



COLLEGE COUNCIL MEETING MINUTES

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: Wednesday, September 23, 2015

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

ATTENDEES: Elnora Webb, Trudy Walton-Keys, Lilia Celhay, Antoine Mehouelley, Evelyn Lord, Lisa Cook, Heather Sisneros, Phyllis Carter, Chuen Chan, Kim Bretz, Fred Bourgoïn, Sidney Wong, Jim Cave, Jon-Mychal Cox, Katrina Totten, Anne Agard

ABSENT: Mildred Lewis, Janel Hampton, Helen Curry, William Highsmith, Agustin Rodriguez, Roxanna Post, Louis Quindlen, Mark Rauzon, Lilian Chow

MINUTES: Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
 - 2015-16 College Council Membership List & Meeting Schedule
 - Participatory Governance Manual (Pages 21 & 22) - related to College Council make-up, operating procedures and charge
 - Proposed Charge and Membership of the Foundation Skills Committee
 - Draft 2015-16 Goals (with revisions per College Council electronic feedback)
 - Strategic & Integrated Planning Model
 - Multi-Level Integrated Planning Model for Institutional Effectiveness
 - Laney Summary Report of 2015-16 Budget vs. Actual Financial Results– 9/21/15
 - Laney Summary Report of Grants and Categorical F/Y 2015-16 – 9/21/15

NEXT MEETING: October 21, 2015

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome and Introductions	<ul style="list-style-type: none"> • Introductions of Council members and meeting attendees • Jim Cave noted that the Classified Senate vice president remains “to be determined” and is not Brandi Howard, as noted in the College Council Membership List. 	<ul style="list-style-type: none"> • Maisha Jameson to make correction to College Council membership list.
II. Orientation to the College Council – President Webb	<ul style="list-style-type: none"> • The College President asked the Council members present to share their expectations for the College Council this year? <ul style="list-style-type: none"> ○ Kim Bridges – Would like to know what is the expectation from the College Committees as it relates to reports to the Council, i.e. what information should be produced for the Council’s information and review? ○ Evelyn Lord – Would like to see an annual review of 	<ul style="list-style-type: none"> • Add to the next College Council agenda to continue with this discussion on orientation to the College Council.



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the College Mission. We need to institute and follow a process for this.

- Kim Bridges – Would like clarified what things go through the College Council for recommendation, vs. that which can go straight to the College President for review/decision?
- Chuen Chan – The review and update of the Educational Master Plan (EMP) is scheduled for this is the year.
- Lilia Celhay – Would like to see an annual report produced with established topics that the Council will discuss. Something akin to a calendar of items to review or planning agenda. By the end of the school year, the Council could then provide a chronicling of the outcome of work produced by the Council.
- Phyllis Carter – Would like it clarified how does the Council communicate out to the College community?
- Lisa Cook – Would like to see an evaluation of the College Council, reviewing its’ effectiveness and any gaps in achievement.
- Lisa Cook – Asked about the set-up of the leadership of the Council. Should there be co-chairs? Currently, the President is the sole Chair of the Council, but the Council is also an advisory body to the President.

President Webb provided a general overview of/orientation to the College Council.

- Ultimately all policies are reviewed by the PCCD Board. Administrative procedures are the processes we use to implement the Board Policies.
- We may make recommendations for procedures and policies to the Chancellor, to then go on to the PCCD Board for review/approval. Many things will need to go through the District shared governance groups, and then to the Planning & Budget Council (PBC), which makes recommendations to the Chancellor.
- All matters related to a major resource prioritization (i.e. staffing, facilities, finances, technology, etc.) come to the College Council to be recommended to the College President for review, and then ultimately submission of the College’s final priorities.
- The College Committees (different from the Senate



