



COLLEGE COUNCIL MEETING MINUTES - FINAL

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: April 17, 2019

LOC./TIME: T-801 & T-808, 2-4pm

ATTENDEES: Tammeil Gilkerson, Derek Pinto, Chuen Chan, Diane Chang, Ann McMurdo, Karen Tellegen, Blanca Montes de Oca, Chungwai Chum, Fred Bourgoin, Eleni Gastis, Mark Rauzon, Kim Glosson, Barbara Yasue, Evelyn Lord, Adele Friend, Heather Sisneros, Stephen Corlett, Rupinder Bhatia, Amy Marshall, Max Bernal, Gary Albury, Clifton Coleman, Marla Leech, Rebecca Bailey, Phillippa Caldeira, Suzan Tiemroth-Zavala

ABSENT: Rudolph Besikof, Vicki Ferguson, Glenn Pace, Hope Lane, Terrence Fisher, Kimberly King, Dagnachew Sibhat

MINUTES: Maisha Jameson

HANDOUTS:

- Meeting Agenda
- College Council Minutes – 3.20.19 Meeting
- 2018-19 College Council Mid-Year Evaluation Survey Results
- 2018-19 College Council End-of-the-Year Evaluation Survey (Blank)
- 2019 Laney Distance Education Plan
- Budget Allocation Rubric Revised FINAL
- Budget Presentation
- College Council Goals 2018-19
- College-wide Planning Retreat Handouts/Presentations
- Curriculum Committee PGOM Updates
- DRAFT – PCCD Five Year Financial Plan
- DRAFT – IT Projects Bond Prioritization
- End of the Year College Council Report
- Health, Safety & Security Committee Updates Fall 2019
- Laney Infrastructure Work Group
- Laney College CTE Advisory Committee - Charge and Responsibilities
- Council Membership Term Tracking
- DRAFT – PGOM Entry for Facilities Planning Committee
- Facilities Planning Committee (FPC) – 2018-19 APU CPR Final
- Facilities Planning Committee – 2018-19 APU CPR Final Condensed
- Facilities Planning Committee Comments of CPR APU Process S19
- Funded IELM Requests 2018-19
- Student Success Equity Committee
- Technology Planning Committee Membership & Responsibilities
- Laney Business Department & Union Bank Proposal
- Public/Private Partnership Proposal Rubric



COLLEGE COUNCIL MEETING MINUTES - FINAL

NEXT MEETING: May 15, 2019

| Item | Discussion/Decisions | Action Item |
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| I. Welcome & Introductions | <ul style="list-style-type: none"> FRED BOURGOIN CALLED A MOTION TO APPROVE THE APRIL 17, 2019 COLLEGE COUNCIL MEETING AGENDA. ELENI GASTIS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. | |
| II. Approval of the Council Minutes - March 20, 2019 | <ul style="list-style-type: none"> FRED BOURGOIN CALLED A MOTION TO APPROVE THE MARCH 20, 2019 COLLEGE COUNCIL MEETING MINUTES. STEPHEN CORLETT SECONDED THE MOTION. THE MOTION WAS APPROVED. | |
| III. President's Report | <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 Distance Education Plan. President Gilkerson accepted the College Council's recommendation to approve the Laney College Strategic Enrollment Management Plan. President Gilkerson accepted the College Council's recommendation to approve the proposed change to the Strategic Enrollment Management Committee's charge. President Gilkerson accepted the recommendation to approve the proposed changes to the Learning Assessment Committee's charge, responsibilities and membership composition. President Gilkerson accepted the College Council's recommendation to approve the College's Classified position priorities. The other resources needed more work and will come back to the Council for review & vote (Facilities, Technology & IELM Funds). <u>Announcements</u> <ul style="list-style-type: none"> President Gilkerson provided a brief overview of the April 12th College wide Planning Retreat. All-Staff Employee Appreciation Event – To be held on 5/16 from 2-5pm. Staff awards to be presented at this event. Asked all units to plan to put up signs to close offices so staff can attend. The Year-End assessment of the College's shared governance committees should be taking place now. Evaluation surveys were sent out to all committee chairs to share with their committee members. | |



