



# COLLEGE COUNCIL MEETING MINUTES **FINAL**

**COMMITTEE:** COLLEGE COUNCIL

**MEETING DATE:** November 20, 2019

**LOC./TIME:** T-850, 2:00 – 4:00pm

**ATTENDEES:** Tammeil Gilkerson, Rudy Besikof, Vicki Ferguson, Derek Pinto, Diane Chang, Gary Albury, Alejandro Acosta, Hope Lane, Karen Tellegen, Fred Bourgoin, Kim Glosson, Barbara Yasue, Sarah Backes-Diaz, Kathy Ma, Evelyn Lord, William Trego, Ann McMurdo, Heather Sisneros, Stephen Corlett, Felipe Wilson, Nate Failing, Terance Williams, Marla Leech, Larena Hernandez, Armani Taylor, Vina Cera (guest), Ian Latta (guest)

**ABSENT:** Mark Rauzon, Mark Fields, Blanca Montes de Oca, Shirley Brownfox, Francis Howard, Rupinder Bhatia, Kimberly King, Clifton Coleman

**MINUTES:** Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
  - College Council Minutes – 10.30.19 Meeting
  - Proposed Technology Master Plan
  - Proposed Updated Strategic Enrollment Management Plan
  - Foundation Skills Committee Recommendation for Committee Updates
  - Institutional Effectiveness Committee Recommendation for Committee Update
  - Proposed 2019-20 Laney College Faculty Prioritization
  - Draft Laney Technology Planning Committee List of IT Projects for Bond Prioritization
  - College Council Goals for 2019-20

**NEXT MEETING:** December 11, 2019

Item	Discussion/Decisions	Action Item
<b>1.1 Agenda Approval</b> <i>Presenter: Tammeil Gilkerson</i>	<ul style="list-style-type: none"> <li>• FRED BOURGOIN CALLED A MOTION TO APPROVE THE NOVEMBER 20, 2019 COLLEGE COUNCIL MEETING AGENDA. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS.</li> </ul>	
<b>1.2 Introduction of New Members</b> <i>Presenter: Tammeil Gilkerson</i>	<ul style="list-style-type: none"> <li>• President Gilkerson introduced new College Council member, William Trego (representing the Budget Advisory Committee).</li> </ul>	



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<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 the recommendations from the Taskforce Supporting Undocumented and Mixed Status Students at Laney College.</li> </ul> </li> </ul>	
<p><b>2.2 President’s Report – General Announcements</b> <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> <li>• The College is close to meeting its fall FTES target.</li> <li>• The Chancellor is now highlighting things happening at the Colleges during her reports at the Board of Trustee meetings. All were asked to submit accomplishments in their respective areas to be shared at the Board meetings.</li> <li>• The Vice Chancellor of Academic Affairs shared with the District Academic Senate (DAS) that the District is looking at FTEF reductions for next academic year. This is part of the work to follow the recommendations from the FCMAT Report in order to help address the issue with productivity. Laney’s productivity should be at 17, but is currently at 14.5.</li> <li>• The Vice President of Instruction will convene a meeting with the Department Chairs immediately to discuss working to meet this reduction and how it will affect scheduling.</li> <li>• Laney is hosting the #RealCollegeCalifornia Basic Needs Summit on December 6<sup>th</sup> ...Over 240 (statewide) registered thus far. There’s also a long waiting list.</li> </ul>	<ul style="list-style-type: none"> <li>• The Vice President of Instruction will convene a meeting with the Department Chairs immediately to discuss working to meet the FTEF reduction and how it will affect scheduling.</li> </ul>
<p><b>3.1 Approval of the October 30, 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 30, 2019 COLLEGE COUNCIL MEETING MINUTES. BARBARA YASUE SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: NONE</li> </ul>	
<p><b>4.1 Recommendations (2<sup>nd</sup> Read) from the Technology Planning Committee to Approve the Laney College Technology Master Plan</b> <i>Presenter: Vina Cera</i></p>	<ul style="list-style-type: none"> <li>• HOPE LANE CALLED A MOTION TO APPROVE THE RECOMMENDATIONS FROM THE TECHNOLOGY PLANNING COMMITTEE TO APPROVE THE LANEY COLLEGE TECHNOLOGY MASTER PLAN. ALEJANDRO ACOSTA SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSION: FRED BOURGOIN.</li> <li>• The Faculty Senate approved the plan as presented, but recommended that the Technology Planning Committee (TPC) perform an evaluation of Canvas to see if it is meeting the needs of the instructors who are primarily teaching face to face classes.</li> </ul>	<ul style="list-style-type: none"> <li>• TPC to present updates made to the Laney College Technology Master Plan at the March 4, 2020 Special College Council Meeting.</li> </ul>



