



COLLEGE COUNCIL MEETING MINUTES **FINAL**

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: March 4, 2020

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

ATTENDEES: Rudy Besikof, Vicki Ferguson, Gary Albury, Alejandro Acosta, Karen Tellegen, Blanca Montes de Oca, Larena Baldazo, Fred Bourgoïn, Mark Rauzon, Kim Glosson, Barbara Yasue, Kimberly King, Sarah Backes-Diaz, Francis Howard, Nate Failing, Ann McMurdo, William Trego, Heather Sisneros, Rupinder Bhatia, Amy Marshall, Marla Leech, Felipe Wilson, Lendell Morris (Guest), Kevin Tran (Guest), Jessika Shumway (Guest)

ABSENT: Tameil Gilkerson, Derek Pinto, Mark Fields, Diane Chang, Hope Lane, Clifton Coleman, Kathy Ma, Evelyn Lord, Terence Williams, Stephen Corlett, Armani Taylor

MINUTES: Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
 - College Council Meeting Minutes – 2.12.20 Meeting
 - Accreditation Update
 - College Resource Proposed Priorities: Facilities Technology, IELM (for 2019-20 & 2020-21), Budget Augmentation Funds
 - College’s Proposed Tentative Discretionary Budget
 - College Council Goals for 2019-20
 - College Council Schedule & Membership List
 - 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: March 18, 2020

Item	Discussion/Decisions	Action Item
1.1 Agenda Approval <i>Presenter: Rudy Besikof</i>	<ul style="list-style-type: none"> • FRANCIS HOWARD CALLED A MOTION TO APPROVE THE MARCH 4, 2020 COLLEGE COUNCIL MEETING AGENDA. KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO 	



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	ABSTENSIONS.	
<p>2.1 President’s Report – Final Decisions made on Recommendations from Previous College Council Meeting <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> • There were no recommendations forwarded to the President from the last College Council meeting, however, there has been one change to the President’s decision shared at the last meeting re: Faculty Prioritization. <i>It was originally determined that we would not move forward with any general fund faculty hiring given our current fiscal situation. However, based on discussion at President’s Cabinet and follow-up at College Council, and upon receiving the retirement from Louis Quindlen in Machine Technology, the President has decided to reconsider this decision based on the follow factors about this position:</i> <ul style="list-style-type: none"> ○ Ranked #1 on 2019 Faculty Prioritization List ○ Department’s alignment and progress on meeting college-identified goals (success, retention, degree attainment, partnerships) ○ Departmental need for industry-specific CE area that is highly skilled ○ Overall department FTES contribution <p>Given these factors, the President spoke with Chancellor Stanback Stroud, and has received approval to move forward with recruitment for this position.</p>	
<p>2.2 President’s Report – General Announcements <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> • There has been an update to District-wide process for approving Contracts. Now ALL ICCs and contracts/agreements/MOUs require both Legal Counsel and Board approval. The details about the actual process are still being solidified by the District. • A heads up was provided that requests will be made for the Council to approve that we move the two agenda items below to be considered as action items given the tight timelines for District budget development and purchasing: <ul style="list-style-type: none"> ○ (First Read) Recommendation from the BAC Committee to Approve the Laney College Tentative Discretionary Budget for FY 2020-21 ○ (First Read) Recommendation from the IELM Committee to Approve the Laney College IELM Prioritization for FY 2019-20funds 	
<p>3.1 Approval of the</p>	<ul style="list-style-type: none"> • FRED BOURGOIN CALLED A MOTION TO APPROVE 	