COLLEGE COUNCIL MEETING MINUTES - FINAL

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| | <ul style="list-style-type: none"> A status update was provided on the ways that the College is working to address the issues created by the March 29th evacuation/closure of the F Building and Student Center. An emergency Board Meeting is being called to allow the process for repairs to begin. | |
| <p>IV. Recommendation to Approve the Laney College Distance Education Plan</p> | <ul style="list-style-type: none"> Rupinder Bhatia presented. An overview of the feedback received during the first read of this item was shared. Also, to include recent changes in Title V language (the term “traditional courses” is replaced with the term “in-person courses”). To change the date from 2018-2020 to 2019-2021. BARBARA YASUE CALLED A MOTION TO APPROVE THE DISTANCE EDUCATION PLAN. STEPHEN CORLETT SECONDED THE MOTION. ABSTENTIONS – NONE. THE MOTION WAS APPROVED UNANIMOUSLY. | <ul style="list-style-type: none"> To change the date on the Distance Education Plan from 2018-2020 to 2019-2021. |
| <p>V. Recommendation to Approve the New Integrated SSSP & Equity Committee</p> | <ul style="list-style-type: none"> Diane Chang presented. An overview of the feedback received during the first read of this item was shared. The committee chair structure now includes one administrator from instruction and the other from student services. The classified and faculty committee representatives were changed to being “at-large” in order to allow for flexibility. The Fred Bourgoin noted that the Faculty Senate felt that there were too many administrators included within the membership composition, and not enough faculty, however the Senate didn’t agree on which faculty should be represented. Instead the Senate decided that they would like to do a review of the College’s entire Shared Governance structure. EVELYN LORD CALLED A MOTION TO ADD A LIBRARIAN TO THE COMMITTEE COMPOSITION. THERE WAS NO SECOND FOR THE MOTION. THE MOTION WAS NOT APPROVED. DIANE CHANG CALLED A MOTION TO APPROVE THE NEW SSSP AND EQUITY COMMITTEE. STEPHEN CORLETT SECONDED THE MOTION. FRIENDLY AMENDMENT: ADD “SUCCESSFUL COMPLETION” TO THE SECTION THAT LISTS THE PURPOSE OF THE COMMITTEE. FOUR NAYS (FRED BOURGOIN, EVELYN LORD, CHUEN CHAN, ELENI GASTIS). ONE | <ul style="list-style-type: none"> Diane Chang to work with the Faculty Senate on the proposed Integrated SSSP/Equity Committee and bring it back to the Council once she has received feedback from the Faculty Senate. |



COLLEGE COUNCIL MEETING MINUTES - FINAL

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| | <p>ABSTENSION (MAX BERNAL). THE MOTION WAS APPROVED.</p> <ul style="list-style-type: none"> The justification for the number of administrators on the committee membership (4) was questioned. Several felt that this was unnecessary and that there should be more faculty on the committee given their 10+1 responsibilities. GIVEN THIS CONCERN EXPRESSED BY THE COUNCIL, PRES. GILKERSON DID NOT ACCEPT THE RECOMMENDATION TO APPROVE THE INTEGRATED SSSP AND EQUITY COMMITTEE. THE MOTION IS REJECTED. THE PRESIDENT ASKED FOR THIS ITEM TO BE TABLED AND TO GO BACK TO THE FACULTY SENATE TO GET ADDITIONAL FEEDBACK. Diane Chang to work with Faculty Senate on this item. | |
| <p>VI. Recommendation to Approve the Business Department's Proposal for a Public/Private Partnership with Union Bank</p> | <ul style="list-style-type: none"> Kim Glosson presented. A summary was provided on the results of the Council's ratings of the Union Bank proposal. Areas that showed strong support vs. those that showed concern were highlighted. It was reiterated that the on-campus location where the bank would be house had not yet been confirmed. A question was asked about whether the PCCD Sherriff has been brought into the conversation and the dynamics of having two different law enforcement bodies on campus. There was consensus that the College should hold Union Bank to certain commitments, including Phase II of the project that includes creating a wardrobe closet and food pantry before signing any formal agreement. Union Bank is committing to the partnership for at least five years. It was noted how this is a way for this bank to invest in the community. It was confirmed that the Laney College CTE Advisory Board voted to approve the proposal. FRED BOURGOIN CALLED A MOTION TO APPROVE THE BUSINESS DEPARTMENT'S PROPOSAL FOR A PUBLIC/PRIVATE PARTNERSHIP WITH UNION BANK. CHUEN CHAN SECONDED THE MOTION. ABSTENTIONS – NONE. THE MOTION WAS APPROVED UNANIMOUSLY. | <ul style="list-style-type: none"> |
| <p>VII. Recommendation to Approve the Budget Advisory Committee's</p> | <ul style="list-style-type: none"> Derek Pinto presented on this item. An overview of the feedback received during the first read of this item were shared. Changes have been made appropriately. Questions were posed about the time remaining for roll-over | <ul style="list-style-type: none"> To develop a process for determining what constitutes an |