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	<p>Committees) report to the College Council, and hence any changes to the committees come through the Council as well.</p> <ul style="list-style-type: none"> • Send agenda items for upcoming College Council meetings to Maisha Jameson (Office of the President) to be added to the meeting agendas. • Question asked – What’s the role of our Senate Vice Presidents serving on College Council? Evelyn Lord provided historical context and noted that the historical reason was related to assisting in transition given that many Faculty Senate VPs also end up serving as Faculty Senate Presidents. 	
<p>III. Approval of the Revised Charge and Membership for the Foundation Skills Committee – Lisa Cook</p>	<ul style="list-style-type: none"> • Faculty Senate President Lisa Cook, Chair of the Foundation Skills Committee, brought forward for review and recommendation of the Council a proposed revised charge and membership for the Foundation Skills Committee. (Note: Basic skills = Foundation Skills) • A handout was passed out noting the proposed changes. • Items #1 & #4 are new and up for approval. • It was noted that the Foundation Skills Committee is experiencing a lot members not attending meetings, and to address this, the Committee is suggesting the idea of “liaison members”. These “liaison members” would be Committee members who didn’t regularly attend meetings. They would be called in for specific items/discussions that would relate to them/their expertise. Liaison members would not be voting members. • Phyllis Carter suggested to have a Business Office representative present when needed. Lisa Cook – responded “yes, great idea”. • Heather Sisneros suggested that a note about expectations of committee members be added to the documentation provided to committee membership upfront. Ex. as it relates to an attendance policy → “if you miss X number of meetings, you can be replaced.” • Lisa Cook – Noted that she would like to add that there are certain groups that should be involved...ex. students (in order to ensure student input and that the student voice is included.) • Elnora Webb noted that we should be routinizing engagement of students in the planning processes of all major initiatives of the College. Suggested adding a 6th 	<ul style="list-style-type: none"> • The issue of the membership change will be brought back to the Council after Lisa Cook is able to have further discussions with the Laney Classified Senate, the ALSLC President and others.



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charge to the document → something like, “ensuring engagement of students in the planning/strategizing of this committee”. Make this process official.

- Also add a note that if a student doesn't attend a meeting, the committee co-chair would make contact with the student to make sure they were updated and engaged.
- President Webb noted that she feels that all units of the College should be engaged in Foundation Skills Committee work. Lisa Cook shared that that that would be more appropriate for a Student Equity Committee given that the State's Basic Skill dollars and focus are on certain areas (English, Math and ESL).
- Chuen Chan – suggested adding another administrator to the Foundation Skills Committee
- Lisa Cook – Asked for recommendations/appointments of student and classified members. Jim Cave responded that he would like to bring this to the Laney Classified Senate for discussion. Lisa Cook will follow-up with ASLC President Jon-Mychal Cox for student member appointments.
- Trudy Walton-Keys – suggested that we should add one more student representative to serve on the Committee (at least as a back-up or alternate).
- Jon Mychal-Cox – suggested that there should be two student appointments, to be appointed by the ASLC President.
- It was noted that we have a supervisor in admission & records and financial aid, not directors.
- It was noted that the Faculty Senate consults with the Faculty Senate Officers (not the full Senate) to identify Committee appointments.
- President Webb made note that she made the decision some time ago to allow the Foundation Skills Committee special permission to make budgetary decisions as it relates to the BSI funding. This is a unique request that was made and is not automatic.
- JIM CAVE CALLED A MOTION FOR APPROVAL OF THE FOUNDATION SKILLS COMMITTEE'S PROPOSED CHANGE TO THEIR COMMITTEE'S CHARGE. THE MOTION WAS 2ND BY EVELYN LORD – 9 YAYS, 0 NAYS, 1 ABSTENTION. The issue of the membership change will be brought back to the Council after Lisa Cook is able to have further discussions with the Laney Classified



