



COLLEGE COUNCIL MEETING MINUTES

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: Wednesday, September 6, 2017

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

ATTENDEES: Tammeil Gilkerson, Nathaniel Pyle, Dolores Bernal, Phillipa Caldeira, Pinar Alscher, Stephen Corlett, Fred Bourgoin, Eleni Gastis, Donald Moore, Danielle Odom, Keith Welch, Chuen Chan, Kevin Wade, Gary Albury, Yashica Crawford, Peter Brown, Denise Richardson, Martha (Ann) McMurdo, Yashica Crawford, Christy Blue, Chris Weidenbach [GUEST: Jackie Graves]

ABSENT: William Highsmith, Angela Cherry, Chungwai Chum, Brandi Howard, Agustin Rodriguez/Roxanna Post

MINUTES: Maisha Jameson

HANDOUTS:

- Meeting Agenda
- College Council Minutes – 5.17.17 Meeting
- College Council Minutes – 7.18.17 Meeting
- College Council Meeting Schedule and Membership List
- Participatory Governance Manual (Draft)
- College Council 2017-18 Document Submission Calendar
- College Council 2017-18 Integrated Planning Master Calendar
- Accreditation Follow-up Report Laney College August 2017
- Follow-up Accreditation Report Approved Revisions by Faculty Senate 090517
- Fall 2017 College Committee/Senate/Council Calendar (DRAFT)
- Laney College 2016-2018 Strategic Plan Reporting Matrix
- BAC Recommendation – PASS (Measure B) Funding Allocation -9.2017
- Laney Vision, Mission & Values - 2015-2018
- College Council Committee Evaluation Results 2016-17
- College Council Approved Goals for 2017-18

NEXT MEETING: September 20, 2017

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome & Introductions		
II. Approval of the Council Minutes <ul style="list-style-type: none">- May 17, 2017- July 18, 2017	<ul style="list-style-type: none">• DONALD MOORE CALLED A MOTION TO APPROVE THE MAY 17, 2017 AND JULY 18, 2017 COLLEGE COUNCIL MEETING MINUTES. PETER BROWN SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.	



COLLEGE COUNCIL MEETING MINUTES

III. President's Report

- President Gilkerson provided a report-back on her orientation meeting with College's Committee/Senate Leads
- Leak remediation decision – At its last meeting, the Council voted to have the President (in collaboration with chairs of Facilities Committee) to make the decision as to how we proceed with this project – Update: The decision was made to move forward and renovate the B Quad immediately. The RFP to do the leak remediation on the B Quad was accepted. The work was to begin right after Labor Day, however, given that we are currently in a pending legal dispute with the previous contractor, this has been delayed. Time has been provided to allow the contractor to confirm whether they will pick up this work. Still waiting to hear back from them on this in order to determine when the work will commence. Hoping that this will all get done by November. President Gilkerson noted that her advocacy has been to develop a better remediation plan moving forward to address the entire college. Need to make a decision as to whether we do the next phase of the leak remediation during next summer because it will impact what courses we are able to offer.
- Faculty Senate President, Donald Moore re-stated that the faculty will not be teaching in these classrooms that have the "hoses and tarps" (attempting to address the leaks). Concern was expressed that faculty haven't heard from the District that they are working on a different solution/plan.
- President Gilkerson informed the group that the scope of the work that needs to be done to fix our infrastructure is extensive, and for it to be completed within a couple of months before the rainy season would literally require us to move.
- It was asked what is being done to address the Student Center (inoperable water fountains and disabled restrooms, etc.). President Gilkerson noted that the students should work with their advisor to submit work orders for this work.
- The IEPI Indicators that were approved by the Council in May, were submitted to the State. We need to begin to weave these goals into our Strategic Plan work and College goals.



