM Committee Evaluation 2016-17
- President Gilkerson's Email re: Guiding Principles for Laney College
- Laney's 2017-18 Final Budget Presentation
- Budget Report – Summary of Grants & Categorical FY 2017-18
- Budget Report – Summary of Budget vs. Actual Financial Results FY 2017-18

NEXT MEETING: October 18, 2017

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome & Introductions		
II. Approval of the Council Minutes	<ul style="list-style-type: none">• DONALD MOORE CALLED A MOTION TO APPROVE THE SEPTEMBER 6, 2017 COLLEGE	<ul style="list-style-type: none">• Agendize a discussion about



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- September 6, 2017	COUNCIL MEETING MINUTES. NATHANIEL PYLE SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSIONS (JACQUELINE BURGESS, ROBERT TRACY, PETER BROWN, DAVID ROSS, JACINDA MARSHALL, ANGELA CHERRY SMITH).	the format of the abbreviated minutes for the next Council meeting.
III. President's Report	<ul style="list-style-type: none"> President Gilkerson accepted the College Council's recommendation to approve and submit the Laney College Follow-up Report. The Follow-up Report was submitted to the Board of Trustees for their September 26th Board Meeting. It will then be submitted to the ACCJC before the Oct. 15th deadline. October 25, 2017 will likely be the day for Laney's Follow-up Visit from the ACCJC visiting team. Will send out the confirmation announcement to the College once we receive the official word from the Commission. President Gilkerson accepted the College Council's recommendation to move forward with developing a 5-year Strategic Plan for the College, and for the Institutional Effectiveness Committee (IEC) to lead this process. President Gilkerson accepted the College Council's recommendation to approve the Budget Advisory Committee's recommendation related to the allocation of Parcel Tax dollars to address the identified budget short-fall for various units on campus. 	
IV. Confirm College Council Membership for 2017-18	<ul style="list-style-type: none"> Donald Moore is working to confirm the two remaining faculty appointments for College Council membership → Faculty Division #1 (Enrollment Services) and Faculty Division #2 (Student Services) 	<ul style="list-style-type: none"> Donald Moore to confirm the two remaining faculty appointments for College Council membership → Faculty Division #1 (Enrollment Services) and Faculty Division #2 (Student Services)
V. Budget Update	<ul style="list-style-type: none"> The PCCD Board adopted the final budget for the Colleges in September 2017. Chungwai Chum provided background on the College's process to develop, and then adopt its first approved two year, all funds budget. The College's budget development process identified a \$1.6million gap for the current (2017-18) fiscal year and a \$1.7million gap for 	<ul style="list-style-type: none"> Share proposed discussion topics for the Budget Forum with Luther Aaberge. Identify an appropriate



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	<p>2018-19.</p> <ul style="list-style-type: none">• An overview of the budget that was adopted/allocated was provided.• Laney College comprises 38.47% of the total District budget allocation. This is a little lower than the percentage last year (39%). Concern was expressed about Laney going down in terms of the percentage of the District budget (approx. 7%) over the last several years. It was noted that, in general, the percentage allocated to the District Office has increased. BCC's percentage is going up as well.• Data on the following was requested:<ul style="list-style-type: none">○ Breakdown the cost of Laney's Faculty vs. the cost at other colleges.○ The amount of the total District budget that the District gets off the top, and how these funds are used.○ How much it costs to produce a particular class schedule (i.e., PT & FT faculty costs, and with/without labs).• Luther Aaberge, Budget Director at the District, has volunteered to visit each of the campuses to explain the budget process and answer questions. Discussion topics of interest were shared: 1.) portion of the Budget that is allocated to the District, 2.) How/why this percentage has grown over time, 3.) 1351 budget, and 4.) request for an itemized list of what the District budget is being spent on.• It was noted that the District Budget Committee is meeting this week. There has been advocacy for the District to begin participating in the Annual Program Review/Program Review process in order to determine the costs of operations for the individual District units. The District budget committee is also visiting other colleges to research other funding models through-out the State.• It was noted that we may need to do more advocacy as to how CTE courses affect our productivity.• Concern was expressed about the forthcoming loss of the Parcel Tax District-wide, and what we will do as it relates to absorbing this \$8million (District-wide) back into Fund 01, while also being taken off of stability (funding) around the same time. May be forced to re-size the College according to our actual FTES.	<p>time/venue for a more in-depth discussion on the College and District budget realities. To come up with specific questions for data that we would like to see.</p> <ul style="list-style-type: none">• To invite someone from the Laney Budget Advisory Committee to come to share budget data at a future College Council meeting.• The budget information to be put into practical language for the College to understand. This will be done by the Budget Advisory Committee (BAC). Chris Weidenbach to work with this group to produce this document.• To develop an Emergency Fund for students. To come up with the criteria for allocating these funds.
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	<p>Categorical allocations (SSSP, Equity, CalWORKS, etc.) will also be reduced as our FTES goes down. Need to start talking about this problem.</p> <ul style="list-style-type: none"> • It was asked, when we could have a serious conversation on our budget realities, District allocation, etc. • It was noted that in some cases, it seems like the services from our District have decreased (i.e., marketing and research). • President Gilkerson spoke to how we need to have a structure for our framework for planning for these impending budget decreases. Need to start researching where the budget is currently going, and determine whether we are spending as efficiently as possible. • It was requested for the budget information to be put into practical language for the College to understand. This will be done by the Budget Advisory Committee (BAC). Chris Weidenbach to work with the BAC to produce this document. • A question was asked -> How much of the budget is going towards the students? Response: Fund 71 (approx. \$35K each year that rolls over), Funds 72 & 82 (½ of the Bookstore revenue). There are very few emergency funds for the students. We have a Foundation that doesn't really do fundraising for the Colleges (scholarship-based only). Working to hopefully change this. Working to develop a Student Emergency Fund for students. To come up with the criteria for allocating these funds. • Concern was expressed that we don't have a budget allocation dedicated to textbooks for the Library. • An overview was provided as to how Fund 10 revenue budgets are now being used for general operating needs of the College (ex. clean towels for culinary & cosmetology, repairing/maintaining our facilities, etc.) 	
VI. Laney 2016-18 Strategic Plan Progress Reports	<ul style="list-style-type: none"> • Due to insufficient time, this item will be discussed at the next Council meeting. 	<ul style="list-style-type: none"> • Agendize this item for the next Council meeting.
VII. Laney College 2018-24 Strategic Plan	<ul style="list-style-type: none"> • The Institutional Effectiveness Committee (IEC) has been discussing how they will lead the Strategic Planning process for the next 5year plan. • The College will be soliciting the support of the Collaborative Brain Trust (CBT) to assist with facilitating this process. CBT to engage our constituent 	<ul style="list-style-type: none"> •



