



COLLEGE COUNCIL MEETING MINUTES

Committee: COLLEGE COUNCIL

Meeting Date: Wednesday, October 18, 2017

Loc/Time: T-850, 2-4

Attendees: Tammeil Gilkerson, Yashica Crawford, Chungwai Chum, Robert Tracy, Roxana Post, Donald Moore, Eleni Gastis, David Ross, Peter Brown, Angela Cherry, Nathaniel Pyle, Jacqueline Burgess, Evelyn Lord, Jacinda Marshall, Keith Welch, Fred Bourgoin, Heather Sisneros, Denise Richardson, Chris Weidenbach, Dolores Bernal, Gary Albury (Guest: Kelle Lynch-McMahon)

Absent: Kevin Wade, Danielle Odom, Ann McMurdo, Doug Cobb, Carol Williams, William Highsmith, Glenn Pace

Minutes: Hope Lane

Handouts: Meeting Agenda 10/18/2017
College Council Minutes 9/20/2017
College Council Approved Goals for 2017-2018
Draft Program Review Recommendation
Enrollment Management Committee-Charge & Membership Information
Enrollment Management Committee Evaluation 2017
Executive Summary Follow up Report
IEC Strategic Planning College Council Report
IELM Committee-Charge and Membership Information



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IELM Committee Evaluation

Laney Facilities Master Plan-Draft

Laney College 2016-2018 Strategic Plan Reporting Matrix

Laney College Strategic Plan-Enrollment Management

Memo Reporting on the Strategic Plan

Sub Committee Guiding Principles for Laney College

Resource Prioritization

Next Meeting: November 15, 2017

Item	Description (Agenda Item and Discussion)	Action Items
I. Welcome & Introduction		
II. Approval of Council Minutes: 9/20/2017	<ul style="list-style-type: none">• Peter Brown moved to approve and Nathaniel Pyle seconded. Motion passed unanimously.• Donald Moore asked to migrate minutes to office 365 instead of Dropbox.	
III. President's Report Updates Provided: <ul style="list-style-type: none">❖ Accreditation Update: Laney Follow-up Report/Visit & Laney Mid-term Report❖ Chancellor's Open Forum	<ul style="list-style-type: none">• President Gilkerson discussed the Chancellor's Open Forum with approximately 30 people in attendance. There were some concerns from students that they did not know about the Forum until the day before. The PIO sent out announcements and has updated listservs.• Accreditation update: Previous chair Dr. Weispfenning and team member Dr. Bontenbal will be visiting.• Accreditation team wants to meet with College Council, and looking to validate what we have in report.• An invitation has gone out to previous college council members and we will work with Phoumy Sayavong (BCC)	<ul style="list-style-type: none">• Maisha will provide times for accreditation meeting.



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	<p>since he assisted with previous visit and was here when we evaluated our planning and resource allocation process.</p> <ul style="list-style-type: none">• Yashica Crawford will provide an executive summary of the Follow-up Report with important points and will send to council.• Donald Moore discussed what committee is looking for during the visit—type of questions, why, what we do, purpose, etc.• Chair will also validate if District recommendations followed through and completed.• Chris Weidenbach discussed if the District’s meeting affects the college level accreditation; President Gilkerson replied-- it possibly could because colleges are accredited, not the District.	
<p>IV. Laney Strategic Plan Progress Report 2016-2018</p> <p>❖ Facilitator: <i>Tammeil Gilkerson & Strategy/ Goal Leads</i></p>	<ul style="list-style-type: none">• Dolores Bernal discussed- Goal IV, Objective C, Strategy 6: During the semester, the PIO sends out weekly emails to the campus community with information on free events and resources available to different target populations. In addition, lists of free resources are posted on various sections of the website. Most recent updates include various resources: on DACA; the upcoming BAYEP hiring summit; information on Laney’s Food Bank and Green Mondays; free admission to the Oakland Museum, etc.• Dolores Bernal also discussed Goal IV. C. Objective D, Strategy 1—revitalization campaign has not been met will follow up with Dean of Enrollment.• Jackie Graves reported out on Goal IV.D. Objective A. Strategy 1- Working on non-credit as opposed to one unit- Bridge to College, including a career and employment workshop.• Jackie Graves discussed Goal VI. Objective A, Strategy 1. Seeking to secure funding to develop and offer one unit "life skills" class. On the Laney website, under the “Campus Life” tab, the link “A to Z Student Services” lists student services	<ul style="list-style-type: none">• Dean Graves will follow up with council regarding the forming of form Sub-Committees.



