



# COLLEGE COUNCIL MEETING MINUTES

**COMMITTEE:** COLLEGE COUNCIL

**MEETING DATE:** Wednesday, November 18, 2015

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

**ATTENDEES:** Elnora Webb, Lilian Chow, Jon-Mychal Cox, Brandi Howard, Evelyn Lord, Kim Bretz, Antoine Mehoulley, Anne Agard, Lisa Cook, Marilyn Whalen, Fred Bourgoïn, Louis Quindlen, Agustin Rodriguez, Katrina Totten, Brandon White

**ABSENT:** Trudy Walton-Keys, Phyllis Carter, Peter Crabtree, Janell Hampton/Helen Curry, William Highsmith, Irina Rivkin, Heather Sisneros, Mark Rauzon, David Raughton

**MINUTES:** Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
  - 2015-16 Goals (with revisions per College Council electronic feedback)
  - 2016-17 Integrated Planning and Budget Development Calendar (DRAFT)
  - Annual Calendar for Planning, Program Review and Annual Program Updates
  - IEPI Typical for Partnership Resource Team (PRT) Visits
  - Laney College Strategic and Integrated Planning Model
  - Budget Report - Summary of Grants and Categoricals
  - Budget Report - Summary of Budget vs. Actual Financial Results
  - Multi-level Integrated Planning Model for Institutional Effectiveness

**NEXT MEETING:** February 17, 2016

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome and Introductions	<ul style="list-style-type: none"> <li>• President Webb introduced the new interim VP of Institutional Effectiveness (VPIE), Marilyn Whalen.</li> <li>• President Webb shared that it is time to re-do our Educational Master Plan (EMP) for 2016-22. The Institutional Effectiveness Committee (IEC) is charged with spearheading the Educational Master Planning process. The timeline will be announced January 2016. To use the resource prioritization and program reviews to inform the plan. Still to conduct an external environmental scan that will also inform the plan.</li> <li>• President Webb noted that she will soon be asking the Council to vote to approve that the VPIE co-chair the IEC.</li> <li>• President Webb asked the Council to send to Maisha Jameson, any proposed changes to the College Council</li> </ul>	<ul style="list-style-type: none"> <li>• Maisha Jameson to send out the current configuration of the College Council to all members of the College Council.</li> </ul>



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	<p>membership.</p> <ul style="list-style-type: none"> <li>• VPSS provided an update on the SSSP 2015-16 Plan and the Student Equity Plan. The Faculty Senate has decided that they will not sign the SSSP Plan that is due to go to the State Chancellor’s Office by Friday. The Equity Plan is in motion. Extended deadline is Dec. 18<sup>th</sup>. There was a lot of great participation from the campus, including student input.</li> <li>• President Webb stated that there will be an RFP process to solicit proposals from Laney Faculty/Staff for an action plan moving forward.</li> <li>• The African-American student population was identified as the targeted group for the Equity Plan, as far as showing a lull in course completion.</li> <li>• Research should be part of the activities we include in the plan.</li> <li>• Each year we are expected to update the plan, as needed. We are working on a 3 year plan now that goes through 2018, yet we submit a report every year.</li> <li>• Concern was expressed about the level of access to things like assessment for our students, and how this is serving as a roadblock to enrollment. Online assessment is needed and this is more of an issue with the services for evening student.</li> <li>• Discussion ensued about suggestions of items to include in the plans in order to increase student success and equity.</li> </ul>	
<p><b>II. Updates - Council</b></p>	<ul style="list-style-type: none"> <li>• President Webb shared that we will be doing something different as it relates to the various groups reporting at College Council. All reports will need to be submitted in writing, in advance and they will be staggered as far as scheduled reporting to the Council.</li> <li>• All of the various represented groups provided their respective updates to the Council.</li> </ul>	
<p><b>III. Budget Development &amp; Resource Prioritization – VPI Celhay</b></p>	<ul style="list-style-type: none"> <li>• VPI Lilia Celhay spoke to the timeline for the Program Reviews and integrated planning process that was developed by the District. She also spoke to how this process informs and feeds into the resource prioritization and budget development process. The deadline for submittal of the Program Reviews is October 30.</li> <li>• The deadline for the classified prioritization process has not been set. Director Phyllis Carter to develop a Laney College timeline for all resource prioritization and</li> </ul>	



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	<p>budget development.</p> <ul style="list-style-type: none"> <li>• Faculty prioritization is due to the District (for presentation to the PBC) by Dec. 11.</li> <li>• The budget development process was moved up by 2 months – now due in February (instead of April) – for several reasons. One is in order to allow for the advertisement of faculty positions in time for the Fall semester. Another is to ensure the budget development process allows time for the College budgets to be determined and loaded earlier (before mid-Fall). The District is responding to our feedback on the budget process. This allows the District to close the books in time.</li> <li>• As it related to Laney’s Integrated Planning Budget &amp; Evaluation processes, the VPIE will work on our planning to address the ACCJC recommendation.</li> <li>• Will have a College Retreat on Integrated Planning in December.</li> <li>• The issue of the lack of many of the Student Services Program Reviews was brought up and how this may slow down the classified prioritization process given that many of the classified staff are within Student Services.</li> </ul>	
<p><b>IV. Integrated Planning – President Elnora Webb</b></p>	<ul style="list-style-type: none"> <li>• Maisha Jameson provided a short overview of the PRT Process and the IEPI initiative.</li> <li>• Need to come up with an integrated planning budget and evaluation plan. We need to vet and publish this.</li> <li>• Will need to make sure to include “implementation” and “execution” to the integrated plan before evaluation.</li> <li>• Will plan a College-wide Retreat in December to plan for this. The VPIE will lead this effort.</li> <li>• President Webb passed out a timeline for the Actionable Improvement Plan (AIP) and asked the group for their interest in serving as a part of a workgroup to address any of the College’s AIPs.</li> </ul>	

Meeting Adjourned 4:05 pm.