



COLLEGE COUNCIL MEETING MINUTES - FINAL

- COMMITTEE:** COLLEGE COUNCIL
- MEETING DATE:** May 15, 2019
- LOC./TIME:** T-850, 2-4pm
- ATTENDEES:** Tammeil Gilkerson, Derek Pinto, Rudy Besikof, Vicki Ferguson, Chuen Chan, Diane Chang, Glenn Pace, Ann McMurdo, Karen Tellegen, Blanca Montes de Oca, Fred Bourgoin, Eleni Gastis, Kim Glosson, Barbara Yasue, Kimberly King, Evelyn Lord, Adele Friend, Gary Albury, Clifton Coleman, Heather Sisneros, Stephen Corlett, Rupinder Bhatia, Suzan Tiemroth-Zavala
- ABSENT:** Hope Lane, Terrence Fisher, Dagnachew Sibhat, Mark Rauzon, Max Bernal, Chris Weidenbach, Amy Marshall
- MINUTES:** Maisha Jameson
- HANDOUTS:**
- Meeting Agenda
 - College Council Minutes – 4.17.19 Meeting
 - Recommendation – Integrated Student Success & Equity Committee
 - Proposed Laney College Equity Plan (Plan & Definitions & Metrics)
 - Proposed Foundation Skills Committee Charge, Responsibilities and Membership
 - Laney College Vision for Success Aligned Plan (Presentation, Goals, Data)
 - State PCCD Goals – Final Draft
 - Draft Technology Master Plan
 - Proposed Technology Resource Prioritization
 - Budget Advisory Committee’s Proposed Resource Priorities – Updated Potential Funding List
 - Shared Governance Committee End of the Year Assessment Results
 - 2018-19 College Council Attendance Log - as of 4.2019
 - 2018-19 College Council Mid-Year Evaluation Survey Results
 - College Council Goals for 2018-19 – Progress to Date
 - Proposed Draft College Council Goals for 2019-20
 - College Council End of the Year Report – as of 5.14.2019
 - 2019-20 Budget Presentation with Tentative 2019-20 Laney College Discretionary Budget
 - College President’s Email re: Budget Targets for Reductions
- NEXT MEETING:** September 18, 2019

Item	Discussion/Decisions	Action Item
I. Welcome & Introductions	<ul style="list-style-type: none"> • FRED BOURGOIN CALLED A MOTION TO APPROVE THE MAY 15, 2019 COLLEGE COUNCIL MEETING AGENDA. 	



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	<p>KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</p>	
<p>II. Approval of the Council Minutes - April 17, 2019</p>	<ul style="list-style-type: none"> • FRED BOURGOIN CALLED A MOTION TO APPROVE THE APRIL 17, 2019 COLLEGE COUNCIL MEETING MINUTES. BARBARA YASUE SECONDED THE MOTION. THE MOTION WAS APPROVED. VICKI FERGUSON ABSTAINED. 	
<p>III. President's Report</p>	<ul style="list-style-type: none"> • Report-back - College President's decisions made on recommendations from the previous April 17, 2019 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 not to approve the New Integrated SSSP & Equity Committee. To hold over for further review at the May 2019 Council meeting. ○ President Gilkerson accepted the College Council's recommendation to approve the Business Department's Proposal for a Public/Private Partnership with Union Bank. ○ President Gilkerson accepted the College Council's recommendation to approve the Budget Advisory Committee's (BAC) Budget Augmentation Rubric/Process. ○ President Gilkerson accepted the College Council's recommendation to approve the Career Technical Education (CTE) Advisory Committee's Membership Composition. ○ President Gilkerson accepted the College Council's recommendation to approve the Facilities Planning Committee's Charge & Responsibilities. ○ President Gilkerson accepted the College Council's recommendation to approve the Curriculum Committee's Membership Composition. ○ President Gilkerson accepted the College Council's recommendation to approve the Technology Planning Committee's Charge, Responsibilities and Membership Composition. ○ President Gilkerson accepted the College Council's recommendation to approve the Health, Safety & Security Committee's Charge, Responsibilities and Membership Composition. ○ President Gilkerson accepted the College Council's recommendation to approve the Facilities and IELM Resource Priorities. To hold over for further review of the Technology Resource Priorities at the May 2019 Council 	