COLLEGE COUNCIL MEETING MINUTES

IV. Confirm College Council Membership for 2017-18	<ul style="list-style-type: none"> • All members of the Council have been confirmed except the following: <ul style="list-style-type: none"> • Faculty – Student Services Division • Faculty – Enrollment Services Division • Faculty – Math & Sciences Division • Counselor • DSPS Faculty • The ASLC Vice President has been confirmed. Gary Albury to send Maisha Jameson the updated list of ASLC Officers. • Donald Moore to confirm the remainder of the Faculty appointments before the next Council meeting. 	<ul style="list-style-type: none"> • Donald Moore to confirm the remaining faculty appointments before the next Council meeting. • Gary Albury to send Maisha Jameson the updated list of ASLC Officers.
V. Orientation to College Council <ul style="list-style-type: none"> - College's Mission, Vision & Values - College's Shared Governance Structure - Council Charge, Goals, Schedule, etc. - Council's Master Calendar - Council's Document Submission Calendar - Council's Assessment/Evaluation 	<ul style="list-style-type: none"> • Overview of the Laney College Mission, Vision, Values was provided. • An overview of the Laney College Shared Governance Structure, the Decision Making Matrix and the Resource Allocation Model was provided. • The charge of the College Council was provided and role this body plays within the overall shared governance structure was clarified. • The annual evaluation of the College Council was spoken to. Last year the Council members evaluated themselves (along with all of the other shared governance bodies) and the outcomes came back to the respective bodies in order to develop improvements for moving forward. The Council adopted Goals based on those responses. • An overview of the 2017-18 Goals that were approved for College Council was provided. The Council will now start to think about things we want to do to implement these goals. • The Council began to prioritize what goals would be addressed first. It was noted that we need to address #5 ASAP given its timeliness, as it relates to allocating the IELM funds. • It was reiterated that it is important for the Council representatives to share what happens/is decided at College Council meetings with their constituents. • The suggestion was made to create truncated meeting minutes – (bullet points on actions/recommendations made) in order to help College Council representatives 	<ul style="list-style-type: none"> • Council representatives to share what happens/is decided at the College Council meeting with their constituents. • The Council will now start to think about things we want to do to implement these 2017-18 College Goals. • To address Goal #5 ASAP given its timeliness, as it relates to allocating the IELM funds. • Any changes to be made to the Faculty Senate Process is to be brought back to the College Council as a recommendation



COLLEGE COUNCIL MEETING MINUTES

	<p>share pertinent information on decisions made with their constituents.</p> <ul style="list-style-type: none"> • The suggestion was made to create a template for College Council representatives to provide reports to their constituents, as well as reports/updates to the Council from their respective areas/units/committees/senates. Council members were asked to bring back recommendations as to what would be helpful in this regard. • Any changes to be made to the Faculty Senate Process are to be brought back to the College Council as a recommendation. • The purpose of the College Council Master Calendar for Integrated Planning was provided. This is to keep us organized and on track. • All committees should develop a Master Calendar for their respective Committees. • An overview of the Council's Document Submission Calendar was provided. In order to have items added to the Council agenda, one must follow this calendar. 	<ul style="list-style-type: none"> • To create a template for College Council representatives to provide reports to their constituents, as well as reports/updates to the Council from their respective areas/units/committees/senates. • Committee leads to use the College Council Master Calendar as a model for their committees to develop a similar calendar for their respective committees.
VI. Objectives for the 2017-18 College Council Goals	<ul style="list-style-type: none"> • An overview of the 2017-18 Goals that were approved for College Council was provided. The Council will now start to think about things we want to do to implement these goals. • Need to start working to identify objectives to meet these goals. • Some suggestions were shared: <ul style="list-style-type: none"> ○ Goal #1 – Change how we share the meeting minutes (i.e. truncated version, post on website, etc.) ○ Goal #1 – Council representatives to ensure they provide report-backs to their constituents. ○ Goal #1 – Already have built-into the Council agenda monthly President report-backs on final decisions made on Council's recommendations/motions. ○ Goal #2 – Ensuring that all members are prepared before the meeting and have time to read materials before-hand. (Adhering to the Council's new Document Submission Calendar should help with this.) ○ Goal #2 – All to be open to special (additional) 	<ul style="list-style-type: none"> • Develop a recommendation from College Council for all college committees to adopt a master calendar (that maps up to the Council's Master calendar) and for them to adopt processes and procedures that make their bodies more efficient. • Goal #3 – Develop a Manual for committees/senates/council. (This