COLLEGE COUNCIL MEETING MINUTES - FINAL

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| <p>Budget Augmentation Rubric/Process</p> | <p>funds to be made available. Is this enough time in advance of the year end close? Should this process be moved up to early February?</p> <ul style="list-style-type: none"> • \$168K (10%) will be taken off the top of the College’s discretionary budget to be re-allocated to the College’s unfunded resource and budget priorities. \$25K will then be taken off the top of this amount for un-anticipated expenses/emergencies of the college. This is to create somewhat of a reserve for the college and provide a process for reallocating funds to other areas. • Allocation of the 10% is to be determined via the Budget Advisory Committee based on the College’s prioritization of resource requests. • It was noted that the College needs to define what constitutes an emergency (for the \$25K). • RUPINDER BHATIA CALLED A MOTION TO APPROVE THE BUDGET ADVISORY COMMITTEE’S BUDGET AUGMENTATION RUBRIC/PROCESS, AND THAT THE COLLEGE DEVELOP A PROCESS FOR DETERMINING WHAT CONSTITUTES AN EMERGENCY AND CLEARLY DEFINE A PROCESS FOR ALLOCATING THE EMERGENCY FUNDS. FRED BOURGOIN SECONDED THE MOTION. ABSTENSIONS – EVELYN LORD. THE MOTION WAS APPROVED. | <p>emergency in this context and clearly define a process for allocating the emergency funds.</p> |
| <p>VIII. Recommendation to Approve the Career Technical Education (CTE) Advisory Committee’s Membership Composition</p> | <ul style="list-style-type: none"> • Kim Glosson presented on this item. • A summary of the membership composition was provided. This committee works to allocate the grant funding for this area. • 16 depts. are recognized as part of the CTE division. There are six CTE faculty members that make-up the committee membership. • It was confirmed that the committee members were decided by an election of CTE faculty. It was asked for this to be spelled out. • EVELYN LORD CALLED A MOTION TO APPROVE THE CTE ADVISORY COMMITTEE’S MEMBERSHIP COMPOSITION. ELENI GASTIS SECONDED THE MOTION. ABSTENSIONS – ADELE FRIEND AND DIANE CHANG. THE MOTION WAS APPROVED. | <ul style="list-style-type: none"> • To ensure that it is spelled out in the Participatory Governance Organization Manual (PGOM) that the committee membership is determined by an election of CTE faculty. |
| <p>IX. Recommendation to Approve the Facilities Planning</p> | <ul style="list-style-type: none"> • Stephen Corlett presented on this item. • A summary of the proposed committee charge and | <ul style="list-style-type: none"> • Stephen Corlett to go back to the FPC to continue a |



COLLEGE COUNCIL MEETING MINUTES - FINAL

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| <p>Committee (FPC) Charge and Responsibilities</p> | <p>responsibilities was provided. The committee’s responsibilities used to be a part of the committee’s charge. This was re-organized. Reviewing the College’s facilities partnerships was also added to the charge. The term of the student representatives to the FPC membership composition was changed to a one year cycle.</p> <ul style="list-style-type: none"> • It was noted that it needs to be defined who will be voting members on the committee (i.e. ex-officio members). Stephen Corlett to go back to the FPC to continue a discussion on the changes required by the Council. • ELENI GASTIS CALLED A MOTION TO APPROVE THE FACILITIES PLANNING COMMITTEE’S CHARGE & RESPONSIBILITIES. KIM GLOSSON SECONDED THE MOTION. ABSTENSIONS – NONE. THE MOTION WAS APPROVED. | <p>discussion on the changes required by the Council.</p> |
| <p>X. Recommendation to Approve the Curriculum Committee’s Membership Composition</p> | <ul style="list-style-type: none"> • Heather Sisneros presented on this item. • A summary of the proposed membership composition was provided. It was noted that the dean representatives were removed from the committee’s membership composition because they were regularly not attending meetings. • It was suggested that at least one dean be included within the membership composition and that the role of the tech reviewer should be clarified. • ELENI GASTIS CALLED A MOTION TO APPROVE THE CURRICULUM COMMITTEE’S MEMBERSHIP COMPOSITION. MARK RAUZON SECONDED THE MOTION. NAY VOTES (CHUNGWAI CHUM & CHUEN CHAN). ABSTENSIONS – FRED BOURGOIN, MAX BERNAL, KIM GLOSSON, DIANE CHANG, ADELLE FRIEND, BLANCA MONTES DE OCA. THE MOTION WAS APPROVED. | |
| <p>XI. Recommendation to Approve the Technology Planning Committees (TPC) Charge, Responsibilities & Membership Composition</p> | <ul style="list-style-type: none"> • Rupinder Bhatia presented on this item. • A summary of the proposed charge, responsibilities and membership composition was provided. Previously the committee had responsibilities, but no charge. The committee added a charge and one responsibility (to support Distance Education). Added the Public Information Officer as a classified representative to the membership composition. Added an absence policy. • MARK RAUZON CALLED A MOTION TO APPROVE THE TECHNOLOGY PLANNING COMMITTEE’S CHARGE, RESPONSIBILITIES AND MEMBERSHIP | <ul style="list-style-type: none"> • For all PGOM entries, to remove the term limits from the official (non-appointed) positions listed within the membership composition in the PGOM and • To change the |



