



COLLEGE COUNCIL MEETING MINUTES (FINAL)

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: October 17, 2018

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

ATTENDEES: Tammeil Gilkerson, Vicki Ferguson, Derek Pinto, Rudolph Besikof, Miriam Zamora Kantor, Eleni Gastis, Manuel Alcala, Kim Glosson, Barbara Yasue, Shirley Brownfox, Jacinda Marshall, Blake Johnson, Heather Sisneros, Amy Marshall, Chris Weidenbach, Rupinder Bhatia, Max Bernal, Dag Sibhat, Gary Albury, Chuen Chan, Diane Chang, Fred Bourgoin, Clifton Coleman, Marla Leech, Gregory Schwartz

ABSENT: Robert Tracy, Glenn Pace, Mark Rauzon, Evelyn Lord, Tameem Bahram, Kimberly King

MINUTES: Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
 - College Council Minutes – 9.19.18 Meeting
 - 2018-19 Laney Distance Education Plan
 - Proposed new College Council Charge, Responsibilities Membership Overview
 - College Council Goals 2018-19
 - Proposed new Facilities Planning Committee Membership & Charge
 - Facilities Planning Committee Scope of Work for Fall 2018
 - Facilities Planning Committee Update
 - PIO Outreach Presentation
 - College Research Analyst Presentation on Marketing and Outreach at Laney
 - Measure B Proposed Allocation for 2018-19
 - PASS Recommendation for 2018-19
 - PASS Funding Justifications
 - Resource Committee Prioritization Rubrics from 2017-18
 - Program Review Overview for 2018-19
 - Program Review Timeline for 2018-19

NEXT MEETING: November 21, 2018

Item	Discussion/Decisions	Action Item
I. Welcome & Introductions	<ul style="list-style-type: none"> • Introductions were made, specifically for newly appointed members to the College Council. 	
II. Approval of the Council Minutes - September 19, 2018	<ul style="list-style-type: none"> • FRED BOURGOIN CALLED A MOTION TO APPROVE THE SEPTEMBER 19, 2018 COLLEGE COUNCIL MEETING MINUTES. JACINDA MARSHALL SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS – MIRIAM ZAMORA- 	



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	<p>KANTOR, KIM GLOSSON, GREGORY SCHWARTZ, MANUEL ALCALA (all newly appointed).</p>	
<p>III. President’s Report</p>	<ul style="list-style-type: none"> • Report-back – College President’s decisions made on recommendations from the previous Council meeting: <ul style="list-style-type: none"> ○ President Gilkerson accepted the College Council’s recommendation to approve the Laney College Council’s Goals for 2018-19. ○ President Gilkerson accepted the College Council’s recommendation to install a sundial on the Laney campus – with agreed upon stipulations. ○ President Gilkerson accepted the College Council’s recommendation to approve the Enrollment Management Committee’s proposal to change their committee name and charge (only) ○ President Gilkerson accepted the College Council’s recommendation to approve the IELM Committee’s proposal to carry-over the unspent 2017-18 FY IELM allocations. <p>Additional Updates:</p> <ul style="list-style-type: none"> • An update was provided on the Undocumented Student Awareness Week of activities. • The IELM funds (\$125 K) have been loaded. • Laney College was awarded a \$125K Catalyst Grant for Undocumented Students Support. • An update was provided on the hourly classified staff situation. A history on the lawsuit that brought about the compliance issue was shared. The District and union are in communication about this issue. The Colleges are awaiting a more concrete decision on how the District will be moving forward. The Colleges were told that some hourly positions would be exempt, but are waiting to hear confirmation on this. There are not enough funds at the College or District to convert all of these hourly staff into permanent positions. Will be using the College’s prioritization process to determine which positions to convert. All units/departments need to articulate their staffing needs in their program reviews so that they can be prioritized. • It was noted that the \$1.4 million in cuts to College’s budget is currently coming in the form of frozen positions. These frozen positions look like they have been eliminated from the Colleges budget. 	



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IV. Recommendation to Approve Laney's College's Measure B/Parcel Tax Spending Plan

- Derek Pinto presented on this item.