COLLEGE COUNCIL MEETING MINUTES

	<p>meetings when timely issues arise (ex. Follow-up Report, Leak Remediation Project).</p> <ul style="list-style-type: none"> ○ Goal #3 – Have already implemented (at least annual) orientation-like meetings between President and shared governance committee leads AND an annual Orientation to College Council to be held at the first meeting of each year. ○ Goal #3 – To create a template for College Council representatives to provide reports to their constituents, as well as reports/updates to the Council from their respective areas/units /committees/senates. ○ Goal #3 – Develop a recommendation from College Council for all college committees to adopt a master calendar (that maps up to the Council’s Master calendar) and for them to adopt processes and procedures that make their bodies more efficient. ○ Goal #3 – Develop a Manual for committees/senates /council. (This could be something to include in the Participatory Governance Manual) ○ Goal #3 – Develop an Awareness Campaign for participatory governance to inform the College at-large as to why the Council (and the other committees) are important and why broad participation in shared governance is imperative to our effective operations and transparency. Some suggestions included: having a Shared Governance Fair (like Club Rush), creating a PSA video, holding an Open House at a College Council meeting, serving as ambassadors of our particular committees. Dolores Bernal asked all who were interested in sharing ideas or helping to follow-up with her. It was noted that it is hard to make appointments to all the various committees because we don’t have the standing meeting dates/times/locations set at the beginning of the year. It was noted that some of our committees have too many members. Hard to get a quorum. ○ Goal #5 – Agendize for the next College Council meeting a review of the IELM and Enrollment Committee. To send out the evaluation results for these committees to the College Council members. 	<p>could be something to include in the Participatory Governance Manual)</p> <ul style="list-style-type: none"> • Develop an Awareness Campaign for participatory governance to inform the College at large as to why the Council (and the other committees) are important and why broad participation on committees is imperative to our effective operations and transparency. • Agendize for the next College Council meeting a review of the IELM and Enrollment Committee. • Send out the evaluation results for the IELM and Enrollment Management committees to the College Council members.
VII. Laney’s Accreditation Follow-up Report	<ul style="list-style-type: none"> • The Follow-up Report is a summary of what the College has done to address our remaining ACCJC 	<ul style="list-style-type: none"> • All Council members to ensure



COLLEGE COUNCIL MEETING MINUTES

	<p>recommendation related to integrated planning. The final version will have an acronym key.</p> <ul style="list-style-type: none"> • The President shared that the ASLC reviewed and approved the report in late August, the Classified Senate reviewed and approved it today, and the faculty senate reviewed and approved it yesterday (with amendment). The language for the amendment was shared. • DONALD MOORE CALLED A MOTION TO APPROVE THE LANEY COLLEGE FOLLOW-UP REPORT WITH THE AMENDMENT FROM THE FACULTY SENATE. CHRISTY BLUE SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • The report will now go forward to the Board of Trustees for approval on September 12th. • Faculty Senate President Donald Moore shared his appreciation of the transparency and the process followed in developing this report. • It was noted that the ACCJC Visit may be confirmed for 10/25 or 10/26. • All Council members were asked to ensure that they read the Follow-up Report and to be ready for this visit in case you are requested for an interview. 	<p>that they read the Follow-up Report.</p> <ul style="list-style-type: none"> • To submit for Board of Trustees approval at the September 12th Board meeting the Laney College Follow-up Report.
<p>VIII. Laney Strategic Planning</p> <ul style="list-style-type: none"> - 2016-18 Strategic Plan Status Update - Recommendation for Developing a 5-Year Strategic Plan 	<ul style="list-style-type: none"> • The Laney College Strategic Planning Reporting Matrix was presented. We are still capturing and evaluating our progress made towards the objectives within our 2016-18 Strategic Plan. • Will continue to provide the scheduled report-outs for the remainder of the life of this plan. We may not meet all of the objectives stipulated. If this is the case, we will need to include a justification as to why not (ex. budgetary constraints made it so that developing a smartphone app was not feasible). • President Gilkerson noted that we need to begin working on developing our next strategic plan. She also noted that on our next Strategic Plan, we should be measuring the metric (as opposed to the strategy), for example... Determine what the baseline is for increasing enrollment by 20% , and how do we get to that goal. • It was suggested that we invite experts in to educate the College in certain areas. Might need presentations provided to bring us up to speed on what's happening in certain areas, ex. adult education, non-credit, equity, 	



