



COLLEGE COUNCIL MEETING MINUTES (FINAL)

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: September 19, 2018

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

ATTENDEES: Tammeil Gilkerson, Vicki Ferguson, Fred Bourgoïn, Evelyn Lord, Barbara Yasue, Dolores (Max) Bernal, Chuen Chan, Rupinder Bhatia, Stephen Corlett, Blake Johnson, Mark Rauzon, Dagnachew (Dag) Sibhat, Derek Pinto, Indra Thadani, Chris Weidenbach, Eleni Gastis, Suzan Tiemroth-Zavala, Kimberly, Jacinda Marshall, Manuel Alcala, Gary Albury, Mark Fields, Rudolph Besikof, Robert Tracy, Shirley Brownfox, Diane Chang, Marla Leech (for PFT Reps)

MINUTES: Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
 - College Council Minutes – 5.16.18 Meeting
 - College Council 2018-19 Document Submission Calendar
 - College Council 2018-19 Schedule - DRAFT as of 9-5-2018
 - College Council Goals 2018-19 - PROPOSED DRAFT as of 9.2018
 - College Council Master Calendar for 2018-19 – Final
 - Guided Pathways Fall 2018 Inquiry Groups Information
 - Final Budget 2018-19 Presentation
 - Mission, Vision, Values Statement - Final approved
 - Participatory Governance Organizational Manual – Draft as of 5.2017
 - Proposed Change to the Foundation Skills Committee’s Membership Composition
 - Proposed Change to the Enrollment Management Committee’s Name, Charge & Membership Composition
 - Facilities Planning Committee’s proposal re: Sundial on Campus (Recommendation, Application & Response)
 - 2017-18 College Council Evaluation Survey Results
 - Program Review Process Overview & Timeline
 - Laney Program Review/APU and Resource Allocation Form
 - Shared Governance Committee Meetings Calendar for Fall 2018 – as of 9.12.18

NEXT MEETING: October 17, 2018

Item	Description (Agenda Item and Discussion)	Action Item
I. Welcome/Introductions and Agenda Approval	<ul style="list-style-type: none"> • RUDOLPH BESIKOF CALLED A MOTION TO APPROVE THE AGENDA FOR THE SEPTEMBER 19, 2018 COLLEGE COUNCIL MEETING. JACINDA MARSHALL SECONDED THE 	



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<p>II. Approval of the Council Minutes - May 16, 2018</p>	<p>MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</p> <ul style="list-style-type: none"> DIANE CHANG CALLED A MOTION TO APPROVE THE MAY 16, 2018 COLLEGE COUNCIL MEETING MINUTES. BARBARA YASUE SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. THERE WERE THE FOLLOWING ABSTENTIONS: RUDY BESIKOF, MARK FIELDS, DIANE CHANG, KIMBERLY KING, MANUEL ALCALA, BARBARA YASUE, MARLA LEECH, SHIRLEY BROWNFOX, DAG SIBHAT, BLAKE JOHNSON (<i>GIVEN THAT THEY WEREN'T IN ATTENDANCE AT THE MAY MEETING</i>) 	
<p>III. President's Report</p>	<ul style="list-style-type: none"> The College President reported back that all recommendations from the May 2018 College Council meeting were approved. The President provided an update on the Program Review process & timeline. All areas receiving funding should be doing program reviews. Trainings on the process will be held in October. The Program Reviews are due in January 2019 and will be validated by the Institutional Effectiveness Committee. They will then be routed to the appropriate resource committees so that resource prioritization for the 2019-20FY can be done. The President noted that we are working on going paperless in an effort to be more sustainable. We will no longer be printing the meeting materials. All meeting materials will be placed in the Dropbox folder and will be loaded to the computer screen so that they can be projected for all to see during the meeting. 	
<p>IV. Confirm College Council Membership for 2018-19</p>	<ul style="list-style-type: none"> Maisha Jameson provided an overview of the current confirmed membership of the College Council for the 2018-19AY. The Council's membership composition is being reviewed, and a recommendation will be coming to the Council at the next meeting to alter the membership composition. It was noted that Roxanna Post and Agustin Rodriguez are no longer the 1021 Union Reps. Maisha Jameson to confirm. Fred Bourgoin still to confirm the remaining vacant faculty appointments. 	<ul style="list-style-type: none"> To confirm whether Roxanna Post and Agustin Rodriguez are still the 1021 Union Reps.
<p>V. Orientation to College Council</p>	<ul style="list-style-type: none"> The College President provided an orientation to the College Council by providing an overview of the overall 	<ul style="list-style-type: none"> Add discussion on the date of