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	<p>meeting.</p> <ul style="list-style-type: none"> President Gilkerson provided an update on the Union Bank Partnership. It is moving forward through the District's approval processes. <p><u>Announcements</u></p> <ul style="list-style-type: none"> There will be a College-wide Budget Forum at the end of today's Council meeting. The All-Staff Employee Appreciation Event is to be held on May 16th from 2-5pm. Staff awards are to be presented at this event. All units were asked to plan to put up signs in order to close offices so that staff can attend. The District-wide African American Graduation is scheduled for May 18th, 10am-2pm at Beebe Memorial Cathedral. Laney College has submitted its proposed mission statement for the District. All four colleges will submit their proposed mission statements for the District, and a decision will be made. 	
<p>IV. Recommendation to Approve A New Integrated SSSP & Equity Committee (the Student Success & Equity Committee)</p>	<ul style="list-style-type: none"> Diane Chang presented on this item. At the April College Council meeting, more time was requested for the senate leads to bring the proposal for a new integrated SSSP and Equity Committee back to their constituents for feedback. There were no additional changes suggested since that meeting, and hence the proposed version being recommended is the same as the draft presented last month. Faculty Senate President Fred Bourgoin shared that the Faculty Senate did not have time to address this item. He went on to share that the concern was not with the committee's proposed charge or responsibilities, but rather with the membership composition. The concern was that the membership composition is composed of too many administrators, and not enough faculty members. However, he noted that faculty could not agree on which faculty should be the representatives on the committee. DIANCE CHANG CALLED A MOTION TO APPROVE THE PROPOSED NEW INTEGRATED SSSP & EQUITY COMMITTEE (THE STUDENT SUCCESS AND EQUITY COMMITTEE). RUDY BESIKOF SECONDED THE MOTION. THERE WERE 13 YAYS, 2 NAYS AND 3 ABSTENTIONS. THE MOTION WAS APPROVED. 	



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	<ul style="list-style-type: none"> • KIMBERLY KING CALLED A MOTION TO ADD TO THE MEMBERSHIP COMPOSITION AN ADDITIONAL FACULTY MEMBER AND AN ADDITIONAL CLASSIFIED STAFF MEMBER REPRESENTING EQUITY POPULATIONS. BARBARA YASUE SECONDED THE MOTION. THERE WERE 3 YAYS, 12 NAYS AND 1 ABSTENTION. THE MOTION FAILED. • Suggestions for considerations of future changes to the committee: <ul style="list-style-type: none"> ○ Increase foundation skills representation. ○ It was suggested that the Council’s approval of the recommendation be considered a preliminary approval given that the faculty haven’t been able to review the proposal yet. The response provided was that additional time was allowed, yet no feedback or input for changes were received. ○ It was suggested that the faculty co-chair position not say “instructional faculty” because this will exclude a lot of faculty members. ○ It was suggested that more faculty be added to the committee composition to give faculty additional weight because of faculty’s 10+1 responsibilities. The College President noted that student success is not solely a faculty responsibility, nor part of 10+1 and shared concern that the faculty did not review this proposal in a timely manner. She reminded the group that Council representatives need to ensure that report-backs to their constituent bodies are happening. 	
<p>V. Recommendation to Approve the Laney College Equity Plan</p>	<ul style="list-style-type: none"> • Diane Chang presented on this item. • The Laney College Equity Plan is due June 30th. The final draft has be reviewed by the Faculty Senate three separate times. The plan has also been reviewed and informed by various committees and college constituents. The plan is aligned to what is in Strategic Enrollment Management Plan. • It was noted that the Faculty Senate ran out of time and have not voted to approve this item. • KIMBERLY KING CALLED A MOTION TO APPROVE THE LANEY COLLEGE EQUITY PLAN. VICKI FERGUSON SECONDED THE MOTION. THERE WERE 14 YAYS, 0 NAYS NAYS AND 1 ABSTENTION. THE MOTION WAS APPROVED. 	



