



# COLLEGE COUNCIL

## MEETING MINUTES **FINAL**

**COMMITTEE:** COLLEGE COUNCIL

**MEETING DATE:** October 30, 2019

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

**ATTENDEES:** Tammeil Gilkerson, Rudy Besikof, Vicki Ferguson, Mark Fields, Diane Chang, Gary Albury, Alejandro Acosta, Hope Lane, Karen Tellegen, Blanca Montes de Oca, Clifton Coleman, Fred Bourgoin, Shirley Brownfox, Kim Glosson, Barbara Yasue, Kimberly King, Sarah Backes-Diaz, Francis Howard, Kathy Ma, Evelyn Lord, Terence Williams, Ann McMurdo, William Trego, Heather Sisneros, Stephen Corlett, Rupinder Bhatia, Marla Leech, Felipe Wilson

**ABSENT:** Derek Pinto, Mark Rauzon, Nate Failing/Miriam Zamora-Kantor, Armani Taylor, Gary Albury, Cassandra Upshaw

**MINUTES:** Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
  - College Council Minutes – 10.16.19 Meeting
  - Proposed Update to the Strategic Enrollment Management Plan
  - Foundation Skills Committee Recommendation
  - Recommendations from the Taskforce Supporting Undocumented and Mixed Status Students at Laney College
  - College Council Membership List
  - College Council Goals for 2019-20
  - BoardDocs Guide to Submitting a College Council Agenda Item
  - Shared Governance Committee Report-Outs
    - Institutional Effectiveness Committee
    - Facilities Planning Committee
    - Technology Planning Committee
    - Student Success & Equity Committee
    - Strategic Enrollment Management Committee
    - Professional Development Committee
    - Health, Safety and Security Committee
    - Curriculum Committee
    - Budget Advisory Committee

**NEXT MEETING:** November 20, 2019

Item	Discussion/Decisions	Action Item
<b>1.1 Agenda Approval</b> <i>Presenter: Tammeil Gilkerson</i>	<ul style="list-style-type: none"> <li>• MARK FIELDS CALLED A MOTION TO APPROVE THE OCTOBER 30, 2019 COLLEGE COUNCIL</li> </ul>	



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	<p>MEETING AGENDA. FRANCIS HOWARD SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS.</p>	
<p><b>1.2 Introduction of New Members</b> <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> <li>• President Gilkerson introduced the new member of the Council: William Trego, Budget Advisory Committee representative.</li> </ul>	
<p><b>2.1 President’s Report – Final Decisions made on Recommendations from Previous College Council Meeting</b> <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> <li>• Report-back - College President’s decisions made on recommendations from the previous Council meeting:               <ul style="list-style-type: none"> <li>○ President Gilkerson accepted the College Council’s recommendation to approve Laney College Standardized Rubric Criteria for Resource Prioritization</li> <li>○ President Gilkerson accepted the College Council’s recommendation to approve the Curriculum Committee's Membership Composition</li> </ul> </li> </ul>	
<p><b>2.2 President’s Report – General Announcements</b> <i>Presenter: Tammeil Gilkerson</i></p>	<p>Miscellaneous updates provided:</p> <ul style="list-style-type: none"> <li>• The new chancellor, Dr. Regina Stanback-Stroud started October 21, 2019.</li> <li>• Report back provided on a successful undocumented student week of action.</li> <li>• The College is still on Fire Watch. Working diligently to be removed.</li> <li>• The District has a new security service (A-1 Protective Services). Approved at the Board Meeting.</li> <li>• Report-back provided on The Great Shake-out and Evacuation Drill that was held on October 17.</li> <li>• It was noted that the District is working to operate in alignment with the Air Quality Index (AQI) Score. There is also another similar score for outdoor athletic events/practices.</li> <li>• The Board of Trustees approved the Laney College Union Bank Public/Private Partnership.</li> </ul>	
<p><b>3.1 Approval of the October 16, 2019 College Council Meeting Minutes</b> <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> <li>• FRED BOURGOIN CALLED A MOTION TO APPROVE THE OCTOBER 16, 2019 COLLEGE COUNCIL MEETING MINUTES. KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: RUPINDER BHATIA, VICKI FERGUSON, KIMBERLY KING.</li> </ul>	



