



COLLEGE COUNCIL MEETING MINUTES

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: Wednesday, February 17, 2016

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

ATTENDEES: Jackie Graves, Brandi Howard, Antoine Mehouelley Anne Agard, Lisa Cook, Marilyn Whalen, Fred Bourgoin, Sydney Wong, Anne Agard, Lisa Cook, Chuen Chan, Lilia Celhay, Louis Quindlen

ABSENT: Elnora Webb, Phyllis Carter, Mildred Lewis, Janell Hampton, Helen Curry, William Highsmith, Agustin Rodriguez, Roxanna Post, Heather Sisneros, Lilian Chow, Evelyn Lord, Jon-Mychal Cox, Katrina Totten

MINUTES: Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
 - Student Equity Committee Mission, Charge and Membership
 - Annual Calendar for Planning, Program Review and Annual Program Updates
 - IEPI Typical Process for PRT Visits
 - IEPI/PRT Letter of Interest
 - Laney College EMP Timeline
 - 2016-17 Integrated Planning and Budget Development Calendar

NEXT MEETING: March 16, 2016

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome and Introductions	<ul style="list-style-type: none"> • Introductions • Lilia Celhay chaired the meeting on behalf President Webb 	
II. Student Equity Committee Mission, Charge & Membership	<ul style="list-style-type: none"> • Student Equity Committee Co-Chair Jackie Graves and Faculty Senate President Lisa Cook presented the agenda item (handout with proposed committee mission, charge & membership was passed out). • Received recommendations for changes from the Faculty Senate yesterday, but given the tight time-line for turn-around of edits, those changes are not represented in the handout presented to the Council. • Looking to solicit further feedback. • This is a College committee, not a faculty senate sub-committee. 	<ul style="list-style-type: none"> • Add “Follow-up on ACCJC Recommendation on Integrated Planning” to the College Council Meeting. • Recommended changes to the Student Equity Committee mission charge



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	<ul style="list-style-type: none">• Proposed changes from the Faculty Senate’s review included the following:<ul style="list-style-type: none">- Underneath the charge, remove the word “appropriate” committee members. Just state “committee members”.- Include part time faculty as well.- Under Equity Committee membership, add 3 “at-large” faculty positions to the committee membership because more faculty want to (and should) be involved. Maybe/possibly include a Librarian position as well.• <u>Further suggestions for changes from the Council:</u><ul style="list-style-type: none">- Chuen Chan – please specify and be explicit about serving foster youth. Make sure to include a researcher in the membership. It was noted that the VPIE is already included as a part of the committee membership, and she is also the college’s researcher. This is a completely data driven plan. All research requests can go through the VPIE.- Louis Quindlen – list the 6 requirements for success and include a distance education component.- Kim Bretz – Spell out the acronyms.- Antoine Mehouelley - Include VPSS in the membership.- Lisa Cook – if we are going to have a VPSS, then we will have the VPI as well – feels that if we put all of the VPs on all of these committees, it will be too much for them. Thinks we should just have an administrator representative.- Lisa Cook - bullet 4 – add the classified senate and ASLC to the list of senates.- Lilia Celhay – Asked how does this committee interact and link with other College groups like Student Equity? Response provided – The Student Equity, SSSP and Foundation Skills committees have intentional crossover with their membership composition, ex. the SSSP & Basic Skills Coordinators sit on both.- It was noted that there are CTE monies coming (\$200mill). Should have an integrated planning steering committee for these SSSP, Equity, BSI coordinators to meet once a month to coordinate activities across these committees.	<p>& membership to be updated and shared.</p>
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- Somehow our administrative structure has to incorporate a mechanism for integrated planning. The shared governance structure includes some mechanism for integrated planning. Should there be an integrated planning steering committee? How would this look?
 - Fred Bourgoin – This integrated planning committee shouldn't come from an individual or a group to create. It needs to come from above (administration).
 - Kim Bretz – Bullet points 6 and 8 can be combined. Somewhat redundant. Prioritize the charges. Ensuring linkage to the college's educational master plan should be towards the top.
 - Lilia Celhay – noted that she is viewing this from the lens of the follow-up report that we are to submit later this year.
 - Chuen Chuen – Should be more specific about the number of classified staff and students represented in the membership. (ex. should state "at least 3").
 - Mark Rauzon – Asked "has there been any coordination with the other colleges to see what they have been doing?" Jackie responded – going to have some District-wide equity training. Also have reviewed the other colleges' various plans. There is opportunity for coordination at the training sessions. District level Dean Hasana Hotep is over Equity at the District level. He's coordinating district level alignment of activities in order to address the disparity in success for African-American students. There are 5 or 6 meetings district-wide to create a baseline for what this program (Umoja/Ubaka) would look like. Each campus is to identify a space on campus to have outreach and transitional support services for high-school students. (C-YES – Centers for Your Educational Success.)
 - Lisa Cook shared that she is concerned about putting Distance Education (DE) in the charge when it wasn't in the original plan that was submitted and approved. Maybe we can consider for upcoming plan.
- Jackie Graves – noted that the BSI, Equity & SSSP are all inherently intertwined and integrated.
 - Lisa Cook – Not making as much progress as we should be



