



COLLEGE COUNCIL MEETING MINUTES

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: Wednesday, March 16, 2016

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

ATTENDEES: Patricia Stanley, Marilyn Whalen, Brandi Howard, Reginald Constant (Librarian Rep.), Lilian Chow, Denise Richardson, Lilia Celhay, Louis Quindlen, Heather Sisneros, Chuen Chan, Shatera Neff (ASLC Senator/Rep.), Sidney Wong, Dan Rosenberg (CBT), Mildred Lewis, Lisa Cook, Fred Bourgoin, Anne Agard, Mark Rauzon, Evelyn Lord, Phyllis Carter, Alexander Fox

ABSENT: Agustin Rodriguez/Roxana Post, Katrina Totten/Jon-Mychal Cox (additional student rep.), Antoine Mehouelley, William Highsmith, Christy Blue

MINUTES: Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
 - College Council Membership & Meeting Schedule
 - Student Equity Committee Mission, Charge and Membership
 - EMP Table of Contents
 - Laney College EMP Timeline
 - Memo from VC Ron Little re: 2016-17 General Fund Unrestricted (Discretionary Budget Reduction)
 - Fiscal Year End Close Email
 - 2016-17 Integrated Planning and Budget Development Calendar
 - Budget Report – Summary of Grants & Categoricals - YTD
 - Budget Report – Summary of Budget Actuals

NEXT MEETING: March 16, 2016

| Item | Description (Agenda Item and Discussion) | Action Item |
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| I. Welcome and Introductions | <ul style="list-style-type: none"> • The search for a permanent College President will commence after the summer. • Working hard to get an Interim VPSS on board ASAP. • Pres. Stanley – shared that the Laney Executive Council & Administrative Leadership Council (ALC) proposed a recommendation to solicit feedback from the College Council → To combine the functions of the Laney Retirement Breakfast into the Faculty and Classified Appreciation events. Asked the question: Are there red flags if we do this? Asked for feedback from the Council. • It was noted that Faculty Appreciation should include the following objectives: honor faculty retirees, years of service employees and tenure awardees. Classified Appreciation should honor classified | <ul style="list-style-type: none"> • Will approve the minutes from the previous meeting at the April College Council meeting. • Brandi Howard to follow-up with Classified Senate as to their recommendation on incorporating the Laney Breakfast event functions into |



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| | <p>retirees, years of service employees and classified of the year awardee.</p> <ul style="list-style-type: none"> • Classified Senate President Brandi Howard shared that the Classified Senate needs to discuss this recommendation. • DECISION MADE → Council endorses moving down to two events (Laney Breakfast would be folded into the Faculty Appreciation and Classified Appreciation events). After the first year, we will evaluate if this works to make a determination for future years. | <p>the two staff appreciation events.</p> |
| <p>II. Educational Master Plan – Dan Rosenberg & Marilyn Whalen</p> | <ul style="list-style-type: none"> • Dan Rosenberg, a District consultant contracted to help drive and facilitate the process for development of the Laney Educational Master Plan (EMP), shared with the group, the overall process and timeline. • Mr. Rosenberg shared that he has been in meetings through-out the day, and is here to listen to hear what is going well, and what could be going better at Laney College. Asked the group what students needs are we not meeting yet, or could be met in a better way? Ex. Technology/facilities, etc. Will be extracting common themes that arise and summarizing them into the EMP. • The Council responded with recommendations for those items/issues that should be addressed in the EMP, as far as what we as an institution need to be planning for. Those items included: improvement to funding structure, institutional planning, facilities improvement, technology upgrades, increased staffing, wrap-around services for students, increased hours, etc.. | |
| <p>III. Accreditation Recommendation Update – Lilia Celhay</p> | <ul style="list-style-type: none"> • There are two remaining College-level recommendations that the College must address → Assessment (SLOs) and Integrated Planning & Evaluation. • We need to have a draft of the Follow-up report done before the end of the semester. • VPIE Whalen - The outcomes of the integrated planning workshops and retreats will be consolidated into a manual. Going to also have another College workshop/retreat soon on integrated planning and implementation. Four manuals will ultimately be created. • We need to develop an annual calendar that has three and five year planning. • A recommendation was made to have the program reviews done earlier so that the data can be extracted in time for the resource prioritization. Technology could automate this process and ease for data extraction, including processing of reports. Antoine Mehouelley noted that he would look into this. | <ul style="list-style-type: none"> • Antoine Mehouelley will look into an automated way of conducting the program reviews to allow for easy extraction of data. • Follow-up with Lisa Cook on template used by the faculty senate to evaluate that body. • Determine a way to evaluate College Council (at least |



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| | <ul style="list-style-type: none"> • Need to provide a follow-up on the Actionable Improvement Plans (AIPs) reported to the ACCJC. • Minutes taken at committee/council meetings should only include decisions and highlights, vs. a transcription of what everyone says. Maisha Jameson to make adjustment. • Need to ensure our SLOs are aligned with our Course Outlines. • We need to evaluate our planning processes and as well. | <p>annually).</p> |
| <p>IV. Budget Development & Resource Prioritization – Phyllis Carter</p> | <ul style="list-style-type: none"> • There are two major tasks required of the College between February 26 and March 11 → 1) Submit staffing budgeting worksheets to confirm all staffing is coded correctly. Director Carter provided this to the District on Friday (now need to confirm salary info.), and 2) determine the allocation of our discretionary budget. District delayed the issuance of this template it until Monday. Need to do this by 4/22 (advocating for 4/29). We as a college need to determine what our request will be. • Phyllis Carter went over the process for determining the discretionary budgets. The proposed 2016-17 budget will need to go to the Budget Advisory Committee and then to College Council for approval before it is submitted to the District. • Phyllis Carter shared VC Ron Little’s memo re: reduction to the College’s 2016-17 discretionary budget (suggesting a 5% reduction in discretionary funds.) • Resource allocation will be critical in the next month given this because all of our needs won’t be able to be met. • It was recommended that the College submit what we need. Be prepared for the cut, but request what we need. • Equity and fairness as it relates to the District’s allocation for the funding of the colleges was discussed. • The Council shared items to be brought to the District’s PBC as it relates to the funding of Laney College → the themes included requests to stop funding the colleges’ operations and standard needs with one-time funds & requests for more transparency with regard to the District budget. • Budget requests for all units should have been included in the APUs. The Deans and VPs were to read through the APUs and pull out the needs. Concern was expressed about the units that do not have a Dean/VPSS. How is this being communicated? Phyllis Carter shared that she would follow-up directly with those areas to secure the needs of these student services areas. | <ul style="list-style-type: none"> • Maisha Jameson to upload the summary of grants and standard budget reports to the College Council dropbox. • Phyllis Carter to share the Council’s shared concerns re: budget and District funding at the upcoming PBC. • Phyllis Carter to check in with the Student Services units to secure budget needs from those areas that did not complete program reviews. |

Meeting Adjourned 4:00 pm.