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<p>VI. Recommendation to Approve the Foundation Skills Committee's Charge, Responsibilities & Membership Composition</p>	<ul style="list-style-type: none"> • Suzan Tiemroth-Zavala presented on this item. • A summary was provided on the proposed changes to the new charge, responsibilities and membership composition. • It was noted that the changes have been approved through the Senate. • The Faculty Senate has expressed some concern about the fact that Foundation Skills is not being integrated with the SSSP and Equity committee, and how this may cause challenges given that the state (Equity, SSSP and Basic Skills) funds will now need to go through multiple committees, even though the funds are now combined. • FRED BOURGOIN CALLED A MOTION TO APPROVE FOUNDATION SKILLS COMMITTEE'S CHARGE, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION. KIMBERLY KING SECONDED THE MOTION. 16 YAYS. NO NAYS. THE MOTION WAS APPROVED. • FRIENDLY AMENDMENT TO THE MOTION – TO CHANGE THE MENTION OF THE SSSP COMMITTEE, TO THE NEW INTEGRATED COMMITTEE'S NAME, THE "STUDENT SUCCESS AND EQUITY COMMITTEE". RUDY BESIKOF CALLED A MOTION TO APPROVE THE FRIENDLY AMENDMENT, AND CHUEN CHAN SECONDED THE MOTION. • FURTHER SUGGESTIONS FOR CHANGES TO THE LANGUAGE OF THE COMMITTEE'S CHARGE WERE MADE, WHICH INCLUDED THE FOLLOWING: <ul style="list-style-type: none"> ○ BASIC SKILLS PLAN TO BE REMOVED BECAUSE THERE IS NO LONGER A BASIC SKILLS PLAN TO BE DONE. ○ STUDENT EQUITY AND ACHIEVEMENT PLAN TO BE CALLED OUT. ○ CHARGE SHOULD INCLUDE INCREASING COMPLETION RATES FOR ESOL, ENGLISH & MATH • GIVEN THE NUMEROUS SUGGESTIONS FOR CHANGES, BARBARA YASUE CALLED A MOTION TO APPROVE THE RECOMMENDATION, WITH THE CONDITION THAT THE COMMITTEE CHAIRS WOULD COLLABORATE WITH THE COLLEGE PRESIDENT TO REVISE AND FINALIZE THE LANGUAGE FOR THE COMMITTEE'S CHARGE. CHUEN CHAN SECONDED THE MOTION. 12 YAYS. NO NAYS. 6 ABSTENTIONS. THE MOTION WAS APPROVED. 	<ul style="list-style-type: none"> • President Gilkerson to work with the Foundation Skills Committee Chairs on revision and finalization of the language for the committee's charge, responsibilities and membership composition.
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<p>VII. Recommendation to Approve the Laney College Vision for Success Aligned Plan</p>	<ul style="list-style-type: none"> • Derek Pinto presented on this item. • The purpose of this plan is to ensure alignment of the College’s goals to the State Chancellor’s Vision for Success. A summary was provided of the State Chancellor’s Vision for Success Goals, along with Laney’s Strategic Goals, as well as an overview of the proposed newly aligned goals. • It was noted that the Enrollment Management Plan informed this Plan. • Student rep., Adele Friend expressed concern about the metrics and the fact that they didn’t include private institutions and HBCUs. It was noted that the National Clearing House is beginning to get more data from the private schools and HBCUs. • College Research Analyst, Clifton Coleman noted that he has some concerns with regard to the percentages and alignment of the metrics of the College’s various plans. Concern was expressed about increasing our target metrics given declining enrollment. Discussion ensued about the College’s goals and metrics for success measures, and how we would meet them. • There was a suggestion to develop a committee in the fall to set metrics and do some training at the Flex Day(s). • KIMBERLY KING CALLED A MOTION TO ACCEPT THE LANEY COLLEGE VISION FOR SUCCESS ALIGNED PLAN, AND THE ALIGNMENT OF THE GOALS, ADOPTING THE 20% STRETCH GOAL WITHIN AREAS, FOR A 5-20% STRETCH GOAL FOR THE COLLEGE, AND A 20% STRETCH GOAL ACROSS THE METRIC. MARK RAUZON SECONDED THE MOTION. ABSTENSIONS – EVELYN LORD. THE MOTION WAS APPROVED. 	
<p>VIII. Recommendation to Approve the College’s Technology Resource Priorities</p>	<ul style="list-style-type: none"> • Rupinder Bhatia presented on this item. • RUDY BESIKOF CALLED A MOTION TO APPROVE THE COLLEGE’S TECHNOLOGY RESOURCE PRIORITIES. KIMBERLY KING SECONDED THE MOTION. THERE WERE 15 YAYS, ZERO NAYS, AND 1 ABSTENSION. THE MOTION WAS APPROVED. 	
<p>IX. 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 budget development and resource allocation process was provided for all to know that all cost centers were loaded at 90%, while 10% was placed into a College general 	