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	<p>on the ACCJC recommendation #1 (integrated planning) – Requested an agenda item for the next Council meeting. Lisa Cook asked, “Has there been any follow-up on the last integrated planning retreat?”</p> <ul style="list-style-type: none"> • The next College Retreat is on Feb. 25 – Budget Integrated Planning Retreat. 10-2pm. • MOTION CALLED BY CHUEN CHAN TO APPROVE THROUGH THE COUNCIL AND RECOMMEND FOR THE PRESIDENT’S APPROVAL THE STUDENT EQUITY’S COMMITTEE’S PROPOSED MISSION, CHARGE & MEMBERSHIP WITH THE SUGGESTED CHANGES. MARK RAUZON 2ND THE MOTION. ALL APPROVED. ALL YAYS NO NAYS. • Louis Quindlen noted that we should have the Student Equity Committee review our suggested changes. 	
<p>III. Map of Integrated Planning for the Semester – IEPI/PRT Visit#2 & Educational Master Planning (EMP) – VPIE Whalen</p>	<ul style="list-style-type: none"> • Agenda item presented by VPIE Marilyn Whalen. • PRT Visit#2 scheduled for April 15th. • Lilia stated that our PRT visitors provided some feedback that was received by Dr. Webb, but that it has not been formalized. • The College now has a timeline for the EMP that has been developed by the Collaborative Brain Trust’s (CBT) principal, Dan Rosenberg and the Laney College research consultant, Bob Barr. These two are the local leads. Dan Rosenberg is an expert in Education Master Planning. He’s preparing the external market scan right now. Bob Barr is nearly complete with the internal data – to be summarized into a Laney College fact book. • Marilyn Whalen shared the timeline with the group. It is very aggressive. • CBT is not going to write the report. We at the College will write the report. CBT is responsible for driving the process and writing the external scan piece. • CBT’s role is also to coordinate a collaborative process in which all voices are heard and drawn into the process. Will be meeting with all parties soon. • Intending for the entire EMP to be done by May. • EMP process will be launched on March 3 at the Institutional Effectiveness Meeting. • Louis Quindlen – shared that “if we are really talking about doing integrated master planning, we can’t have 4-6 months of vacation out of any given school year. We can’t run and organization like this. We are constantly 	<ul style="list-style-type: none"> • Marilyn Whalen to follow-up with Dan Rosenberg of the CBT to discuss concern with timeline and to get contacts for architectural planners.



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starting and stopping. Too many gaps to fill.”

- The need for a *facilities condition index* was noted – This is an evaluation of where your facilities are in terms of maintenance. This index would answer the question whether it is more feasible to repair something vs. tearing it down and rebuilding. Question - When was the last time we did this? It was noted that Vice Chancellor Sadiq Ikharo said it was done in 2008.
- Louis Quindlen stated that we need to focus on our facilities in order to plan our EMP, and should look into contracting with architectural planning groups to inform this process. VPIE Marilyn Whalen to check to see if the EMP contractor hired by the District, (Dan Rosenberg) knows any good contacts in this regard.
- VPIE Marilyn Whalen shared that we need to provide feedback on the timeline set by the District and the EMP Consultants (Collaborative Brain Trust/CBT). CBT will make assignments at various points along the timeline to keep us on track.
- Lisa Cook – shared that BCC wrote their EMP last fall. Question – Will the IEC be the committee to produce this report? Need to determine what committee is responsible. Need to know what role is required of faculty to ensure that the plan is successful. Marilyn Whalen shared that the IEC is the home and committee of the EMP. It was shared that the IEC haven’t had proper introduction to their role as IEC members in this process. Haven’t received from the top (Chancellor and President) to know their role in this process.
- VPI Lilia Celhay – we need to start an EMP communication plan.
- Marilyn Whalen – asked the group how we put together committees and writing groups for the Self-Study? Lilia Celhay shared that the faculty leads ran a lot of this process. They convened writing groups of standards and sub-standards and then all came together to have committee meetings. They regularly received feedback (from various mediums) from the committee to build the report section by section.
- Marilyn Whalen shared that it is important to remember that this is an update to the EMP, not a complete re-write.
- Concern was expressed that if the Chancellor has a