COLLEGE COUNCIL MEETING MINUTES - FINAL

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| | <p>COMPOSITION. KIM GLOSSON SECONDED THE MOTION. ABSTENSIONS – NONE. THE MOTION WAS APPROVED UNANIMOUSLY.</p> | <p>student representative terms to one-year terms.</p> |
| <p>XII. Recommendation to Approve the Health, Safety & Security Committee’s Charge, Responsibilities & Membership Composition</p> | <ul style="list-style-type: none"> • Amy Marshall presented on this item • A summary of the proposed charge, responsibilities and membership composition was provided. The committee’s charge and responsibilities were previously combined. They’ve now been separated. • It was asked why there was such a strong union representation on the committee. The response – Due to the committee’s work in ensuring safe working conditions. • DIANE CHANG CALLED A MOTION TO APPROVE THE HEALTH, SAFETY & SECURITY COMMITTEE’S CHARGE, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION. ELENI GASTIS SECONDED THE MOTION. ABSTENSIONS – NONE. THE MOTION WAS APPROVED UNANIMOUSLY. | |
| <p>XIII. Recommendation to Approve the Laney College Resource Priorities * Facilities * Technology * IELM Funds</p> | <p><u>Facilities Resource Priorities</u></p> <ul style="list-style-type: none"> • Stephen Corlett presented this item. • A summary of the process that led up to this point was provided. The resource priorities were re-ranked by the Facilities Planning Committee (FPC) based on an APU that was not included. The numbers were corrected, but did not change a lot. The top few resource requests changed in priority. • Concern was expressed about the time frame for the short turn-around for prioritization required of the Committee, and how it didn’t allow for substantive discussion. • The priorities were approved by the FPC committee. • Committee did not include the cost on every item, as it was noted that the Committee felt the cost estimates were unreliable because they were submitted by non-experts, and the committee wasn’t able to verify or validate the information provided. • The Committee will revisit the need for additional professional development (PD) for those departments that need to complete the PRs and APUs. Will likely call for a workgroup to include those who want to work on this PD. • President Gilkerson asked for the FPC chairs to make note if/when any of the items/projects included on the list are | <ul style="list-style-type: none"> • FPC chairs to make note if/when any of the items/projects included on the prioritization list are resolved/addressed and/or funded. FPC chairs to provide a status report on project progress. • TPC to submit the technology resource requests and proposed bond projects list to the agenda for the next Council meeting. |



COLLEGE COUNCIL MEETING MINUTES - FINAL

resolved/addressed and/or funded. FPC chairs to provide a status report on project progress.

- FRED BOURGOIN CALLED A MOTION TO APPROVE THE LANEY COLLEGE FACILITIES RESOURCE PRIORITIES. ELENI GASTIS SECONDED THE MOTION. ABSTENSIONS – BARBARA YASUE & EVELYN LORD. THE MOTION WAS APPROVED.

Technology Resource Priorities

- The College's technology resources were not submitted for this meeting. To be added to the next Council meeting.
- It was noted that District IT has asked the colleges' technology committees to put together college-specific lists of projects that are needed. The Laney TPC is currently working on this.
- Pres. Gilkerson asked that the technology resource request related prioritization be presented as a prioritized list, and that a column for those projects that the committee will be recommending for bond funding be added. Both lists should be added to the agenda for the next Council meeting.

IELM Fund Resource Priorities

- Fred Bourgoin presented this item.
- A summary of the process that led up to this point was provided.
- It was noted that the deadline for expending the IELM Funds for this fiscal year is May 9th, hence the IELM Prioritization Committee has already submitted their proposed plan for allocation of the funds, and the President has provided her approval.
- Concern was expressed about the Library being allocated \$5K for text books at this time in the semester. The timing of this allocation presents an issue, as funds for textbooks are needed at the beginning of the semester. It was also noted that the Bookstore is not operating for the Library ordering books at this time.
- ELENI GASTIS CALLED A MOTION TO APPROVE THE LANEY COLLEGE IELM FUNDED RESOURCE PRIORITIES. CHUNGWAI CHUM SECONDED THE MOTION. ABSTENSIONS – NONE. THE MOTION WAS APPROVED UNANIMOUSLY.