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<p><b>4.1 Recommendations (2<sup>nd</sup> Read) from the Taskforce Supporting Undocumented and Mixed Status Students at Laney College</b>  <i>Presenter: Tameil Gilkerson</i></p>	<ul style="list-style-type: none"> <li>• RUDY BESI KOF CALLED A MOTION TO APPROVE THE RECOMMENDATIONS FROM THE TASKFORCE SUPPORTING UNDOCUMENTED AND MIXED STATUS STUDENTS AT LANEY COLLEGE. GARY ALBURY SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: NONE.</li> <li>• Discussion ensued.</li> <li>• It was noted that more emphasis should be placed on mentoring and advising, as this is needed for student success. Response: The Recommendations proposed call for faculty advisors and Undocu-Allies.</li> <li>• To begin being implementation immediately.</li> </ul>	
<p><b>4.2 Recommendation (2<sup>nd</sup> Read) to Approve a Change to the Foundation Skills Committee's Name, Charge, Responsibilities &amp; Membership Composition</b>  <i>Presenter: Tameil Gilkerson (Ian Latta was not in attendance)</i></p>	<ul style="list-style-type: none"> <li>• A summary was provided on the proposed change to the Foundation Skills Committee's name, charge, responsibilities and membership composition.</li> <li>• Concern was expressed about disregarding the original intent of including the learning community representatives in the committee membership by removing these membership positions, and how this may negatively affect the work/effectiveness of the committee and/or the spirit of shared governance.</li> <li>• It was noted that these were non-voting members anyway who historically didn't come.</li> <li>• It was noted that there are representatives from the writing center and math lab who serve on the committee and that these are important positions.</li> <li>• Discussion ensued.</li> <li>• FRED BOURGOIN CALLED A MOTION TO RECOMMEND THAT THE FOUNDATION SKILLS COMMITTEE BRING THE COUNCIL'S CONCERNS BACK TO THE COMMITTEE FOR REVIEW AND THEN BRING BACK THE RECOMMENDATION TO THE NEXT COUNCIL MEETING. KIM GLOSSON SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: NONE.</li> </ul>	<ul style="list-style-type: none"> <li>• The Foundation Skills Committee to bring the Council's concerns back to the Committee for review and then bring back the recommendation to the next Council meeting.</li> </ul>
<p><b>5.1 (1<sup>st</sup> Read) Recommendation from Strategic Enrollment Management (SEM) Committee to Approve the Updated Strategic Enrollment</b></p>	<ul style="list-style-type: none"> <li>• A summary was provided on the recommended changes to the SEM Plan. The changes are centered around adding three new goals tied to the CBT and FCMAT recommendations. The 2 added goals are to:             <ul style="list-style-type: none"> <li>○ Modify scheduling to increase productivity toward FTES/FTEF number of 17.5</li> <li>○ Engage in more cooperative scheduling practices in</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Council member to send any feedback/suggestions to the SEM committee chairs.</li> </ul>