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<p>February 12, 2020 College Council Meeting Minutes <i>Presenter: Rudy Besikof</i></p>	<p>THE FEBRUARY 12, 2020 COLLEGE COUNCIL MEETING MINUTES. NATE FAILING SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSION: KAREN TELLEGEN</p>	
<p>4.1 Institutional Effectiveness Committee (IEC) Report to College Council <i>Presenter(s): Rudy Besikof & Fred Bourgoin</i></p>	<ul style="list-style-type: none"> • The general focus and priorities of the Committee were shared. • Program Review: Completed the process, validation and handing the resource requests over to the College’s resource committees for resource prioritization • Accreditation – Reviewed Standard 1C and consistent updates provided. • Evaluating this year’s program review and resource allocation processes • Moving forward the IEC will be evaluating the participatory governance committees, as well as the college’s progress made toward its strategic plan. 	
<p>4.2 Technology Planning Committee Report to College Council <i>Presenter: Rupinder Bhatia</i></p>	<ul style="list-style-type: none"> • An overview of the charge of the committee was provided. • The goals of the Technology Planning Committee (TPC) were shared: Get the Technology Master Plan approved and develop a bond priority list, complete response to Accreditation Standard IIIC for the ISER; create a shared technology resources repository, and complete the IT resource request prioritization. • A list of IT accomplishments were shared: <ul style="list-style-type: none"> ○ Laney Technology Master Plan ○ Smart Classroom Project – a total 165 classrooms equipped ○ IT Staff resources alignment- added 2 staff last year ○ Online Payments for swim classes, facility rentals and Laney catering ○ Launched Tech Tuesday’s - monthly tech training ○ IT Assets inventory maintenance ○ Emergency Blue Phones ○ E-Waste Disposal ○ Developed Bond Priority List • A list of upcoming/future IT projects were shared: <ul style="list-style-type: none"> ○ Continue IT Staff Resources Alignment ○ Continue Asset Inventory & e-Waste Disposal ○ Wi-Fi Enhancements ○ Build Technology Knowledgebase ○ Equipment Refresh- campus wide (Welcome Center PC's next) ○ Migration of Users to District Network ○ Emergency Blue Phones Phase 2 • The committee has added “Accreditation” as a standing 	



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	<p>agenda item for all committee meetings. Has formed a sub-committee to work on the ISER.</p>	
<p>4.3 Budget Advisory Committee Report to College Council <i>Presenter: William Trego</i></p>	<ul style="list-style-type: none"> • The Goals of the Budget Advisory Committee were shared: <ul style="list-style-type: none"> ○ Review the various funds in the college budget on a monthly basis to inform the budgeting process for subsequent years ○ Collect information from college and district SOPs, managers, and other stakeholders in order to analyze the college budget, budgeting process, and monitor college expenditures. ○ Review and modify (as necessary) the budget augmentation process and prioritize budgetary requests for the allocation of augmentation funds. ○ Participate in the evidence gathering process for the institutional self-evaluation for ACCJC accreditation. • It was noted that the committee has been successful in fulfilling most of their goals for this academic year. Shared progress made towards goals 1 & 3. It was noted that given the tight timeline, the committee didn't have enough time to sufficiently analyze the discretionary budget that is being presented to the Council for approval today. The various challenges that the committee faced in this regard were shared. 	
<p>4.4 Professional Development Committee Report to College Council <i>Presenter: Marla Leech</i></p>	<ul style="list-style-type: none"> • Key highlights of the Professional Development (PD) Committee's work were shared. • Currently working to coordinate mid-semester Flex Day. The next Flex will include both classified and faculty. • The committee is working on expanding professional development opportunities by offering "brown bag" lunches throughout the school year (beyond the flex day activities). • The Committee recommended sabbatical of Irina Rivkin, which was approved by the College President. • The Committee's progress made towards their committee goals were shared. • Completed the professional development resource prioritization. • A request was made for the PD Committee to provide the information/materials for all workshops to the campus community. • It was noted that the PD Committee doesn't fund workshops and conferences for classified staff. The Committee has been getting requests from classified. 	