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<ul style="list-style-type: none"> ✓ College's Mission, Vision & Values ✓ College's Shared Governance Structure ✓ Council Assessment/Evaluation ✓ Council Charge, Goals, Schedule, etc. ✓ Council's Master Calendar ✓ - Council's Document Submission Calendar 	<p>Laney participatory governance process, and how the College Council operates. She reviewed the working documents of the Council and spoke to the purpose of the Council and responsibilities of members.</p> <ul style="list-style-type: none"> • The following areas were covered: <ul style="list-style-type: none"> ▪ College's Mission, Vision & Values ▪ College's Shared Governance Structure ▪ Council Assessment/Evaluation ▪ Council Charge, Goals, Schedule, etc. ▪ Council's Master Calendar ▪ Council's Document Submission Calendar • It was requested that the Council consider changing the November 2018 College Council date given that it falls on the Wednesday before Thanksgiving. This will be added to the October Council agenda for further discussion. 	<p>the November 2018 College Council meeting date to the next Council agenda.</p>
<p>VI. Recommendation to Approve the College Council Goals for 2018-19</p>	<ul style="list-style-type: none"> • President Gilkerson provided the context for how the Goals were developed and noted that they were based on feedback received via the College Council's End of the Year Evaluation from the 2017-18AY. • Discussion ensued over whether Goal #3 was necessary. It was agreed that it was. • FRED BOURGOIN CALLED A MOTION TO APPROVE THE COLLEGE COUNCIL GOALS FOR 2018-19. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY WITH A QUALIFICATION... THAT THE WORD "NEW" BE ADDED BEFORE "MISSION AND STRATEGIC GOALS" IN GOAL #3". • To begin discussing how we will address these goals. 	
<p>VII. Recommendation from Facilities Planning Committee (FPC) to Install a Sundial on Campus</p>	<ul style="list-style-type: none"> • Stephen Corlett presented this item. He shared the year (plus)-long process that led to this recommendation being brought to the College Council. The metal from the structure came from the old Bay Bridge. To be placed near garden/Bistro area. • The qualifying stipulations set forth by the FPC include requiring a clear MOU that designates the following: who is responsible for installation, that the structure remain cost-free for the College, that it be student driven, that upkeep and maintenance is to be done by the District, 	



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	<p>that this goes to the Board of Trustees for approval, and that a suitable location be determined.</p> <ul style="list-style-type: none"> • It was noted that there is a general need for a comprehensive agreement and system/process to be developed related to non-instructional (open-space) land-use. It was discussed that the College may need to charge the FPC to come up with a recommendation for land-use agreements. • ROBERT TRACY CALLED A MOTION TO APPROVE THE INSTALLATION OF THE SUNDIAL ON CAMPUS WITH THE QUALIFICATIONS LISTED ABOVE. KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. THERE WERE THE FOLLOWING ABSTENTIONS: CHUEN CHAN & MARK RAUZON. 	
<p>VIII. Recommendation from Enrollment Management Committee to Change the Committee's Name, Membership Composition & Charge</p>	<ul style="list-style-type: none"> • Vicki Ferguson presented this item and provided context for the need for a change in the committee name, charge and membership composition. • The proposed changes to the Enrollment Management Committee's name, charge and membership composition were presented. • It was noted that the committee appointments will be made through the Classified Senate, Faculty Senate and ASLC. • Discussion ensued related to the number of classified staff and students on the committee vs. faculty, and why specific classified positions from key areas within Student Services were not represented. • It was decided that this will be considered a first read and that this item be taken back to the senates for review and brought back to the next Council meeting. • FRED BOURGOIN CALLED A MOTION TO APPROVE THE ENROLLMENT MANAGEMENT COMMITTEE'S COMMITTEE NAME AND CHARGE ONLY, AND THAT THE PROPOSED CHANGE FOR THE MEMBERSHIP COMPOSITION BE BROUGHT BACK TO A FUTURE MEETING. ROBERT TRACY SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	<ul style="list-style-type: none"> • This item to be taken back to the senates for review. To be brought back to the next Council meeting.
<p>IX. Recommendation from Foundation Skills Committee to Change the Committee's Membership</p>	<ul style="list-style-type: none"> • Suzan Tiemroth-Zavala presented this item and provided context for the need for a change in the membership composition. • Discussion ensued about additional recommendations for 	<ul style="list-style-type: none"> • This item to be taken back to the committee for further



