



COLLEGE COUNCIL MEETING MINUTES (FINAL)

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: Wednesday, December 10, 2014

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

ATTENDEES: Anne Agard, Lilia Celhay, Rebecca Bailey, Lisa Cook, Antoine Mehouelley, Tina Vasconcellos, James Blake, Carl Oliver, Kim Bretz, Phyllis Carter, Roxanna Post, Elnora Webb, Evelyn Lord, David Raughton, Jim Cave

ABSENT: Irina Rivkin, William Highsmith, Louis Quindlen, Lilian Chow, Tamika Brown, Heather Sisneros, Peter Crabtree

MINUTES: Maisha Jameson

HANDOUTS:

- Meeting Agenda
- ISE Report via Moodle
- SSSP Plan
- Equity Plan
- Updated Participatory Governance Manual

NEXT MEETING: February 18, 2015

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome and Introductions	<ul style="list-style-type: none"> • President Webb and the Council shared their appreciation of outgoing Dean Tina Vasconcellos as she heads to Merritt for her new position President Webb's updates: • Q: Who's filling Tina's position? No one identified at this point. • Status of the VPI permanent hiring committees - Should be advertised by January to have a permanent VPI on board by next Fall • Q: Eagle Village portables... Why are they there? – A: To serve as swing space for the Student Center renovation project. Need to do a full review of the recommendation and ensure that all of the key constituents have an understanding of what's in place for the renovation. Because of delays at District with moving forward with the bond, we have to resubmit the plans to the State to be reviewed/considered. The students will be asked to be key members of the work group to look at these final plans to be submitted. • Jim Cave noted that with regards to the new Library build- 	<ul style="list-style-type: none"> • Develop a plan for using the next Bond funds for Laney upgrades quickly because if not, the funds will be allocated to the other colleges as we have experienced with previous bonds • Spend ½ of an upcoming College Council meeting talking about our facilities priorities. Facilities Committee to lead this discussion. Pull what was included



COLLEGE COUNCIL MEETING MINUTES (FINAL)

	<p>out, it has been communicated that there will be no state funds available for building projects and renovations in the near future. Given this, how are we going to move forward without state funds? A: Vice Chancellor Sadiq Ikharo has already requested strongly of the Chancellor that we go after another bond. President sent to the Board a formal communication requesting that 75% of future bond dollars come to Laney.</p> <ul style="list-style-type: none"> • Louis Quindlen – we need to start talking to our constituents to mount some kind of state-wide initiative to continue state funding for public facilities. • Evelyn Lord shared that she was concerned about the delay of the Library renovation again. We are not currently meeting student’s needs in our current location. There are health & safety concerns, as the current library facility is falling apart. Not really able to manage in the current facility. • Louis Quindlen – We need to plan for using any future bond funds for Laney upgrades quickly because if not, the funds will be allocated to the other colleges as we have experienced with previous bonds • Pres. Webb indicated that we would spend ½ of an upcoming College Council meeting talking about our facilities priorities. Noted that it would be helpful for the Facilities Committee to lead this discussion. Pull what was included in all of the Laney planning docs and state what our facilities priorities are. (i.e. STEM Center, Theatre, Library, etc.) so that our prioritizing decisions can be informed going forward. Need to be open and strategic. 	<p>in all of the Laney planning docs and state what our facilities priorities are. (i.e. STEM Center, Theatre, Library, etc.) so that our prioritizing decisions can be informed going forward.</p>
<p>II. PASS Prioritization of Proposals – President Webb</p>	<ul style="list-style-type: none"> • Pres. Webb shared that she had a productive conversation with Faculty Senate President Lisa Cook. She challenged her about how to go about the PASS funding given all the changes. • The IEC did a solid job given what they were tasked to do. Came up with some top scorers. • It was noted that many didn’t have details of the alternative funds that are available at the time that they were submitting their proposals. The administration is addressing some of these matters. • Pres. Webb working on framework to communicate to the College Community that all of the items on the long list are being funded, with few exceptions. Some will be funded with other sources of funding. Will provide a grid of all proposals that are approved, source of dollars, and will include the 	<ul style="list-style-type: none"> • To communicate to the College Community that all of the items on the long list are being funded, with few exceptions. Some to be funded with other sources of funding. Will provide a grid of all proposals that are approved, source of dollars, and will include



COLLEGE COUNCIL MEETING MINUTES (FINAL)

framework that we will use to roll out this initiative. Pres. Webb (w/ input from the VPI & Faculty Senate President) is working on developing this. President Webb shared what proposals have already been funded.