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	<ul style="list-style-type: none"> <li>• There was also a recommendation from the ESOL Department who asked for technical support for their students. The Plan includes technical support for faculty and staff, but not for students.</li> <li>• Response: The Plan is a living document and the TPC will review the feedback to inform appropriate changes for future versions.</li> <li>• President Gilkerson asked for the TPC to present updates made to the Laney College Technology Master Plan at the March 4, 2020 Special College Council Meeting.</li> </ul>	
<p><b>4.2 Recommendation (2<sup>nd</sup> Read) from the Strategic Enrollment Management (SEM) Committee to Approve the Updated SEM Plan</b>  <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> <li>• A summary was provided on the proposed changes to the Strategic Enrollment Management (SEM) Plan. All of the changes are related incorporating recommendations from the CBT and FCMAT reports.</li> <li>• It was suggested to highlight the additional goals within the appendix.</li> <li>• HOPE LANE CALLED A MOTION TO APPROVE THE RECOMMENDATION FROM THE STRATEGIC ENROLLMENT MANAGEMENT (SEM) COMMITTEE TO APPROVE THE UPDATED SEM PLAN. LARENA HERNANDEZ SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSIONS: NONE.</li> <li>• Faculty Senate President, Fred Bourgoin noted that the three added goals were not approved by the Faculty Senate because the Senate felt they hadn't been given enough time to review the proposed new goals. Response: President Gilkerson reminded the group about the responsibility of committee representatives who serve on the Council, and that they are to be reporting back to their constituency groups in time for second reads.</li> <li>• Concern was expressed about how we are work with our sister colleges as it relates to scheduling. Need District coordination and guidance in this regard. Response: VPI Besikof noted that there are District shared governance leadership meetings that are working towards this goal. Need to share this information with the faculty so that they are aware.</li> <li>• Concern was expressed about improvements to the mechanics of the enrollment process not being included. Response: Block scheduling was included as one of the goals.</li> <li>• The SEM Committee Chairs noted that they would take the</li> </ul>	<ul style="list-style-type: none"> <li>• Fred Bourgoin to follow-up with the Faculty Senate on the Updated SEM Plan.</li> <li>• VPI Besikof to follow-up with faculty on the shared governance efforts that have been made at the District level towards advancing District-wide collaboration on scheduling.</li> <li>• The SEM Committee Chairs will take the Council's feedback back to the SEM committee to discuss including additional goals related to District-wide scheduling in future iterations of the Plan.</li> </ul>



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	<p>Council’s feedback back to the SEM committee to discuss including additional goals related to District-wide scheduling in future iterations of the Plan.</p> <ul style="list-style-type: none"> <li>• The Council was reminded that the Plan focuses on what the College actually has control over. It was noted that those on the District Technology Committee should advocate for District action on some of these issues that fall under the control of the District.</li> <li>• Fred Bourgoin to follow-up with the Faculty Senate on this item.</li> </ul>	
<p><b>4.3 Recommendation (2<sup>nd</sup> Read) from the Foundation Skills Committee to Approve the Proposed Changes to the Committee’s Name, Charge, Responsibilities &amp; Membership Composition</b>  <i>Presenter: Ian Latta</i></p>	<ul style="list-style-type: none"> <li>• A summary was provided on the proposed changes to the Foundation Skills Committee’s name, charge, responsibilities and membership composition.</li> <li>• BARBARA YASUE CALLED A MOTION TO APPROVE THE RECOMMENDATION FROM THE FOUNDATION SKILLS COMMITTEE (FSC) TO APPROVE THE PROPOSED CHANGES TO THE COMMITTEE’S NAME, CHARGE, RESPONSIBILITIES &amp; MEMBERSHIP COMPOSITION. TERANCE WILLIAMS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENSIONS: NONE.</li> <li>• FSC Chair Ian Latta reached out to the non-voting liaisons given that there was concern about their being removed from the membership composition. He didn’t hear back from the learning communities staff. The Math Lab and APASS staff did respond that they were interested in attending meetings, and hence they will be included in the meeting invites, but will not be added back to the membership list until that addition goes back through the committee for further consideration.</li> </ul>	
<p><b>4.4 Recommendation to Approve the Proposed Change to the Institutional Effectiveness Committee’s (IEC) Membership Composition</b>  <i>Presenter: Rudy Besikof &amp; Fred Bourgoin</i></p>	<ul style="list-style-type: none"> <li>• A summary was provided on the proposed change to the Institutional Effectiveness Committee’s (IEC) membership composition → to add the Accreditation Coordinator position as a voting member of the Committee when the College has this position in place.</li> <li>• TERANCE WILLIAMS CALLED A MOTION TO APPROVE THE RECOMMENDATION TO APPROVE THE PROPOSED CHANGE TO THE INSTITUTIONAL EFFECTIVENESS COMMITTEE’S (IEC) MEMBERSHIP COMPOSITION. HOPE LANE SECONDED THE MOTION. THE MOTION WAS APPROVED</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