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	<p>on campus, and a hyperlink to “Emergency Resources for Students” in the community, including homeless shelters. The “Health Services” link lists on-campus and off-campus health resources.</p> <ul style="list-style-type: none">• Chris Weidenbach Goal IV. Objective C, Strategy 2 Inform students about books. Nothing to report, but shared there was an attempt to develop certificated zero textbook cost framework “a basic fail”; no one worked on it but led to some good ideas. business-writing certificate.• President Gilkerson discussed Goal IV. Objective C, Strategy 1. Equity distributed book vouchers, as did the EOPS program, but not necessarily as sustainable. Met the goal by having the program.• Jackie Graves mentioned looking at models at other colleges. With the hope of forming a sub-committee out of the Equity Committee.• The President also referred to the Oakland Post article regarding efforts to raise money/emergency funding for students and will continue to work on enacting a program that works.	
V. Update on 2018-2024 Strategic Plan: <i>Facilitator Yashica Crawford & Donald Moore</i>	<ul style="list-style-type: none">• Yashica Crawford discussed Institutional Effectiveness plans moving forward.• Collaborative Brain Trust (CBT) was approved at the Oct. 10 Board Meeting to support Laney with goals the colleges wants to address in next 3-5 years. CBT will complete the following tasks:<ul style="list-style-type: none">-Engage in pre-conference meetings with college-Complete on campus workshops with stakeholders-Develop first draft of strategic plan-Edit and post draft strategic plan for feedback-Complete final edited version of strategic plan• Fran White and Dan Rosenberg will assist Laney through process.	



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	<ul style="list-style-type: none"> • CBT met with President Gilkerson, members of ALG, and IEC on Oct. 11, to review scope of work and discuss key dates. • College Council will receive regular updates President Gilkerson discussed the large scope in which they can help develop strategy based on what we see; then in spring 2018, we will take action for program goals. • The scheduled dates will be sent via doodle with the first event is held on Nov.3. 	
<p>VI. Council Sub-Committee Report-Back-Guiding Principles for Laney</p> <p>❖ Facilitator: Sub-Committee Members: Report-back from the Council's Sub-Committee on the Guiding Principles for Laney College. Presentation for review and feedback of draft Guiding Principles for the College.</p>	<ul style="list-style-type: none"> • Jacinda Marshall and Nathaniel Pyle reported that the subcommittee met on Oct. 11 to discuss The Guiding Principles Survey. • The survey discussed potential guiding principles for-development projects happening around Laney. • Every area was deemed important and created based on results. • The committee wants to ensure Laney has a voice in each project. • The committee shared an initial draft of Guiding Principles. • Eleni Gastis mentioned the omission of the word accessibility. • Council discussed what part Laney would have in developing each principle. • Angela Cherry discussed including accountability in the wording to hold contractors responsible. • Jacqueline Burgess discussed having the Guiding Principles language included in part of bidding process. • Committee reviewed and made recommendations for modifications to the working draft. <ul style="list-style-type: none"> - Changes noted in red. <ul style="list-style-type: none"> ○ Cultural Preservation: Ensure the (deleted cultural) preservation and enrichment of the uniquely diverse cultural communities around Laney College and protect 	<ul style="list-style-type: none"> • Dolores-will send out to students. • Subcommittee will reconvene and provide updated draft for review.



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our community (Students/Residents/Local Businesses), and the college itself, from displacement. **Ensure that the community THRIVES and doesn't just SURVIVE.**

- There was a suggestion for an additional Principle that reads as follows:

Shared Control: Ensure that there is input and inclusion by Laney shared governing bodies in the design and implementation of development projects that affect the Laney community.

- Add ADA accessibility to the “Access” principle.
- Add to the “Noise” principle that we are ensuring no negative impact to the “surrounding environment” as well.
- Chris Weidenbach expressed interest in developing another survey and getting input from the students.
- Subcommittee shared that the survey should be distributed to students and additional feedback incorporated in the draft.
- President Gilkerson asked everyone to share with his or her constituency groups and send any additional recommendations to Maisha. The subcommittee will reconvene and modify, based on feedback and bring to the next meeting.
- Donald Moore discussed trying to get people engaged and the principles are a great starting point. In the end, create a survey that will touch on all points discussed.
- Peter Brown-Discussed not everyone checks emails... this is the type of learning environment needed (Principles) expectation of real education possibilities. *Protect and advance our community.*