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	<p>groups, shared governance groups, and community partners/organizations to inform the Plan. Fran White and Dan Rosenberg of CBT to be the leads on this work. Their background was shared. The CBT contract to be paid through the IEPI Grant. They will work to integrate all of our other existing plans for the College (i.e. EMP, Basic Skills Plan, FMP, TMP, IEPI Goals, etc. into our strategic plan for the College.)</p> <ul style="list-style-type: none"> • Timeline for the process: Will take most of the year to ensure a collaborative and well-vetted process. To be finalized in late Spring. 	
<p>VIII. Strategizing/Brainstorming on 2017-18 Goals for College Council</p>	<ul style="list-style-type: none"> • Based on the Council Goals that were approved for adoption at the last meeting, it was agreed to prioritize the following: a review of the IELM and Enrollment Management Committees and to develop a Shared Governance Awareness Campaign. <p><u>Shared Governance Awareness Campaign</u></p> <ul style="list-style-type: none"> • Ideas shared: <ul style="list-style-type: none"> ○ Chris Weidenbach spoke to the “RAISE” Program proposed by Blake Johnson last year to previous interim college president, Audre Levy. It proposed using IEPI funds to do this work. To ask Blake Johnson to resend this proposal and to add this to the next College Council meeting agenda for review/consideration. ○ Need to keep our website(s) up to date. ○ Send out meeting agendas in advance to the whole community. ○ Inform College community that all meetings are open and anyone can attend. ○ From Classified point of view more is needed to increase access, i.e. stipends for classified staff to serve in leadership capacities. Considering allowing classified staff to co-chair committees. ○ Senates and Unions to talk more and unify. ○ College Council to hold a half-day retreat dedicated to Shared Governance. Retreat purpose will be to review the Participatory Governance Manual and determine if things are working as they are. To identify a date in October/November. Invite all committee chairs as well. Include discussion on equitable access for Classified as far as participation in committees. ○ Students/classified should have a standing agenda item 	<ul style="list-style-type: none"> • Add discussion about the “RAISE” Program proposed by Blake Johnson to the next College Council meeting agenda. • Schedule a Shared Governance Retreat for sometime in October/November. • To send the draft Enrollment Management Plan to the Council. • Update the Participatory Governance Manual with the accurate and up to date information for the IELM and Equity Committees. • To continue the review of the IELM Committee and bring the updated/correct version of the committee information to the next Council meeting.



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	<p>across all committee meetings.</p> <p><u>Review of the IELM Committee</u></p> <ul style="list-style-type: none">• An overview of the charge, membership and structure of the IELM was provided. It was noted that this was a sub-committee of the Faculty Senate and that the membership was different from what is stated in the Participatory Governance Manual.• It was suggested for a Librarian to be added to the committee membership.• To update the Participatory Governance Manual with the accurate and up to date information for the IELM and Equity Committees.• To continue the review of the IELM Committee and bring the updated/correct version of the committee information to the next Council meeting. <p><u>Review of the Enrollment Management Committee</u></p> <ul style="list-style-type: none">• The College was supposed to develop an Enrollment Management Plan for the College last year. There is an existing draft. To send the draft Enrollment Management Plan to the College Council.	
IX. Guiding Principles for Laney College	<ul style="list-style-type: none">• President Gilkerson spoke to how there is a lot of community development currently happening in the area. As a College, we need to determine our guiding principles for engaging with the local community, and specifically with regard to the community development happening in the area. Need to confirm the values that unify us during these uncertain times. Once confirmed, these principles can be used as a talking piece for us communicating with the external community and developers, and with our own Board regarding what Laney wants/needs and stand for.• President Gilkerson provided a summary of the results from the guiding principles survey that went out to the College community. There were 60 responses to the survey, yet there was no clear ranking of the principles in terms of priorities. The survey included nine areas to rank in order of importance from 1 to 5. The following are the results:	<ul style="list-style-type: none">• Sub-Committee of the Council to work on a draft on our Guiding Principles to guide us forward. This group will bring an update back to the next College Council meeting.



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X. Program Reviews	<ul style="list-style-type: none">• Conversations are happening now related to changing the way we do Program Reviews. Considering moving to a 4-year cycle that is staggered so that not all units are doing comprehensive reviews at the same time.• President Gilkerson asked everyone to read the meeting materials related to Program Reviews in order to be prepared for the next meeting.	<ul style="list-style-type: none">• All to read the meeting materials related to Program Reviews in order to be prepared for the next meeting.																		
XI. Adjournment	<ul style="list-style-type: none">• ANN MCMURDO CALLED A MOTION TO ADJOURN THE MEETINF. JAQUELINE BURGESS SECONDED THE MOTION.																			

Meeting Adjourned 4:00 pm.