COLLEGE COUNCIL MEETING MINUTES - FINAL

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| <p>XIV. College Council Business</p> <ul style="list-style-type: none"> - Check-in on College Council Membership - College Council Goals - College Council Mid-Year Evaluation | <ul style="list-style-type: none"> • The senate leads were asked to begin working on their appointments to the 2019-20 College Council now so that they are identified before the end of the academic year. • Progress made towards accomplishing the Council’s Goals for the current year were shared. • The process to evaluate all of the shared governance bodies at Laney College will begin next month. All were asked to review the Council’s Mid-Year Evaluation and complete the End of the Year Evaluation that was sent out. The responses to both of these evaluation surveys will inform the College Council’s Goals for the upcoming year. • It was noted that Laney may be instituting the use of BoardDocs to help organize and streamline the shared governance committee documentation. | <ul style="list-style-type: none"> • Senate leads to begin working on their appointments to the 2019-20 College Council. • All to review the Council’s Mid-Year Evaluation and complete the End of the Year Evaluation that was sent out. |
| <p>XV. Update on Tentative 2019-20 Laney College Discretionary Budget</p> | <ul style="list-style-type: none"> • Derek Pinto presented on this item. • The following have not yet been received from the District: Budget Development Calendar for FY 2019-20 and Fund 01 budget assumptions. The District has not yet confirmed a new formula for distributing the budget amongst the colleges. • An overview was provided on the overall budget development process, as well as progress made to-date towards budget development for the next fiscal year. • The following has been confirmed: 1) Laney will be moving forward with a one-year budget for 2019-20, 2) the College will be working to develop scenarios in preparation for possible required budget reductions, 3) the assumption is that the College’s discretionary budget will be flat to last years’. (Historical trends for the Fund 01 discretionary budget were provided.) • A review was given of the College’s new budget allocation process, whereby the cost center budgets are loaded at a 90%, and the remaining 10% is held in a pool for redistribution based on the College’s resource prioritization process. • Based on the Comprehensive Program Reviews (CPRs) and Annual Program Reviews (APRs), the college’s total need was identified as \$16million. • A breakdown of how the current Fund 01 discretionary budget is spent was provided. A lot of our colleges’ needs are funded by categorical dollars. • The budget assumptions that the College used were | |



COLLEGE COUNCIL MEETING MINUTES - FINAL

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| | <p>indicated.</p> <ul style="list-style-type: none"> • The College’s budget within the context of the ACCJC Five Year Fiscal Plan was discussed. The goals and actions stipulated in this plan were shared. • It was noted that the Governor eliminated the IELM Funds and that everyone should be paying attention to what is happening state-wide. • The State can’t fund the states’ colleges the way the funding formula is set up right now. The State is hence discussing whether to extend the “hold harmless” timeline because of this. • We were given a flat budget by the district only for planning purposes. This may change given budget realities. • Faculty Hiring – We are currently holding-off on filling the seven new faculty and retirement positions. Any that are hired will be based on the prioritized list. No word has been received yet as to whether we will be able to hire faculty in the spring. • The administrative leadership of the College is currently advocating that the College be allowed to keep its own reserves (ex. retirements). • The need for a possible energy audit was suggested given that the College’s utilities totals 48% of the discretionary budget. | |
| <p>XVI. Update on the ACCJC Five Year Fiscal Plan</p> | <ul style="list-style-type: none"> • President Gilkerson suggested everyone review and become familiar with the ACCJC Five Year Fiscal Plan that was developed by the District Office – through the District’s shared governance bodies (Participatory Governance Council and Planning & Budget Council). • The Plan can be viewed via BoardDocs given that it will be going before the Board for review before it is submitted by the May 1 deadline. | <ul style="list-style-type: none"> • All to review and become familiar with the ACCJC Five Year Fiscal Plan. |
| <p>XVII. Meeting Extension & Adjournment</p> | <ul style="list-style-type: none"> • FRED BOURGOIN CALLED A MOTION TO EXTEND THE APRIL 17, 2019 COLLEGE COUNCIL MEETING FOR TEN ADDITIONAL MINUTES. KIM GLOSSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • BARBARA YASUE CALLED A MOTION TO ADJOURN THE APRIL 17, 2019 COLLEGE COUNCIL MEETING. KIM GLOSSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. | |

Meeting Adjourned 4:20 pm.