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	<ul style="list-style-type: none">• Nathaniel Pyle-Language 3rd bullet: ensure the preservation and enrichment.• Protect and advance our community.• Yashica Crawford discussed responses of reform and, even if flat, they are all important.• Sub Committee to follow up with Gary & Delores to get survey to students.	
<p>VII. Facilities Master Plan (FMP): Facilitators: Stephen Corlett & Kelle Lynch-McMahon</p> <p>❖ Facilities Infrastructure Updates: Summary of Costs – as they pertain to implementation of our Facilities Master Plan.</p>	<ul style="list-style-type: none">• Stephen Corlett discussed meeting with Steinberg just a cursory glance four part plan— FMP same info as flex day.• The main features for Phase 1- remove everyone from Building A and Library entirely then rebuild.• Reconfigure G building and Theater connect Music to theatre to enhance Carpentry & CTE;• Removing old Physical Plant and adding a second plant on other side of campus.• In terms of infrastructure, peripheral buildings require most work (red) structural report more red needs replacing HVAC, roofing etc.• Steinberg preparing cost for top five buildings on list. Doing estimate what every building will cost. Plan to have full numbers by Nov.• Laney fix will cost \$500 square foot \$500 million to fix everything without master plan.• Current fix-it list: HVAC, plumbing and doors. Infrastructure is large but facilities will get them fixed.• Kelle Lynch-McMahon -Master Plan- lack of cultural competencies. Issues relevant to Oakland that needs addressing such as community involvement, homelessness issues, and food deserts, is getting language to fit the bond. To show preparedness.• State mandates items addressed, we have a minimum of these items addressed and we base them on what our	



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needs are, to create a framework and get approval from constituents who will approve. Infrastructure issues such as:
Numbers and budgets.

- Budget shortfall

The school facilities only gets \$300K allocation (average per campus) to work with.

- How different would it be prioritized. Direness of needs.
- President Gilkerson discussed allocation from district 60% ILEM
40%-scheduled maintenance
- Kelle Lynch-McMahon-179 projects at Laney to complete by end of year. Est. budgeted \$36 million to fix everything. Compliance a must
- Donald Moore-We have been only fixing partial items, would it take more to fix and fully repair.
- Peter Brown-nothing maintained to full capacity. Culinary equipment failed because not maintained. To ensure everything gets repaired full budget must be given. Proposal –Funding source tax money used.
- Robert Tracy questioned why all four campus given same monies. Laney gets most of money for maintenance.
- Donald Moore-50 million for Measure A. 30 million for library.
- President Gilkerson discussed allocation amounts, which comes from the state, went down 1/3 of last year's. College council voted not use 30 million for library. Wanted to give information regarding infrastructure cost.
- Donald Moore discussed possibility of special meeting to for further discussion of FMP. We need to be aware of how things are cited on bond list.
- No vote taken; but President Gilkerson will poll council on a date and time for another meeting in regards to FMP.



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| | <ul style="list-style-type: none">• Stephen Corlett-to get working copy/cost estimators from Steinberg. Therefore, we can discuss bond-funding allocation. | |
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<p>VIII. Criteria for Resource Prioritization Facilitator: President Tammeil Gilkerson & Resource Committee Leads</p> <ul style="list-style-type: none">• Recommendation to the College Council (for recommendation to the College President) to confirm the criteria/rubrics used for resource prioritization	<ul style="list-style-type: none">• President Gilkerson-Updated forms will be distributed tomorrow.• Evelyn Lord questioned why the change?• President Gilkerson discussed changes on forms.• Form A- Faculty/prioritization- highlights changes on forms• Narrative sections- look at number of sections• Donald Moore commented to publicize the ranking systems so people know what to expect when speaking with committees.• Stephen Corlett questioned how to get info from BI tool.• President Gilkerson will work with deans to pull data. Council moved to approve rubric• Second for Corlett motion to move passes unanimously.• Robert Tracy update Classified-no changes Robert ... seconded the motion• Move passes unanimously...• Facilities Form C-Rubric did not change furniture was approved at last board meeting for first phase.• Remove Instructional Equipment and add Technology Equipment• Dean Richardson advised to list item and justify what you need.• President Gilkerson and council discussed reiterating forms for better responses. Modify form with tax installation cost.• Motions were made and passed approving all resource committee prioritization rubrics & criteria presented.	<ul style="list-style-type: none">• Denise Richardson-First to approve Form A Rubric• Stephen Corlett--Seconded• No objections or abstentions• Move passes to approve Form A unanimously• Fred Bourgoin modify form (Technology) move to approve form• Donald Moore-seconded to approve.



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IX. Recommendation for New Program review Process beginning 2018/19 ❖ Facilitator: Tammeil Gilkerson	Tabled.	<ul style="list-style-type: none">• Council will discuss at next meeting.• Fred Bourgoin questioned if deans can fill out reviews.• Peter Brown-Motioned to table until next meeting.• Robert Tracy- Seconded to table: IX and X
X. College Council 2017-2018 Goals <ul style="list-style-type: none">• ILEM Committee Review• Enrollment Management Committee Review• Awareness Campaign• RAISE Program		<ul style="list-style-type: none">• Table until next meeting

Meeting Adjourned at 4:19 pm