- Pres. Webb shared that she made a decision and what kept her delayed is determining how to roll this out. Most of these initiatives are complimentary to our SSSP and Equity plans. Chancellor Ortiz asked that the emphasis to be put on black & brown students, and our College's projects will adhere to this charge.
- When we develop what we do as a framework, the effective/best practices that are used will be shared across the College to be leveraged.
- Lisa Cook requested as Faculty Senate President that this communication or letter goes out before the start of the Spring semester and that it inform faculty about who to talk to about the status of their proposals. Noted that we need to close the loop on this, as the faculty are upset.
- Pres. Webb asked VPI Celhay to get this communication out next week.
- Some Faculty members didn't know how to estimate the cost of their proposed projects, and because they had to do it quickly, they didn't have time to get feedback from their peers or the administration even. These faculty were put at a disadvantage.
- This Spring is an important time to look at the various SSSP/Equity/Basic Skills plans and to familiarize yourself with what was included there so that the implementation work can commence, and so that people will know their parts in the implementation of the plan(s).
- Tutoring Center relies 90% on peer tutoring. Need more English IA experts who have degrees or who are in MA degree programs.
- Pres. Webb asked what is the right incentive to be a part of that roll-out plan?
- Pres. Webb shared an overview about the various plans (SSSP, Equity and Basic Skills) based on the analysis of quantitative data – the implementation of these plans is complicated in terms of what we have to do here to pull it off.
- Louis Quindlen noted that we don't have a choice but to be involved in this effort – “we do it or die”. It's mandated that we do SSSP or we won't get funded. We will not be

the framework that we will use to roll out this initiative. VPI to get this communication out next week.



COLLEGE COUNCIL MEETING MINUTES (FINAL)

	<p>successful if we don't do this. If the students in my class don't succeed, students won't be coming in the door in future years.</p> <ul style="list-style-type: none"> • James Blake share that we need to follow students from enrollment to graduation. Retention to be looked at now. Need to inform people how we all play a role. Would like to see a plan that is a comprehensive/step-wise process and that holds us accountable for action. Assess regularly so that we know what we are doing is working. Adjust accordingly. Need buy-in of all stakeholders • Lisa Cook – The current way we are functioning is not working. We plan and then don't follow-through with the plans. None of us have the power to forge forward alone and make a difference. Need to stick to your responsibilities/commitments. Need to communicate a Plan B if one is needed. Requires honesty on how to make things happen given our constraints. Need this kind of communication. Can't act like we are doing all of this when we are not. • It was shared that this semester has been kind of like the "perfect storm" with the ISE and all of these plans due. • Pres. Webb asked how can we go about doing what we are doing differently in order to be more effective/efficient, given our constraints/resources. • VPI Celhay – Communication about not being able to make a commitment is important as well. Just recommend an alternate plan forward. • Pres. Webb shared that she has personally criticized herself more this semester than ever for not being able to do as much as she planned and wanted to do... Or what was responsible. • James Blake shared that we need to have more working meetings, rather than planning meetings. How realistic is it that we can do all of what we would like to do, vs. what we can do well? How is this affecting out students? How are we handling what we can do within our limits? Need to put some things on the shelf until we are able to do it well. We are doing a dis-service to our selves and students by functioning in this way. It is important for us to be able to feel that what we are doing has quality. 	
<p>III. Accreditation – Institutional Self-</p>	<ul style="list-style-type: none"> • Rebecca Bailey shared that we are currently working to ensure that the ISE evidence is complete and organized and 	



COLLEGE COUNCIL MEETING MINUTES (FINAL)

Evaluation – (Rebecca Bailey & Lilia Celhay)

where it is supposed to be.

- We are currently in a good place and getting things done. Close to being done.
- Accomplishment = The BOT voted to accept all of the Colleges' ISEs. Currently in the process of getting signatures from the various key individuals that need to sign the document.
- Will go to the printer's next week.
- Louis Quindlen – Asked if we should solicit help you have from faculty to provide 10 hours over the break to address this need to help in areas where we are deficient. Hoping to be done before the break. The plan is to gather the evidence by 12/23.
- Report is to be submitted by Jan 6 along with evidence.
- New evidence can be identified.
- A supplemental document can be sent in after the ISE is submitted before the visitors come.
- Strongly suggest that all of the TRC candidates study this document to learn areas where they can grow in as well as how they can help the College.
- Evelyn Lord asked how many copies of the document will be printed? VPI Celhay noted approximately 200-300. Trying to balance this number by also having the report online.
- Jim Cave noted that the Classified Senate met with Rebecca Bailey and went over their questions and concerns. He asked what happens now, once the report is submitted...in terms of sticking to our planning agendas and ensuring that the work occurs?
- Response – We have included the development of strategies in order to meet much of our planning agendas/ improvement plan as a part of our 2014-15 College-wide goals. We will be creating an internal improvement plan for the College to incorporate into our Goals.
- Jim Cave asked how do we ensure the District does what it has to do in areas where our AIPs are dependent upon action at that level?
- It was noted that the goals of the Facilities Planning Committee are in alignment with the District's goals for first time ever.
- James Blake shared appreciation for the Self Study team and their engagement of the Classified staff. Noted that this was a very informed and collaborative process.