Measure B

- Annually the College is given an allocation for Measure B funds. This year we received \$3.4million.
- President Gilkerson provided background about the spending of these funds and the history and controversy around that spending.
- The District has now charged the Colleges to plan for expending these funds in line with the Parcel Tax language. This led to the Plan that is being presented to the Council for recommendation to approve.
- It was noted that these are not additional funds. The funds have already been built into the College's budget. This plan is the College's effort to document where we have allocated these funds.
- It was noted that the District slashed 1351 funds (i.e. funds for part-time faculty) once Measure B passed.
- Discussion ensued about how the District has not been operating along the lines of the spirit of the bond.
- It was noted that this Plan was presented to the Budget Advisory Committee (BAC) and was passed for recommendation to the College Council.
- FRED BOURGOIN CALLED A MOTION TO APPROVE THE MEASURE B/PARCEL TAX SPENDING PLAN. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSION – CHRIS WEIDENBACH.

PASS (Peralta Accountability for Student Success) Funding

- The proposed allocation to the various departments - in addition to the funding justifications submitted by those various departments - was shared with the Council.
- Background context was provided on this item. The College adopted an All-funds/2-year budget for 2017-18 & 2018-19. The College was told that the budget was going to stay flat (no increases/decreases to the general amount

- VPSS Vicki Ferguson will get the amount of PASS funding that was allocated to fund Asi se Puede to Manuel Alcala.



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	<p>allocated). The College reported a much higher need than what we were budgeted. When the PASS funding was being planned for, the College decided that we weren't going out for additional PASS funding requests, and instead decided to fund the already identified un-met needs of the College. The BAC and College Council approved the PASS funding to fund some of the unmet needs, and also made the decision to use only a portion of these remaining PASS funds for last year, and to hold an amount for allocation to supplement this year's budget needs as well. The BAC wouldn't formally approve allocation of the funds because the committee wanted a justification for each of these requests. The justifications were shared with the Council for consideration.</p> <ul style="list-style-type: none"> • DEREK PINTO CALLED A MOTION TO APPROVE THE PASS FUNDING SPENDING PLAN. FRED BOURGOIN SECONDED THE MOTION. THE MOTION WAS APPROVED. THERE WAS ONE NAY VOTE – MANUEL ALCALA. ABSTENSIONs – NONE. • Manuel Alcala asked that the amount that was allocation to fund Asi se Puede be separated out. VPSS Vicki Ferguson will get this information to Manuel Alcala. 	
<p>V. Recommendation from Facilities Planning Committee (FPC) to Change the Committee's Charge and Membership Composition</p>	<ul style="list-style-type: none"> • Amy Marshall presented on this item. • The FPC is recommending to add points two tasks to the FPC's scope (#s6 & 7 on their handout)... <ul style="list-style-type: none"> ○ # 6 - Monitor ongoing projects and communicates updates regarding campus facilities. ○ #7 - Develop and facilitate collaboration and communication between the Laney's FPC and the District • Suggested changes → Add an "s" to "monitors" in #6 and delete the bullets. Specify the two entities at the District in #7 (i.e. DGS - Department of General Services and DFS - District Facilities Committee). Also, to update the name of "Program Review" to the "Comprehensive Program Review", etc. • FRED BOURGOIN CALLED A MOTION TO APPROVE THE PASS FUNDING SPENDING PLAN. MIRIAM ZAMORA-KANTOR SECONDED THE MOTION WITH 	



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	<p>THE SUGGESTED CORRECTIONS. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSIONS – NONE.</p>	
<p>VI. Recommendation to Change to the College Council’s Charge and Membership Composition</p>	<ul style="list-style-type: none"> • President Gilkerson presented on this item. • An overview of the recommended changes to the College Council charge and membership composition were provided. • Additionally, a statement was added related to a policy for how to deal with habitual non-attending members. • FRED BOURGOIN CALLED A MOTION TO APPROVE THE NEW PROPOSED CHARGE/RESPONSIBILITIES AND MEMBERSHIP COMPOSITION FOR THE COLLEGE COUNCIL. MANUEL ALCALA SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSION – GREGORY SCHWATZ. • Discussion was held about the changes to the membership. Concern was expressed about the proposal to change the committee representatives to non-voting members. Concern was also expressed about the union representative being non-voting members. • A discussion ensued about the date for implementation of the new changes. The decision was made to implement the changes in January for the spring semester. 	
<p>VII. Participatory Governance Organizational Manual (PGOM) Updates</p>	<ul style="list-style-type: none"> • College President Tammeil Gilkerson presented this item. • The Laney College Participatory Governance Operations Manual (PGOM) needs to be updated to bring it current. • An online questionnaire was sent out to the College’s committee leads so that they could indicate what they felt should be updated within the PGOM. To date, only four of the committees have responded. President Gilkerson urged all who hadn’t, to respond ASAP. For those that don’t respond, the old information that is in the current version of the PGOM will be maintained and printed in updated version. 	<ul style="list-style-type: none"> • All committee leads who have not yet responded to the online questionnaire that was sent out regarding the PGOM updates, are to submit their responses ASAP.
<p>VIII. Resource Committee Prioritization Rubrics</p>	<ul style="list-style-type: none"> • College President Tammeil Gilkerson presented this item. 	<ul style="list-style-type: none"> • Laney’s College resource