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	UNANIMOUSLY. ABSTENSIONS: NONE.	
<p><b>4.5 Recommendation from the Faculty Prioritization Committee to Approve the 2019-20 Faculty Prioritization for Laney College</b>  <i>Presenter: Fred Bourgoin</i></p>	<ul style="list-style-type: none"> <li>• An overview was provided on the process that was followed by the Faculty Prioritization Committee to result with the prioritized Laney College faculty positions list. The Program Reviews from last year were used and ranked using the new Comprehensive Program Review (CPR) rubric.</li> <li>• The new process for prioritizing the Instructional Equipment and Library Materials (IELM) and Faculty positions stipulates that the prioritization committees use the previous year’s data to prioritize these two sets of resources. The other resources are prioritized using the current year’s program review resource requests.</li> <li>• The faculty prioritization was presented at the Faculty Senate. There was not a lot of discussion.</li> <li>• NATE FAILING CALLED A MOTION TO APPROVE THE RECOMMENDATION FROM THE FACULTY PRIORITIZATION COMMITTEE TO APPROVE THE 2019-20 FACULTY PRIORITIZATION FOR LANEY COLLEGE. ALEJANDRO ACOSTA SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: DIANE CHANG.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>5.1 (1<sup>st</sup> Read) Recommendation from the Technology Planning Committee to Approve the Laney College IT Project List for Bond Prioritization</b>  <i>Presenter: Derek Pinto</i></p>	<ul style="list-style-type: none"> <li>• An overview was provided on the Technology Planning Committee’s provided IT project list for bond prioritization.</li> <li>• The District asked for the College’s wish list for the bond, and hence the list has no specified parameters (not prioritized). It’s simply a list.</li> <li>• Questions asked:             <ul style="list-style-type: none"> <li>○ Were the technology resource requests that were submitted in the program reviews included in this list? If so, it was noted that at least one of the Library’s requested items was not included (security gate).</li> <li>○ Was there coordination with the District IT Committee to develop this list? There is some overlap on the items highlighted in salmon.</li> <li>○ Under the desk-top computer refresh, is there a way to make it broader?</li> </ul> </li> <li>• President Gilkerson asked for Derek Pinto to secure the answers to these questions, and send them to Maisha Jameson ASAP. Derek Pinto to follow-up on the questions asked, and get the information back out to the Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Derek Pinto to follow-up on the questions asked, and get the information back out to the Council.</li> </ul>





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<p><b>6.1 Accreditation Update</b> <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> <li>• An update was provided on the progress made thus far on the Laney Institutional Self-Evaluation Report (ISER).</li> <li>• Most of our attention has been focused on evidence gathering. We are beginning to write to respond to the standards (drafting of the text).</li> <li>• It was noted that some shared governance committees are including time in their meetings for ISER work.</li> <li>• 12/5 IEC Meeting – Visitor: Dr. Stephanie Droker, ACCJC Senior Vice President will be providing training.</li> <li>• As we move into next month, the ALO and Accreditation Coordinator will be working to push out a rough draft in time to present a first draft at the January 2020 Flex Day.</li> <li>• Also coordinating with the District on ISER sections that are under the auspice of the District.</li> <li>• Looking for a complete vetted draft to be presented in late spring.</li> </ul>	
<p><b>7.1 College Council Business: Check-in on College Council Goals for 2019-20</b> <i>Presenter: Tameil Gilkerson</i></p>	<ul style="list-style-type: none"> <li>• Discussion ensued about the work that has been done/needs to be done towards Goal#2.</li> <li>• President Gilkerson provided a brief overview of the integrated planning process from the program review process, through the shared governance resource committees, and bringing the resource prioritization to the College Council based on the universal prioritization rubric.</li> <li>• To schedule a meeting to provide training to Council members who would like to know more about the College’s integrated planning process. The following individuals would like the training: Karen Tellegen, Kathy Ma, Nate Failing, Sarah Backes-Diaz and Larena Hernandez.</li> <li>• President Gilkerson asked all Council members to send their feedback as it relates to Goal#3 in prep for a discussion in this regard to be agendized for the February College Council Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• All Council members to send their feedback as it relates to Goal#3 in prep for a discussion in this regard to be agendized for the February College Council Meeting.</li> <li>• To schedule a meeting to provide training to Council members who would like to know more about the College’s integrated planning process.</li> </ul>
<p><b>Meeting Adjournment</b></p>	<ul style="list-style-type: none"> <li>• FRED BOUGOIN CALLED A MOTION TO ADJOURN THE NOVEMBER 20, 2019 COLLEGE COUNCIL MEETING. KATHY MA SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</li> </ul>	

**Meeting Adjourned 4:00 pm.**