COLLEGE COUNCIL MEETING MINUTES (FINAL)

	<ul style="list-style-type: none"> • James Blake – noted that the internal goals that we come up with should be a part of our Laney plan, and we should begin to agendize some of those standing issues at our meetings. • Evelyn Lord shared appreciation for the ISE team and President Webb for allowing us to have a very open and participative process. It's stronger because of this. • President Webb shared that we are all fortunate to have had Rebecca Bailey & Mark Rauzon step up to the plate. Together they have demonstrated what it means to be a team and encouraged the campus community to participate. They were always thinking about who has yet to participate, and then reaching out to them. Ex. The Moodle site was a brilliant idea. • Our process was more engaging and interactive than the other campuses. We are the only campus who used this interactive tool and incorporated campus-wide comments so efficiently. • Rebecca Bailey shared that many others were involved in this report and made huge contributions to the report. She noted that she was very proud of the process, as it was not typical and very engaging. Feels more positive about Laney and clearer about what we need to do to move forward. 	
<p>IV. Participatory Governance Structure/Manual – (Evelyn Lord, James Blake)</p>	<ul style="list-style-type: none"> • Evelyn Lord shared that she, James Blake and Denise Richardson met to clean this document up and update it. • Changed the document such that it doesn't need to be updated every year given new leadership/committee members, the re-org or change of the College. • Shared Governance website links are to be included in document. • Purpose is to inform the campus community on how the shared governance process works at Laney. • Tina Vasconcellos suggested adding the Student Equity Committee to the document. James Blake asked what would be the charge and composition of the committee? Tina Vasconcellos noted that the group should be making recommendations for student equity. • The State Chancellor's office stipulates who should be involved in shared governance, and it's faculty, staff and students. • Tina Vasconcellos recommended that we reach out to the faculty, as well as other student leaders who are not a part of student government. 	<ul style="list-style-type: none"> • All Council Members were asked to review the updated document for discussion and approval at a future meeting. • Consider adding the Student Equity Committee to the document. • President Webb to have a conversation with the campus committee chairs to affirm that any member of the committee/council can submit items



COLLEGE COUNCIL MEETING MINUTES (FINAL)

	<ul style="list-style-type: none">• Lisa Cook – Asked what is the process for making these changes? Need to be mindful of the way that things are included on the website. Should have all committees listed on front page of website. How are committees formed? Which committees form plans? How do we communicate updates? How do we capture the changes in the institution that change the structure? Who updates these pages? How do you become a College committee? It should be formalized in this document that these decisions should come to College Council. Need to also determine when as a College do we re-publish this document and who is responsible? President Webb recommended that we follow-up next semester on the specifics related to process. Also suggested that the Institutional Effectiveness Committee (IEC) monitor the changes to the document.• President Webb brought-up ASLC President Carl Oliver’s earlier requests to include more student representation in the shared governance committees. As President she affirmed that she recognizes this need.• James Blake noted that it was voted on and approved within the Budget Advisory Committee that student participation increase to 3 members.• Carl Oliver asked if a Committee Chair doesn’t send out the meeting agenda 72 hours in advance, can the meeting still happen? The answer provided was that it depends....as some committees do not fall under that requirement.• President Webb affirmed that any member of the committee/council can submit items for the meeting agendas. President Webb noted that she wants to have a conversation with the campus committee chairs to go over this.• Carl Oliver noted that he would like to have at least 2 students serve on both the Technology and Facilities Planning Committees. He noted that it didn’t matter much for the College Council. He shared that he would be a part of a working group for implementing the plans of the College if students can be voting members on the curriculum committee. Anne Agard indicated that this was something that the committee can discuss.• James Blake – MOVED to recommend that at least 5 student reps serve on the College Council, and that we	<p>for the meeting agendas.</p> <ul style="list-style-type: none">•
--	--	---



COLLEGE COUNCIL MEETING MINUTES (FINAL)

	<p>ensure that they are mentored on the responsibilities of this membership and the time commitment. Evelyn Lord SECONDED THIS MOTION. President Webb noted that we will hold the vote(s) on membership until next semester, as we have to have a quorum to do business.</p> <ul style="list-style-type: none"> • President Webb clarified that the Curriculum Committee is not a shared governance committee. Lisa Cook noted it is a subcommittee of the Faculty Senate and advisory committee to the VPI. It was confirmed that faculty, by law, lead the development of curriculum. • Lisa Cook also shared that she objects to the non-collegial manner of having this discussion. 	
<p>V. Updates –</p> <ul style="list-style-type: none"> - Equity Report - SSSP Report/Plan - Resources - Committees/Work-groups & Task-forces 	<p>Budget Update – Phyllis Carter, Dir. Of Bus. & Admin. Services</p> <ul style="list-style-type: none"> - The College is currently under budget <p>Misc.</p> <ul style="list-style-type: none"> - Evelyn Lord - Library doing an Open Door Mission donation collection – collecting canned and dry foods. Andrew Skinner-Demps is the main contact. 	

Meeting Adjourned 4:09 pm.