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	<ul style="list-style-type: none"> Laney’s College resource committees are to discuss the prioritization criteria and rubrics within their committees and bring those rubrics/criteria back to the November 2018 College Council meeting. 	<p>committees are to discuss the prioritization criteria and rubrics within their committees and bring those rubrics/criteria back to the November 2018 College Council meeting.</p>
<p>IX. Distance Education Plan for Laney College</p>	<ul style="list-style-type: none"> Rupinder Bhatia presented on this item. The Distance Education Plan is currently a work in progress. The Distance Education (DE) Committee has been working on this Plan to align with the District’s strategic goals. The Laney Plan will ultimately be an implementation plan for all these goals. There are ten activities that will be focused on in order to implement these goals. This idea is to include within the Plan what resources are needed in order to actualize that Plan. It was recommended for the DE Committee to get a think tank of students together to speak on their experiences and indicate what they need. We need to understand the student experience. We should ask students who fail, “what happened?” It was also recommended that the faculty be included in any training. 	
<p>X. Laney College Outreach Efforts</p>	<ul style="list-style-type: none"> Max Bernal and Clifton Coleman presented this item. Clifton provided a presentation that detailed his services as the College’s Research Analyst and Systems Technician, and also the various ways that Laney College does outreach. The presentation indicated how to submit research requests and also spoke to some of the basic data that we collect on our students in order to inform the best way to conduct outreach. The presentation covered what our data tells us on things like the factors that are considered when students are choosing whether or not to attend, and the results to student surveys. The presentation also spoke to how we communicate with our students, how there is a technology gap between the various generations, and how this ultimately affects how we must interact with our younger students. This information is important so that we can 	



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	<p>strategically address our declining enrollment.</p> <ul style="list-style-type: none"> • Max Bernal spoke to how we have been providing outreach to students and the various communication methods used. Outreach tools include the use of social media, Facebook ads, Marketing Materials (ex. “We Are Laney” trifold brochure) and our website. Will be doing more outreach using collateral materials. The College’s PIO has also been creating Infographics Pages, i.e. Program Pages under the Degrees and Certificate webpages to show the various possible careers within any given field and the average salary earned for graduates. • We are still pushing for many College units/departments to update their webpages. 	
<p>XI. Program Review/Annual Program Update Process Launch & Timeline</p>	<ul style="list-style-type: none"> • President Tammil Gilkerson presented this item and shared the timeline for the new program review process. • It was noted that the online system had not been launched by the District yet. The hope is for it to be launched in November. • The Institutional Effectiveness Committee will be responsible for the validation of the program reviews. • Training will be coming soon as well. 	
<p>XII. November College Council Meeting Date</p>	<ul style="list-style-type: none"> • The date of the (next) November College Council meeting is currently scheduled for the Wednesday before Thanksgiving (11/21/18). • There was discussion about whether the meeting date should be moved given that it was so close to the holiday. • The decision was made to keep the November College Council meeting, as scheduled, on Nov. 21. 	
<p>XIII. Review College Council Goals & Make Plans for Addressing Them</p>	<ul style="list-style-type: none"> • To table this agenda item for the next College Council meeting. 	<ul style="list-style-type: none"> • Add this agenda item to the November College Council meeting agenda.
<p>XIV. Meeting Adjournment</p>	<p>• BLAKE JOHNSON CALLED A MOTION TO ADJOURN THE OCTOBER 17, 2018 COLLEGE COUNCIL MEETING. CHUEN CHAN SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSIONS – NONE.</p>	

Meeting Adjourned 4:00 pm.