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<p><b>Management Plan</b>  <i>Presenter: Rudy Besikof &amp; Vicki Ferguson</i></p>	<p>relation to the offerings of the other three community colleges.</p> <ul style="list-style-type: none"> <li>○ Incorporate Student-Centered Funding Formula Considerations into Curricular Approvals as well as Schedule Analysis and Planning.</li> <li>• Background information was shared on how the new goals were developed.</li> <li>• Questions were asked about the decisions behind class cancellations...Are these decisions based on data?  Response: Yes. Decisions are made based on data from the following sources: <ul style="list-style-type: none"> <li>○ student focus groups</li> <li>○ surveys sent by VPI's office</li> <li>○ SEM Super Stars</li> <li>○ Various data from the College Researcher (ex. data on dropping enrollment for Laney over past several years)</li> </ul> </li> <li>• It was noted that the Plan is supposed to be a driving strategic document that sets the baseline for operation, ex. philosophy for scheduling classes.</li> <li>• Concern was expressed about the philosophy behind District's plan for scheduling classes across the four campuses. Need District leadership on this, but it may be the case that leadership in this area can come from the campuses to influence the District.</li> <li>• It was asked that the basic concept of working to fix the enrollment system be included as a goal, as students are consistently having issues enrolling.</li> <li>• Suggestion – To include a librarian on the SEM Committee.</li> <li>• All were asked to send their feedback and suggestions to the SEM committee chairs.</li> </ul>	
<p><b>6.1 Institutional Effectiveness Committee (IEC) Report to College Council</b>  <i>Presenter: Rudy Besikof &amp; Fred Bourgoin</i></p>	<ul style="list-style-type: none"> <li>• The general focus and priorities of the committee were shared. Two primary tasks: Program Review (PR) &amp; Accreditation.</li> <li>• Each IEC committee member also serves as a coach for departments/units undergoing comprehensive program review (CPR).</li> <li>• Work of the Committee thus far this year: <ul style="list-style-type: none"> <li>○ The first task of the committee this semester was to close the loop on the program reviews from last year. Completed validation and provided feedback.</li> <li>○ Also developed validation rubrics for PRs and CPRs, which have been distributed to all of the authors and</li> </ul> </li> </ul>	



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	<p>department chairs already.</p> <ul style="list-style-type: none"> <li>○ Organized and held several college-wide training sessions for PR.</li> <li>○ Organized and held several college-wide accreditation evidence gathering sessions.</li> <li>○ Reviewed, provided feedback for and approved the new standardized resource prioritization rubric.</li> <li>○ Accreditation work on the College’s Institutional Self Evaluation Report (ISER) – Working to respond to standards and gather evidence. Working on initial drafting as we move into November. First draft due in December.</li> <li>○ Given the other important work of the committee, the discussion of the committee goals has been tabled.</li> </ul>	
<p><b>6.2 Facilities Planning Committee Report to College Council</b>  <i>Presenter: Stephen Corlett</i></p>	<ul style="list-style-type: none"> <li>● Provided a list of committee accomplishments:             <ul style="list-style-type: none"> <li>○ Proposed the bond (Measure G) spending scheme to the District. The plan is for it to go through the District’s shared governance process, up to the Board of Trustees.</li> <li>○ Developed a motorized scooter policy which will be presented to the Participatory Governance Council at their Dec. 13<sup>th</sup> meeting. Hope to ultimately have a whole district-wide policy.</li> <li>○ Helped to inform the Laney College 5-Year Facilities Plan that was submitted.</li> <li>○ Developed the facilities and technology updates that are sent out to the campus community.</li> <li>○ Also involved in off-site projects ex. the development of the Kaiser Center, Brooklyn Basin, the Downtown Specific Plan, and the Oakland Channel, etc..</li> <li>○ Moving to BoardDocs as well.</li> </ul> </li> </ul>	
<p><b>6.3 Technology Planning Committee Report to College Council</b>  <i>Presenter: Rupinder Bhatia</i></p>	<ul style="list-style-type: none"> <li>● Spoke to the committee goals for 2019-20:             <ul style="list-style-type: none"> <li>○ Move the Technology Master Plan through the College’s shared governance process</li> <li>○ Respond to Standard III-C for the College’s ISER</li> <li>○ Create Shared Technology Resources Repository</li> <li>○ IT Resource Request Prioritization</li> </ul> </li> <li>● Work of the committee thus far this year:             <ul style="list-style-type: none"> <li>○ The committee brought forward concerns about issues with Canvas to the District, and as a result, it is getting better.</li> <li>○ The Technology Master Plan was developed. It already went to College Council for a first read. Currently</li> </ul> </li> </ul>	