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<p>Composition</p>	<p>the new membership composition.</p> <ul style="list-style-type: none"> It was agreed that there are questions that need to be revisited and that this item should be taken back to the committee for further review and brought back to the next Council meeting. 	<p>review. To be brought back to the next Council meeting.</p>
<p>X. Recommendation from Instructional Equipment & Library Materials (IELM) Committee on the Carryover Allocation</p>	<ul style="list-style-type: none"> Fred Bourgoin presented this item and shared that the 2017-18FY IELM funds were allocated to various departments last year, yet it is being reported that \$170K was not spent. The IELM Committee is recommending that the carry-over funds be re-allocated as they were last year, and to allow those departments/units to spend down the funds within a specified period of time (before the end of the semester). It was asked for prioritization of these funds be done and allocated earlier so that they are available to be spent earlier in the year for operational needs. STEPHEN CORLETT CALLED A MOTION TO APPROVE THE PROPOSAL TO CARRYOVER THE ALLOCATION OF IELM FUNDS FROM THE 2017-18FY. KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	
<p>XI. Participatory Governance Organizational Manual (PGOM)</p>	<ul style="list-style-type: none"> President Gilkerson presented this item and provided an update on the plan for updating this document so that it is current. She shared that there will be a meeting of the shared governance committee leads next week, where this work will begin. The document will be updated with at least the committee changes that have come through the College Council. More changes may also be appropriate. All committees to review information on their committee within the PGOM and determine if the information remains appropriate/efficient. 	
<p>XII. Guided Pathways Update</p>	<ul style="list-style-type: none"> The Guided Pathway Co-Coordinator, Eleni Gastis and Suzan Tiemroth-Zavala presented this item and provided an update on Guided Pathways at Laney. There is a cross-functional team from the College that is drilling down in student groups this semester. An outline of the inquiry groups was passed out. Focus groups will be conducted in tandem. It was shared that we received lots of kudos on our Guided Pathways Plan at the state level. 	



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	<ul style="list-style-type: none"> • It was noted that there is a need for more hard data in this regard, as well as Spanish speaking counselors. 	
<p>XIII. BUDGET UPDATE</p> <ul style="list-style-type: none"> ✓ Updated provided on Final Adopted Budget for 2018-19 FY ✓ Provide Overview & Timeline for Budget Development and Resource Prioritization for 2019-20 ✓ Criteria for College Resource Prioritization (Faculty, Classified, Facilities, Technology & IELM) 	<ul style="list-style-type: none"> • Derek Pinto presented on this item. • The following were presented on: <ul style="list-style-type: none"> ○ Background context on the College’s Budget Development and Integrated Planning Process ○ The FY 2018-19 Budget Allocation for the District Office and Laney College ○ Final FY 2018-19 General Fund Unrestricted Budget ○ FY 2018-19 Salaries & Benefits/Discretionary Funding ○ FY2018-19 Budget Overall (Funds 01-12) ○ Budget Augmentation Process ○ Budget Planning Timeline for 2019-20 • The District is currently closing out the 2017-18FY budget and working on loading the carryover of certain budgets. • Information on Laney’s portion of the Budget Allocation Model (BAM) and the fiscal impact of frozen positions were discussed. • It was reported that talk of freezing/eliminating positions was discussed at the Board of Trustees Budget Workshop. All in attendance were recommend to review the 3-year out scenarios for how the College budget will look in the recent future. Can be found in BoardDocs. Was presented at this Workshop. • It was noted that one of the goals of the Business Office is to ensure that our funds are spent in a timely fashion. Will be working with the cost center managers to ensure this is done. The President spoke about the possibility of starting a “College Reserve”...funded by budgets that are not spent in a timely fashion. • It was noted that the spending of the Measure B/Parcel Tax funding has been charged back to the Colleges now. A spending plan will be brought to the next College Council meeting. Discussion ensued on how the District managed these funds in the past. • It was noted that the College’s resource committees need to work on confirming their criteria for resource prioritization. Need to have their criteria rubrics for prioritization developed, vetted through the respective 	<ul style="list-style-type: none"> • To bring the Measure B/Parcel Tax Expenditure Plan to next Council meeting. • The College’s resource committees to work on confirming their criteria for resource prioritization. To have their criteria rubrics for prioritization developed, vetted through the respective resource committees, and brought back to College Council. • To send the correct Resource Allocation Form out to the College Council and/or add it to the Dropbox. • To follow-up on notating the specific resources on the Resource Allocation Form



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	resource committees, and brought back to College Council. It was asked for the form to be updated to allow for more efficient sorting of the resource requests by the resource prioritization committees.	to facilitate easier prioritization by the committees.
XIV. Meeting Adjournment	<ul style="list-style-type: none">MARK FIELDS CALLED A MOTION TO APPROVE THE ADJOURNMENT OF THE SEPTEMBER 19, 2018 COLLEGE COUNCIL MEETING. FRED BOURGOIN SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.	

Meeting Adjourned 4:00 pm.