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	<p>standard template for all colleges, then it will inevitably be more than an update.</p> <ul style="list-style-type: none"> • All were requested to be supportive of the VPIE in undertaking this heavy duty project that is tied to such an aggressive timeline. Need to know how to offer this support and have enough time to coordinate this support. • Marilyn Whalen’s intent is to kick-off the EMP at the upcoming IEC meeting. • Lilia Celhay suggested having a page on the website that is solely dedicated to the EMP. All updates, requests, timelines, info, to be posted there. Have to over-communicate. People can’t currently rely on our website alone. • Louis Quindlen – suggested that before the IEC kick-off meeting, it would be good to have some homework assignments –> i.e. reviewing our own existing EMP. We need to share and communicate what our EMP does for us and why do we have this document? Communicate how the EMP lays out priorities for the next 6 years. • It was noted that many faculty don’t know what the VPIE’s portfolio is. What is under her scope of responsibility? Lisa Cook to invite the VPIE to the next FS meeting. • Kim Bretz shared her concern about rushing through the writing of the EMP. • VPIE Whalen reminded the group that we have the summer to review, revise and clean-up the draft. We then can vet it in early fall, in order to submit the complete draft by October 2016. • Will create a College timeline and note the sub-group of those who will be working on it. 	
<p>IV. Budget Development & Resource Prioritization – VPI Celhay (on behalf of Phyllis Carter)</p>	<ul style="list-style-type: none"> • The timelines for the integrated planning for the budget development process was passed out → “Annual Calendar for Planning, Program Review and Annual Program Updates”. • Starting in March there will be a lot of work that goes into the prioritization off our college resources, and it will be based on data collected from the program reviews. • VPI Lilia Celhay shared the Office of Instruction’s program review summary. This document includes the extracting and capturing of the college’s resource needs as noted in 	<ul style="list-style-type: none"> • Need to get the Student Services units to complete their Program Reviews. •



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the program reviews.

- Kim Bretz shared that the facilities resource prioritization is a huge job in and of itself and is being completed by the Facilities Planning Committee. Lots to organize here → Instructional equip., non-instructional equipment, repairs, and other. No committee has been charged with prioritizing the instructional equipment, and now, unlike many years in the past, we have money to spend. Repairs have been given to the Deans to prioritize. Instructional Equipment and Library Materials (IELM) is to be prioritized by an ad-hoc committee.
- Antoine Mehouelley – shared that the Instructional Equipment and Library Materials Committee is NOT a committee because it is not composed of all shared governance groups. Asked who this committee reports to, as it doesn't report to the College Council.
- It was shared that this IELM Committee has not been formed since 2014 given that there have not been much in terms of funds to be allocated.
- The question was posed, is it a sub-committee of the faculty senate, or is it a shared governance committee?
- Worst thing can happen here is that we lose this money and don't spend it in time given the upcoming purchasing deadline. We need to make the orders now. Before March 15.
- The Technology Committee is going to start reviewing the program reviews to extract the technology needs. VPI Lilia Celhay asked Antoine Mehouelley to also review the Instructional Equipment requests to help-out.
- It was noted that many (if not all) of the Student Services units have not completed program reviews. Counseling said they did a program review. Who has it?
- Lisa Cook – Feels that the program reviews need a column added to identify “other funding sources” for things that can be funded with other funds (i.e. grant/categorical). The same items are showing up in the various plans (Equity, SSSP, etc.) – Don't want to duplicate costs.
- Kim Bretz – We need to determine a cut-off date where if we don't have program reviews from certain units, prioritization can still commence and not be held-up. It needs to be communicated to the various areas that have not completed/submitted program reviews, that they won't be included in the prioritization process given the delay.