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<p>Proposed Resource Priorities</p>	<p>reserve. The College’s unfunded resource priorities were ranked. It was noted that this process is important to go through even though this year, the College made the decision to use the 10% reserve to go towards covering the required overall budget reduction.</p> <ul style="list-style-type: none"> • This process allows the College to identify, prioritize and communicate its resource and budget needs. • FRED BOURGOIN CALLED A MOTION TO APPROVE BUDGET ADVISORY COMMITTEE’S PROPOSED RESOURCE PRIORITIES. ELENI GASTIS SECONDED THE MOTION. THERE WERE 15 YAYS, NO NAYS, AND ONE ABSTENSIONS. THE MOTION WAS APPROVED. 	
<p>X. (First Read) Technology Master Plan</p>	<ul style="list-style-type: none"> • Rupinder Bhatia presented on this item. • An overview of the process to-date to create this Plan was provided. This is a three year Technology Master Plan, and the development of the Plan was done through the College’s Technology Planning Committee. The Plan was informed by the College’s program reviews, the Laney Distance Education Plan, the previous Laney Technology Plan, and the Laney Facilities Master Plan. The goals of the Plan aligns with the College’s Strategic Goals and includes a timeline, along with the benefits of each project. • This Plan will come back to the Council at the first meeting of the new year. • All College Council members were asked to review the Plan and to share it with their respective constituency groups. 	<ul style="list-style-type: none"> • The Laney Technology Master Plan to come back to the College Council at the first meeting of 2019-20 academic year. • Laney College Council members to review the Plan and share it with their respective constituency groups.
<p>XI. PCCD Strategic Goals</p>	<ul style="list-style-type: none"> • Tammeil Gilkerson presented on this item. • An overview was provided on the development of the PCCD Strategic Goals. They are aligned to the Vision for Success goals. • These goals are to be reviewed by the Board of Trustees at their upcoming meeting. 	
<p>XII. Accreditation Update</p>	<ul style="list-style-type: none"> • Rudy Besikof presented on this item • Provided a report-back on the ACCJC accreditation trainings and presentations he has attended. • Laney College has appointed an Accreditation Coordinator, Chris Weidenbach, to lead our efforts as they relate to the Laney College Institutional Self Evaluation Report (ISER) due 2021. 	