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<p>4.5 Curriculum Committee Report to College Council <i>Presenter: Heather Sisneros</i></p>	<ul style="list-style-type: none"> • The Goals of the Curriculum Committee were shared: <ol style="list-style-type: none"> 1. Present Trainings/Workshops at Curriculum Committee meetings: 2. Increase Communication 3. Efficiency of Meetings 4. Continue Refining Distance Education Protocols 5. Create a friendly environment at Curriculum Committee meetings • Other priorities of the Committee were also shared: <ul style="list-style-type: none"> ○ COCI Project ○ Curriculum Content Review ○ ESOL and AB705 ○ Distance Education Approval Process ○ Non-Credit Development on the campus ○ Campus Philosophy on non-credit, stand alone, value of certificates ○ Accreditation/ISER Work • The committee is beginning to ask big picture questions for new curriculum requests (Ex. what are the associated facilities needs; and if things are grant funded, what will be the budget the continue the class/program after the grant runs out; does the request tie into the College’s mission?) • It was noted that there are still some items (courses) that are out of date. 53 out of 385 courses will be discontinued given that they didn’t update their curriculum. 	
<p>4.6 Health, Safety & Security Committee Report to College Council <i>Presenter: Felipe Wilson</i></p>	<ul style="list-style-type: none"> • Some priorities of the Committee’s work were shared: <ul style="list-style-type: none"> ○ Planning and organizing spring evacuation drill tentatively scheduled for Tuesday, April 21st ○ Prepared a survey that will be distributed to the entire school to gather feedback on greatest concerns regarding health, safety, and security on campus ○ Will be hosting/sponsoring upcoming trainings such as Evac-chair and active shooter/campus safety at March flex day ○ Helping to organize the Earth Day clean-up event ○ Working on replenishing the First-Aid kits that are located around campus • The Committee’s Goals were shared: <ul style="list-style-type: none"> ○ Increase awareness regarding our new gender neutral bathrooms (and improve signage) ○ Organize regular “clean-up” days/events ○ Look into having “wellness rooms” (quiet rooms) for students during finals week or throughout the school year ○ Organize more “wellness” events/information for our students • It was suggested for the Committee to plan the date for 	



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	<p>drills in advance of the semester so that they can be anticipated and planned around.</p> <ul style="list-style-type: none"> • Currently beginning to work on emergency planning in response to the Corona virus. 	
<p>4.7 Strategic Enrollment Management (SEM) Committee Report to College Council <i>Presenter: Rudy Besikof & Vicki Ferguson</i></p>	<ul style="list-style-type: none"> • An overview of the Committee’s work this year was provided. Main priorities included: <ul style="list-style-type: none"> ○ Continued Review of Goals, especially with Fall 2019 approval of SEM Plan Revision ○ Reported on Activities related to SEM Goals ○ Presentations from Institutional Effectiveness ○ Student Survey created to help inform enrollment management efforts ○ Worked on Standard II.A.6 of Accreditation ○ SEM Activities Info Workshop Planned for Mid-Spring FLEX • Also currently working to evaluate whether the college schedule allows for a student to complete their degree/certificate in a specified amount of time. • Increased student service hours (added evening hours) • Concern expressed about students not knowing about evening hours. The PIO shared how this information is publicized (social media, texts, etc.). 	
<p>4.8 Student Success & Equity Committee Report to College Council <i>Presenter: Vicki Ferguson</i></p>	<ul style="list-style-type: none"> • The charge of the Committee was shared: <i>The Student Success and Equity Committee (SSE) will advance the visions and goals of the Laney College 2018-23 Strategic Plan and the State Chancellor’s Vision for Success. The purpose of the SSE Committee is to provide a platform for communication and collaboration across the College that will result in the coordinated efforts towards the Strategic Plan and the Vision for Success with an equity lens.</i> • The responsibilities of the Committee were shared: <ul style="list-style-type: none"> ○ Facilitate the alignment of college initiatives that promote student success and reduce equity gaps for disproportionately impacted communities with the State Chancellor’s Vision for Success goals. ○ Provide a venue for dialogue so as to fully inform and integrate onboarding and retention efforts towards student success. ○ Support institutional collaboration and alignment of the Laney College Guided Pathway and Student Equity Plans. ○ In partnership with the Budget Advisory Committee, review initiatives and programs funded through the Student Equity 	