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	<p>Senate, the ALSLC President and others.</p> <ul style="list-style-type: none"> • It was noted that Katrina Totten is the ASLC Secretary, not the Vice President. 	
<p>IV. College-wide Goals for 2015-16</p>	<ul style="list-style-type: none"> • President Webb asked the group to review the measurable outcomes associated with the College-wide Goals for 2015-16. She noted that the overarching goals are pretty much the same each year. The changes are with the measurable outcomes. • Measurable Outcome 1A <ul style="list-style-type: none"> ○ Include baseline data for up to 3 years. Add Fall 2012 & Fall 2014 data to get a sense of the trend. Need this data to move forward. ○ Remove from the MO language the percentage point language. ○ Include legend with a glossary of key terms including definitions (for ex. retention, persistence, course success, etc.). ○ Remove the word “significant” and add the word “at least”. 1% may be significant considering the trends across the state. ○ Take away this language from the overarching Goal#1 → “and improve institutional implementation of SSSP”. • Measurable Outcome 1B <ul style="list-style-type: none"> ○ The District set goal for this year is close to 8200 FTES. Need to verify what the Laney benchmark is (given by the District). ○ We should be looking at both retention and new students to see if this balances out. These statistics are needed for reporting out on SSSP. ○ Remove the word “implementation” and include the word “delivery” or “operationalize/institutionalize”. ○ Question - How can you measure that the Outreach plan resulted in X# of FTES? Answer from Pres. Webb - There are ways, i.e. surveying new students who enrolled. Part of the development of the enrollment plan is to build the measurement. Determine how many potential students do you reach out to (touch) in order to yield the resulted number that apply. Need to increase the student body by 600+...8700 FTES total. Leverage the 	<ul style="list-style-type: none"> • Put the overall goals online (without the measurable outcomes) • A smaller group will get together to review and edit the language of the Goals/ measurable outcomes to ensure that they are in fact measurable. The College’s Administrative Leadership Council (ALC) will serve as this body. • The remainder of this discussion will be placed on the October College Council agenda.



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students that are here, do inreach and ask them to enroll FT. Changed language in this measureable outcomes to state: “ The College developed and implemented an inreach/outreach and student enrollment management plan (and program) to guide the College in yielding at least 600 additional FTES and contributed to the accomplishments in 1A.”

- Trudy Walton-Keys suggested that the goal should be “to create an enrollment management plan and that the work of that plan should result in the outcome.” – It was noted that the goal language above did already include “develop and implement an inreach/outreach plan”.
- Measurable Outcome 1C
 - Question - It was asked how will this be measured? Answer provided - Student surveys could likely capture this.
 - Contact hours could be a way to measure success in this area. For example how Indra Thadani visits to classes noting what health services are provided for students.
 - Include referral opportunities on a webpage.
 - Theme this year is student equity and student success. Should administer a student satisfaction survey and measure what we are doing differently and how effective those changes are. Should possibly include language --> ”to increase student satisfaction.”
- Measurable Outcome 1D
 - Question - How much do we currently do this? We need to make our goals more measurable with quantities.
 - Foundation Skills Committee to be asked to inform the language of this goal.
 - It was suggested to combine MO1A & MO1D. It was then argued that we should keep MO1D as its own separate outcome because it is so important for the College. Most agreed with keeping these measurable outcomes separated.
 - Include data here.



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	<ul style="list-style-type: none"> ○ Make it clear that this measurable outcome is related to Foundation Skills. • The deadline for Program Review (which includes reference to the College-wide Goals) is Oct. 9. Have to have the overarching goals of the College before then. • It was decided that a smaller group will get together to review and edit the language of the Goals to ensure that they are measurable. The College’s Administrative Leadership Council (ALC) will serve as this group. • The remainder of this discussion will be placed on the October College Council agenda. 	
<p>V. Integrated Planning</p>	<ul style="list-style-type: none"> • President Webb provided a short overview of the IEPI initiative and the upcoming PRT visit. This continued discussions to be added to the next College Council Agenda. 	<ul style="list-style-type: none"> • Add the IEPI initiative and the upcoming PRT visit to the next College Council Agenda

Meeting Adjourned 4:30 pm.