COLLEGE COUNCIL MEETING MINUTES

	<p>etc.</p> <ul style="list-style-type: none">• President Gilkerson presented a recommendation to the Council that we move forward with developing a 5-year Strategic Plan. Suggested that we have the Institutional Effectiveness Committee lead this process as our lead strategic planning body. The IEC will provide a timeline and bring this to the Council to adopt.• To fold other pertinent plans (i.e. PCCD Strategic Plan, State Chancellor's Office Strategic Plan, IEPI, etc.) into our next strategic plan.• The Goals should be broad enough and measurable to ensure that everything we do at the College aligns back to our Strategic Plan.• Will likely be hiring a consultant to help with this process.• DONALD MOORE CALLED A MOTION TO APPROVE THE RECOMMENDATION TO MOVE FORWARD WITH A 5-YEAR STRATEGIC PLAN. CHUEN CHAN SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.	
IX. Budget Advisory Committee (BAC) Recommendation re: Parcel Tax	<ul style="list-style-type: none">• Budget Advisory Committee (BAC) Chair, Fred Bourgoïn presented this item. He noted that a recommendation was brought to the BAC to approve the use of Parcel Tax dollars to fill-in the gaps for identified unfunded needs/areas of the College.• Fred Bourgoïn shared that he was unhappy that the plan was done ahead of time and that the BAC had not been a part of the process in developing the plan. Noted that this should be the work of the BAC. Also, noted that this is just one tiny piece of the budget, and that the BAC would like to see all pieces of the budget and be a part of the development process from start to finish (not just in approving it).• President Gilkerson clarified that she never expects any committee/body to approve an item, just because it is recommended.• President Gilkerson provided a summary about how we got to this point...including the budget process followed last fiscal year that initiated from the program reviews. She noted that through that budget development process, the College had already identified \$1.6million dollars in areas of need that were going to go unfunded. The Director of Budget & Administrative Services took this list (along with the justifications provided) and she	<ul style="list-style-type: none">• To work with the BAC to work on developing processes and systems for improving the transparency of the budget development process.



COLLEGE COUNCIL MEETING MINUTES

	<p>met with each of the budget leads in order to allocate funding. We tried to leverage other available funding sources where appropriate (ex. Social Justice Center).</p> <ul style="list-style-type: none">• President Gilkerson asked whether the BAC would like for this recommendation to go back to the committee with more information to inform their decision.• Concern was expressed about delaying the allocation of these funds and the potential impact on the College's operation/services.• It was noted that the College needs to work with the BAC to work on developing processes and systems for improving the transparency of the budget development process.• President Gilkerson provided information on how the College was informed about the Parcel Tax/Measure B funds being allocated to the College. This is carryover from unspent PASS funds. The College commits to including the remaining Parcel Tax funds within the annual budget development process to be completed this academic year for next fiscal year.• It was noted that a lot of the Measure B/Parcel Tax funds is being used to backfill part-time faculty. Once the Parcel Tax funds sunsets, that money will then need to come back out of Fund 01. This is a big issue. Need to come to some agreement as to how we will deal with this huge funding gap when this time comes. The plan at the District is to go out for another Parcel Tax, in addition to another Bond for facilities.• It was noted that all resolutions and recommendations that are meant for the ultimate approval of the Chancellor/District do not need to come through the College Council. Unless they are college-specific/under the purview of the College President, they can go straight up to the District for proposed adoption District-wide.• DONALD MOORE CALLED A MOTION TO APPROVE THE BUDGET ADVISORY COMMITTEE'S RECOMMENDATION TO MOVE FORWARD WITH ALLOCATING PARCEL TAX FUNDS TO FUND IDENTIFIED UNMET NEEDS OF THE COLLEGE. PETER BROWN SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.	
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Meeting Adjourned 4:02 pm.