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<p>XIII. 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"> • Maisha Jameson presented on this item. • Attendance of Council members at the College Council meetings through-out the year was shared to identify whether there were members that were not attending on a regular basis. • Reminders were made to the Senate leads to make their appointments to the 2019-20 academic year Council. • The End of the Year Assessment of the Council was shared, and draft Goals (based on that assessment) were proposed for the 2019-20 academic year. All Council members were asked to review the proposed goals and to provide feedback before the first Council meeting of the year. • The Council will be adding two additional meetings for the upcoming year to allow more time to handle Council business and to allow for report-backs from the shared governance committees. • The College will be moving to BoardDocs to provide structure to our participatory governance processes and to ensure an official repository of all committee agendas, minutes and documentation. Training for implementation will begin in the fall. 	<ul style="list-style-type: none"> • All Council members to review the proposed College Council goals for the 2019-20 academic year, and provide feedback before the first Council meeting of the year.
<p>XIV. Recommendation to Approve the Laney College Tentative Discretionary Budget for 2019-20</p>	<ul style="list-style-type: none"> • Derek Pinto presented on this item. • Background was provided on the District/College Budget Development Process and timeline, starting with capturing the College's needs in the Comprehensive Program Reviews and Annual Program Updates. • Originally the College submitted a preliminary budget based on a flat (roll-over) allocation. • Based on the budget development and resource allocation process, all cost centers were loaded at 90%, while 10% was placed into a College reserve. The College's unfunded resource priorities were ranked and prioritized. • An overview and context was provided on what has happened at the District and Colleges within last couple of months, along with the budget target assumptions that resulted in requirements for the Colleges to make budget reductions. (Details included in presentation slides). • It was noted that the College was required to submit the reductions within two days notice, and hence the President called emergency meetings with the College administrators and the President's Cabinet (which includes the three senate leads) to discuss and come to an agreement on the proposed reductions. • In May of 2018, Laney took largest hit as far as reductions 	



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to their target vacancy savings.

- The District is asking Laney to cut an additional \$189K+ (on top of vacancy savings). This total required reduction amount was calculated via the District's Budget Allocation Model (BAM). The total cut will ultimately be \$1.674million. This is in order to ensure the development of a 10% District wide reserve. This \$1.674mill will be permanently reduced from out budget.
- The Colleges are still not able to hire hourlies, and hence the decision was made to remove those funds from areas that would least affect the classrooms.
- There are nine faculty position vacancies. Some of these faculty are retiring at hirer compensation levels. The District has confirmed that the College can't keep these salary savings.
- The State is providing funds for three new faculty hires in the spring. Additionally, we will hire from two retirements that we still have within the budget. Also hiring two (counseling – categorically funded) faculty for the fall. Will recruit in the fall for spring hires for the 5 additional faculty positions (ESOL, Math, Art, Culinary and Carpentry).
- Will still have some faculty position vacancies on the books (budgeted) and these funds will provide a cushion for potential emergency budget situations/un-expectancies. Some of these faculty positions are to be hired for in fall 2020.
- Discussion ensued about the District finances and the need to operate differently, and more consistently through the shared governance process.
- The tentative discretionary budget was presented for approval.
- The Governor just released his May revise.
- The next steps for moving forward with final budget adoption were provided.
- It was noted that at upcoming Board of Trustees meeting, a contingency 10%/\$2million District-wide reserve will be enacted and the Five Year Fiscal Plan submitted to the ACCJC will be amended to ensure this.
- Concern was expressed about the District operating without input from College.
- In June, ACCJC will meet and review our plan and determine whether they will recommend for the District to



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	<p>be placed on some sort of enhanced monitoring or be taken over by the State.</p> <ul style="list-style-type: none">• ELENI GASTIS CALLED A MOTION TO APPROVE THE TENTATIVE 2019-20 LANEY COLLEGE DISCRETIONARY BUDGET. FRED BOURGOIN SECONDED THE MOTION. EVELYN LORD ABSTAINED. THE MOTION WAS APPROVED.	
XV. Meeting Extension & Adjournment	<ul style="list-style-type: none">• ELENI GASTIS CALLED A MOTION TO ADJOURN THE MAY 15, 2019 COLLEGE COUNCIL MEETING. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.	

Meeting Adjourned 4:30 pm.