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	<p style="text-align: center;">and Achievement Program</p> <ul style="list-style-type: none"> • Still waiting to confirm a co-chair for the committee. • The Committee is currently working to develop its goals. • The Committee is working to define what equity means for the College. • Committee was visited by Sparkpoint. Working on how to expand services to all of our students. • Working to develop training for faculty on equity. 	
<p>4.9 Facilities Planning Committee (FPC) Report to College Council Presenter: Amy Marshall</p>	<ul style="list-style-type: none"> • The charge of the Committee was shared: <i>To ensure effective utilization of college facilities that support educational programs and services, the Facilities Planning Committee reviews and makes recommendations on all facilities matters – including both long-term and short-term facilities changes such as new construction or remodeling of current facilities; establishing partnerships within the community regarding local development, reviewing funding, and setting priorities for facilities projects.</i> • The responsibilities of the Committee were shared: <ul style="list-style-type: none"> ○ Recommends policies and develops procedures for submission of physical changes and/or utilization changes of facilities. ○ Receives and reviews submissions and presentations for all proposed facility changes and/or utilization. ○ Evaluates and documents assignment of facilities with respect to adequacy for programs. ○ Integrates program review results/Educational Master Plan updates into the College’s Facility Master Plan annually. ○ Monitors ongoing projects and communicates updates regarding campus facilities. ○ Develops and facilitates collaboration and communication between the Laney FPC and the District • The goals of the Committee were shared: <ul style="list-style-type: none"> ○ Review, revise, and adopt processes for space allocation requests to align with new Program Review Process ○ Oversee the college's plan for improving facilities with upcoming bond measures. ○ Foster and strengthen communication and collaboration of Laney FPC with the District • The Committee’s work-in-progress was shared: <ul style="list-style-type: none"> ○ Developed Laney Garden Policy for user groups and continue to work with users and possible improvements to the space. ○ Initiated policy development for parking at EV stations. 	



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	<ul style="list-style-type: none"> ○ Continuing coordination of Library/LRC focus groups for new Library LRC (4 focus groups and student engagement beginning). ○ Held accreditation evidence gathering sessions for Standard III.B and working on ISER draft. ○ Completed the Prioritized 2019-2020 APU/CPR Facilities Resource Requests. ○ Presentation of revised FMP for Laney – approved spending plan and prioritized projects (FPC & Flex Day). ○ Formation of Laney Theater Modernization selection committee, initial working groups and project kickoff meeting. ○ Reviewed City of Oakland Downtown Specific Plan <ul style="list-style-type: none"> ● Working to ensure the District work on capital projects that are mentioned in the College’s Facilities Master Plan (FMP) are carried out in alignment with how the College’s FMP states. ● It was shared that the Tuff Shed homeless community currently near the Henry J. Kaiser Center needs to move given construction beginning soon. They are requesting to move to Laney’s over-flow parking lot. This proposal will be coming up through College Council for consideration. 	
<p>5.1 (First Read) Recommendation from the IELM Committee to Approve the Laney College IELM Prioritization for FY 2020-21 <i>Presenter: Fred Bourgoin</i></p>	<ul style="list-style-type: none"> ● It was noted that what is being shared is only a raw ranking of the IELM resource requests by the IELM committee. ● The College has not been informed of the amount of IELM funds that it will receive, and hence is not currently able to confirm which/how much will be funded out of these prioritized requests. ● Some of the IELM resource requests were mis-categorized. Training to be provided to faculty/departments to be able to better categorize their resource requests. 	
<p>5.2 (First Read) Recommendation from the Facilities Planning Committee to Approve the Laney College Facilities Resource Prioritization for FY 2020-21 <i>Presenter: Amy Marshalls</i></p>	<ul style="list-style-type: none"> ● The process for the committee’s prioritization of the College’s facilities resources was provided. ● Shared that there were a handful of requests that were mis-characterized and hence were forwarded over to the Technology Planning Committee, or handled as work orders. ● Working with the District on a new process for work orders. Hope to see more success in this area soon. 	
<p>5.3 (First Read)</p>	<ul style="list-style-type: none"> ● The process for the Committee’s prioritization of the 	