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	<p>waiting for the Faculty Senate to approve.</p> <ul style="list-style-type: none"> <li>○ The IT portion of the Smart Classroom Project is complete. Still working to complete the furniture portion.</li> <li>○ Now accepting online payments for our community based facility rentals.</li> <li>○ Working with the Culinary Dept. to have an online payment option set up as well.</li> <li>○ Instituted “Tech Tuesdays” once a month from 12-1pm to train staff in available technology.</li> <li>○ Working to determine how IT is rolled into the consideration for Bond Plans.</li> </ul>	
<p><b>6.4 Student Success &amp; Equity (SSE) Committee Report to College Council</b>  <i>Presenter: Vicki Ferguson &amp; Diane Change</i></p>	<ul style="list-style-type: none"> <li>● This is a new committee that was recently approved through the College Council. This new committee unified the SSSP Committee and the Equity Committee.</li> <li>● Still working to confirm a faculty co-chair.</li> <li>● Provided an overview of the committee’s charge/purpose and responsibilities.</li> <li>● The committee works with the Budget Advisory Committee to prioritize supporting students.</li> <li>● Worked on integrated budget for SSSP, Equity and Basic Skills funds at the committee’s most recent meeting.</li> <li>● Changed meeting time to avoid conflict with the IEC.</li> <li>● Still working to develop the committee goals and master calendar.</li> <li>● There are 2-4 vacant student seats on this committee. Terance Williams noted that he has 2 students who are interested and will send these names to the VPSS.</li> <li>● It was asked how many committee members there were from the various ethnic programs (Puente, UBAKA, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● Terance Williams to send the names of the two students who are interested in serving on the SSE Committee to the VPSS.</li> </ul>
<p><b>6.5 Strategic Enrollment Management (SEM) Committee Report to College Council</b>  <i>Presenter: Vicki Ferguson &amp; Rudy Besikof</i></p>	<ul style="list-style-type: none"> <li>● Currently in the second academic year of this committee.</li> <li>● Most of the discussion have been about responding to the FCMAT &amp; CBT reports/recommendations.</li> <li>● Working to determine how to improve data on enrollment and outreach to high school partners.</li> <li>● Worked on revision to the SEM Plan. To submit the updated Plan through the College’s shared governance process for approval.</li> <li>● Continuing work to respond to Accreditation Standard II.A.6 as a part of the work on the ISER.</li> <li>● Currently transitioning to BoardDocs.</li> </ul>	