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	<ul style="list-style-type: none"> • Need to get the Student Services units to complete their program reviews. • Most of the Instructional Program Reviews have been validated. • Louis Quindlen – Question posed - How do we tie everything together in CTE and document things as far as grants funding resource needs? This should be accounted for in the program review and the EMP in order to track the resource needs of the CTE units. • Kim Bretz would like to see changes in the program review template to improve the process next year, ex. separate the form for facility repairs. Should be a database format. • Antoine Mehoulley – Question posed - Who’s validating the technology requests? The Technology Committee should come up with some metrics/rubric that the Deans can use to validate the requests. • Louis Quindlen asked that this committee make a recommendation that the instructional equipment funds be used for Smart classrooms. Antoine Mehoulley noted that the Technology Committee would have to review this request first. 	
<p>V. Committee/Senate/Task-Force/Work-Group Updates</p>	<ul style="list-style-type: none"> • Technology Committee (Antoine Mehoulley) – updated the Chancellor on activities, including hardware and design needs, and Apple technology. Asked what is the best way to address this college-wide? Bring it to this Council for review. • Lisa Cook asked a question - What was the sequence of how things went down in terms of the Apple Technology? Response – The President drafted a response to the Chancellor and Antoine Mehoulley was involved. Now to take the request to the Technology Committee to come up with a plan, and then bring it all to the Council for a recommendation to the College President. • Lisa Cook asked a question - How do we have monies in Fund 01 for Apple ipads? Antoine Mehoulley responded that he doesn’t know where the funds are coming from at this point, as this is for the President to address. Antoine gave a summary of how this will go. • Not sure if the District is committing to partially funding these initiatives, as this hasn’t been confirmed. • Faculty Senate – Lisa Cook – shared prioritization of faculty positions. Briefly introduced the basic skills opportunities and adult school ideas. Reviewed the Equity 	<ul style="list-style-type: none"> •



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Committee's new charge, etc.. The Faculty Senate has concerns about the decision making process as it relates to the PASS report. Questions posed - How were the carryover calculations made? How is integrated planning being done when some of the PASS items are also listed in the Equity plan?

- Lisa Cook shared that the Faculty Senate has not signed off on the College's SSSP Plan. Still maintains questions about charges of certain administrative positions to the College's plan. Would like some follow-up on where the funds for 2014-15 went for Equity and SSSP.
- Classified Senate (Brandi Howard) - Membership has grown from 2 members, to 11. Working on hosting a Forum in March that educates classified staff on what the Classified Senate does for them vs. what the union does, including their rights, etc.. Will have a separate Professional Development Day for classified to get specific training. Classified Appreciation day will be in May per the Ed Code. An email will go out today to secure feedback as to where there are gaps as far as representation of classified. The Classified Senate will be breaking out into work groups. A question was posed – Do classified have release time for serving on these committees? Thinks we should have something in place for this. Brandi Howard to look into this and bring it back to the College Council. One sensitive issue – if we are relying on classified staff to carry out all of these planning agendas, we need to include them in the process.
- Facilities Planning Committee (Kim Bretz) – Shared that there is a gap as it relates to repair funds. These requests used to go to the Business Office but that pot dried up and there has been nothing allocated for repairs over the last 3-4 years. Made a proposal to the President to advocate for our need to get funding for repairs. Now the State provides some funds for repairs, but we need to use it/spend it. Currently creating a process for how to allocate the funding for repairs. There is an email that is supposed to go out from Phyllis Carter that there is a specific form for repair requests that needs to be turned in by a deadline. At this point, the Deans will then take the requests into consideration and allocate the remaining funds.
- Curriculum Committee (Anne Agard)– This is a very active committee. Very full and busy. Focusing on the META transition. Has a lot of bugs that we are hoping to get all



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	<p>worked-out. Getting into curriculum review and it is most frustrating trying to get faculty to do this work. Working with the Deans to have this done.</p> <ul style="list-style-type: none">• Lisa Cook – Shared that she thought we had a process where Deans worked with Dept. Chairs to address Curriculum updates and program reviews and assessment. Is this not the case? Lilia Celhay responded → Not completely. We're still working on it.	
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Meeting Adjourned 4:00 pm.