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<p>Recommendation from the Technology Planning Committee to Approve the Laney College Technology Resource Prioritization for FY 2020-21 <i>Presenter: Rupinder Bhatia</i></p>	<p>College’s technology resources was provided. It was noted that using the uniform prioritization rubric was a challenge for the Committee. Noted that the assessment criteria was particularly difficult to rate. Suggested that each Committee be able to decide if any rating criteria is not applicable.</p> <ul style="list-style-type: none"> • Also dealt with maybe 20 mis-categorized requests. It was pointed out that the program review template labels the technology requests section as “Technology and Equipment”, which may lead to the confusion. 	
<p>5.4 (First Read) Recommendation from the Budget Advisory Committee to Approve the Laney College Budget Augmentation Resource Prioritization for FY 2020-21 <i>Presenter: William Trego</i></p>	<ul style="list-style-type: none"> • An overview of the College’s budget augmentation process was provided. • The process for the committee’s prioritization of the College’s budget augmentation fund requests was provided. • Challenges with applying the unified prioritization rubric criteria to the number of requests was noted. • It was noted that 1/3 of the budget requests did not provide justifications for the request. For many there seemed to be a disconnect between the rubric and the justification provided. • Request – The Committee needs clarification behind the philosophy of the augmentation process...i.e., is this really what the Council wants the Committee to be doing? Is this supposed to be a funding of last resort/simply re-augmenting the college’s budget giving departments what they need to operate - OR is the Committee to make some strategic directional changes for the College/ innovative projects? What do we hope to accomplish through this process? • Identified a major issue of the process -> That our discretionary budget does not adequately provide for our college. • Noted that the process for allocating supplemental (grant/lottery) funds is not incorporated into the budget development/augmentation process. This is a dis-connect because all of the College’s funds are not allocated via the same process. • The Committee identified 22 department requests to fund. • The Committee found it challenging to do this without having the prioritization of the IELM, Facilities or Technology resource requests. Couldn’t remove these requests from the list of budget priorities that were selected for funding given that all committees were working in parallel. 	



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<p>5.5 (First Read) Recommendation from the IELM Committee to Approve the Laney College IELM Prioritization for FY 2019-20 <i>Presenter: Fred Bourgoin</i></p>	<ul style="list-style-type: none"> • This agenda item is related to the IELM prioritization for allocation for the funds (\$57.5K) for the current fiscal year (2019-20). • It was requested that this item be considered by the College Council as an action item for a vote today given that the purchasing deadline is next month. • The process for prioritizing these resources was provided: Recommending funding requests that were approved last year, but where the funds were never loaded. The areas funded were shared. • NATE FAILING CALLED A MOTION TO APPROVE THE RECOMMENDATION FROM THE IELM COMMITTEE TO APPROVE THE LANEY COLLEGE IELM PRIORITIZATION FOR FISCAL YEAR 2019-20. HOPE LANE SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • Discussion ensued about to how departments that use allocated funds for other purposes (other than what they were approved for through shared governance), are held accountable. • It was noted that all funded requestors will be informed by the committee. 	
<p>5.6 (First Read) Recommendation from the BAC Committee to Approve the Laney College Tentative Discretionary Budget for FY 2020-21 <i>Presenter: Kevin Tran (on behalf of Derek Pinto)</i></p>	<ul style="list-style-type: none"> • A timeline for the development of the College’s budget for next fiscal year was provided. • It was requested that this item be considered by the College Council as an action item for a vote today given that the deadline for submitting the College’s discretionary budget to the District is March 6th • It was clarified that this will be a recommendation for funding to the District. • It was noted that only a small portion of the College’s discretionary budget - what we are allocated (outside of salaries) - is able to be considered, as 57% of the discretionary budget is designated to cover the College’s utilities. • FRED BOURGOIN CALLED A MOTION TO APPROVE THE RECOMMENDATION FROM THE BAC COMMITTEE TO APPROVE THE LANEY COLLEGE TENTATIVE DISCRETIONARY BUDGET FOR FISCAL YEAR 2020-21. MARK RAUZON SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSION: KIMBERLY KING. 	<ul style="list-style-type: none"> •



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<p>6.1 Update/Discussion – Accreditation Update <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> • Appreciation was shared for all who have contributed to the progress made thus far on the College’s Institutional Self-Evaluation Report (ISER). • The Feb. 3 draft of the ISER is under review by the College’s governance groups until 3/13 • Accreditation Work Sessions are scheduled for: 2/28, 3/3, 3/4, 3/10, 3/11 and 3/13 • The District sections for the ISER were sent to the Colleges on 2/18. • A Quality Focus Essay Webinar is archived and can be found within the College’s accreditation canvas shell • Conclusions for each section still to be written. 	
<p>6.1 College Council Business – Check-in on College Council Goal 2019-20 <i>Presenter: Maisha Jameson</i></p>	<ul style="list-style-type: none"> • Given the lack of time, this agenda item will be held for discussion at the next College Council meeting 	
<p>Meeting Adjournment</p>	<ul style="list-style-type: none"> • ALEJANDRO ACOSTA CALLED A MOTION TO ADJOURN THE MARCH 4, 2020 COLLEGE COUNCIL MEETING. LAREN BALDOZA SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	

Meeting Adjourned 4:00 pm.