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<p><b>6.6 Professional Development (PD) Committee Report to College Council</b>  <i>Presenter: Marla Leech</i></p>	<ul style="list-style-type: none"> <li>• Just held a successful Flex Day, all led by internal staff.</li> <li>• Also held a sabbatical orientation workshop recently.</li> <li>• Working with the District PD Committee to work on collective ideas and how to increase funding for professional development.</li> <li>• Focusing on active learning workshops for professional development.</li> <li>• Concern was expressed about the mid-semester PD day. Discussion ensued.</li> <li>• It was noted that there are two recommendations in the CBT Report related to professional development.</li> <li>• There are new funds for classified professional development.</li> </ul>	
<p><b>6.7 Health, Safety &amp; Security Committee Report to College Council</b>  <i>Presenter: Felipe Wilson</i></p>	<ul style="list-style-type: none"> <li>• Provided a general overview of the charge of the committee.</li> <li>• The Committee has worked on coordinating campus drills (evacuation, fire, great shake-out etc..) This spring we will be doing the evening drill. This semester's drill was the fastest drill that we've ever had. Currently assessing how the drills are doing.</li> <li>• Currently reviewing the College's disaster preparedness and updating our associated manuals to ensure that all key staff are aware of their role as a part of the Instant Response Team and knowing about the Command Center, etc..</li> <li>• Making sure the emergency backpacks are updated.</li> <li>• Outreach – currently designing a survey for students to inform what their health, safety and security concerns are in order to hopefully bring back a recommendation to the College Council.</li> <li>• A question was asked about the operational functionality of the blue emergency phones on campus. A map of which ones are working was shown.</li> <li>• Spoke to the Campus Shield App.</li> <li>• Upcoming training includes Evacu-Chair Training and Active Shooter Training.</li> </ul>	
<p><b>6.8 Curriculum Committee Report to College Council</b>  <i>Presenter: Heather Sisneros</i></p>	<ul style="list-style-type: none"> <li>• Shared several hand-outs related to the processes and procedures for curriculum development</li> <li>• Spoke to the Goals of the committee             <ul style="list-style-type: none"> <li>○ Provide training</li> <li>○ Increase communication</li> <li>○ Increase efficiency of meetings (less tech reviewing/</li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"> <li>more big-picture thinking).             <ul style="list-style-type: none"> <li>○ Continue refining the distance education (DE) protocols. (Working on a DE Supplement Form and Rubric.</li> <li>○ Create a friendly environment at Curriculum Committee meetings</li> </ul> </li> <li>• Details provided about the committee’s status of reaching these goals.</li> <li>• Spoke to the things the committee should be looking at when reviewing curriculum (ex. Labor Market Index/LMI)</li> <li>• Spoke to overall process for curriculum review and responsibilities of the faculty, deans, etc.. Working to formalize this process.</li> <li>• Currently working on responding to appropriate Accreditation standards and evidence gathering for the ISER.</li> </ul>	
<p><b>6.9 Budget Advisory Committee Report to College Council</b>  <i>Presenter: William Trego</i></p>	<ul style="list-style-type: none"> <li>• Shared the Committee’s charge, responsibilities and membership composition.</li> <li>• It was noted that exercising oversight of the budget is challenging.</li> <li>• Shared the Goals of the Committee:             <ul style="list-style-type: none"> <li>○ Monthly review of the College’s budget to inform subsequent budget development</li> <li>○ Developing an analytical framework for the analysis of college and district budget and expenditures</li> <li>○ Review and modify (as necessary) the budget augmentation process and prioritize budgetary requests for the allocation of augmentation funds</li> </ul> </li> <li>• Currently codifying the BAC’s role in the budget development process (to review and provide feedback/input on the budget before it comes to the College Council for approval).</li> <li>• Currently working on responding to appropriate Accreditation standards and evidence gathering for the ISER.</li> </ul>	
<p><b>7.1 Update/Discussion Item: New April 2020 College Council Meeting Date</b>  <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> <li>• College Council meetings are usually held on the 3rd Wednesday of each month, and hence the current schedule for College Council meetings has the April 2020 meeting confirmed for April 15th, which falls during Spring Break.</li> <li>• We will be rescheduling the April 2020 meeting of the Council to the 5th Wednesday of that month → April 29.</li> </ul>	<ul style="list-style-type: none"> <li>• Maisha Jameson to send out an Outlook appointment for the new April College Council meeting date.</li> </ul>





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<p><b>8.1 College Council Business: Confirm College Council Membership</b> <i>Presenter: Maisha Jameson</i></p>	<ul style="list-style-type: none"> <li>• It was shared that one new member has been confirmed for the Council since the last meeting, William Trego.</li> <li>• It was noted that the following Council positions are still vacant:             <ul style="list-style-type: none"> <li>○ Classified Professional (Administrative Services)</li> <li>○ Public Information Officer (pending hire)</li> <li>○ Student At-Large (2 positions)</li> <li>○ Local 39 Union Rep.</li> </ul> </li> <li>• Gary Albury and Terence Williams noted that the students have made additional appointments to the College Council and will send this information to Maisha Jameson.</li> </ul>	<ul style="list-style-type: none"> <li>• Gary Albury and Terence Williams to send the additional student appointments to the College Council to Maisha Jameson.</li> </ul>
<p><b>8.2 College Council Business: Check-in on College Council Goals for 2019-20</b> <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> <li>• NO TIME FOR THIS ITEM.</li> </ul>	
<p><b>8.3 College Council Business: BoardDocs Overview/Training for Agenda Item Submittal</b> <i>Presenter: Maisha Jameson</i></p>	<ul style="list-style-type: none"> <li>• NO TIME FOR THIS ITEM.</li> </ul>	
<p><b>Meeting Adjournment</b></p>	<ul style="list-style-type: none"> <li>• TERENCE WILLIAMS CALLED A MOTION TO ADJOURN THE OCTOBER 30, 2019 COLLEGE COUNCIL MEETING. MARK FIELDS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</li> </ul>	

Meeting Adjourned 4:00 pm.