



# COLLEGE COUNCIL MEETING MINUTES – FINAL

**COMMITTEE:** COLLEGE COUNCIL

**MEETING DATE:** September 18, 2019

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

**ATTENDEES:** Tammeil Gilkerson, Derek Pinto, Mark Fields, Alejandro Acosta, Hope Lane, Blanca Montes de Oca, Fred Bourgoin, Mark Rauzon, Barbara Yasue, Kimberly King, Kim Glosson, Karen Tellegen, Vicki Ferguson, Diane Chang, Rudy Besikof, Francis Howard, Evelyn Lord, Ann McMurdo, Heather Sisneros, Stephen Corlett, Rupinder Bhatia, Marla Leech, Felipe Wilson, Gary Albury, Clifton Coleman, Rebecca Bailey, Chris Weidenbach

**ABSENT:** Terance Williams, Armani Taylor, Cassandra Upshaw

**MINUTES:** Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
  - College Council Minutes – 5.15.19 Meeting
  - College Council 2019-20 Documents Submission Calendar
  - College Council 2019-20 Schedule/Membership List – Draft as of 9.18.19
  - 2018-19 College Council Evaluation Survey Results
  - 2018-19 College Council Goals – Progress to Date (as of May 2019)
  - College Council Overview from PGOM
  - 2018-19 College Council End of the Year Report
  - Shared Governance Meetings Calendar – Fall 2019
  - Participatory Governance Organization Manual (PGOM) – Revised Final
  - 2019-20 College Council Integrated Master Calendar – DRAFT
  - Accreditation Update Handouts
  - Budget Presentation
  - Proposed Draft College Council Goals for 2019-20
  - Learning Assessment Committee Recommendation
  - Draft Standardized Rubric Criteria for Resource Prioritization
  - Overview of Program Review Process
  - Program Review Calendar and Timeline and List of Important Dates

**NEXT MEETING:** October 16, 2019

Item	Discussion/Decisions	Action Item
I. Welcome & Introductions	<ul style="list-style-type: none"> <li>• KIM GLOSSON CALLED A MOTION TO APPROVE THE SEPTEMBER 18, 2019 COLLEGE COUNCIL MEETING AGENDA. EVELYN LORD SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS.</li> </ul>	



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<p><b>II. Approval of the Council Minutes</b></p> <ul style="list-style-type: none"> <li>• May 15, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• FRED BOURGOIN CALLED A MOTION TO APPROVE THE MAY 15, 2019 COLLEGE COUNCIL MEETING MINUTES. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: ALEJANDRO ACOSTA, FRANCIS HOWARD, HOPE LANE, MARK FIELDS.</li> </ul>	
<p><b>III. President's Report</b></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 Integrated SSSP &amp; Equity Committee (i.e. the "Student Success &amp; Equity Committee")</li> <li>○ President Gilkerson accepted the College Council's recommendation to approve the Laney College Equity Plan.</li> <li>○ President Gilkerson accepted the College Council's recommendation to approve the Laney College Vision for Success Aligned Plan</li> <li>○ President Gilkerson accepted the College Council's recommendation to approve the College's Technology Resource Priorities</li> <li>○ President Gilkerson accepted the College Council's recommendation to approve the Budget Advisory Committee's Proposed Resource Priorities</li> <li>○ President Gilkerson did NOT accept the College Council's recommendation to approve the Foundation Skills Committee's proposed new charge, responsibilities &amp; membership composition. The President met with the co-chairs of the committee to draft a revised proposed change. The proposed change will be brought back to the Foundation Skills Committee, and then through the Faculty Senate for review before being brought back to the Council as a new recommendation.</li> </ul> </li> </ul> <p><u>Updates provided</u></p> <ul style="list-style-type: none"> <li>• Reported back on the September 10, 2019 Board of Trustees Meeting where there were presentations on the adopted Budget and the FCMAT report.</li> </ul>	



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	<ul style="list-style-type: none"> <li>The Chancellor, Board President and Vice Chancellor of Finance and Administration went to the Board of Governors (BOG) meeting in Riverside on Monday, September 16<sup>th</sup> to speak on behalf of the District as it relates to the findings in the FCMAT Report. Concern was expressed by several Council members that the colleges were not represented well. Concern was also expressed that college constituents need to make their voices heard to the BOG as well. The BOG needs to hear from our college constituents speaking out on behalf of the institution. Students should be at the center of everything we do. Discussed ensued about putting the students' voices at the fore-front of things. It seems very clear that the BOG will assign a fiscal monitor to our District. Does not look like they will take over the District or take power away at this point. Final decision still to be confirmed.</li> </ul>	
<p><b>IV. College Council Membership for 2019-20</b></p>	<ul style="list-style-type: none"> <li>Maisha Jameson presented on this item.</li> <li>The Council membership for the 2019-20 academic year is still not complete. We are still missing the following appointments:             <ul style="list-style-type: none"> <li>3 faculty (Counselor, Part-time and DSPS Faculty)</li> <li>2 students (At-Large)</li> <li>1 classified (Administrative Services unit)</li> </ul> </li> <li>Faculty Senate President Fred Bourgoin to submit more names that have been confirmed.</li> </ul>	<ul style="list-style-type: none"> <li>All Senate leads to continue to confirm and submit their appointments to the College Council</li> </ul>
<p><b>V. Orientation to College Council</b></p>	<ul style="list-style-type: none"> <li>Tammeil Gilkerson presented on this item.</li> <li>The College President provided an orientation to the College Council by providing an overview of the College's overall participatory governance process, the importance of shared governance, and how the College Council operates (i.e. 1<sup>st</sup> &amp; 2<sup>nd</sup> reads, voting, quorum and consensus, recommendations/motions, agenda development, attendance policy, etc.)</li> <li>There is currently no policy in place for proxy voting. The Council made a Community Agreement to allow both designee appointments and proxy voting.</li> <li>The President reviewed the working documents of the</li> </ul>	<ul style="list-style-type: none"> <li>To make sure that the Council members have the following:             <ul style="list-style-type: none"> <li>Committee Member Checklist</li> <li>Constituent Report-Back Template</li> </ul> </li> </ul>



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	<p>Council and spoke to the purpose of the Council and responsibilities of members.</p> <ul style="list-style-type: none"> <li>• The following areas were covered:             <ul style="list-style-type: none"> <li>○ College's Mission, Vision &amp; Values</li> <li>○ College's Shared Governance Structure</li> <li>○ Council Assessment/Evaluation</li> <li>○ Council Charge, Goals, Schedule, etc.</li> <li>○ Council's Master Calendar</li> <li>○ Council's Document Submission Calendar</li> </ul> </li> <li>• The President provided a quick overview of the updated Participatory Governance Organization Manual.</li> <li>• The Council discussed the various issues keeping our students from participating in shared governance and ways that we can encourage more participation.</li> <li>• To make sure that the Council members have the following:             <ul style="list-style-type: none"> <li>○ Committee Member Checklist</li> <li>○ Constituent Report-Back Template</li> </ul> </li> </ul>	
<p><b>VI. Recommendation to Approve the Laney College Council Integrated Master Calendar for 2019-20</b></p>	<ul style="list-style-type: none"> <li>• Tammeil Gilkerson presented on this item.</li> <li>• Spoke to the purpose of the Master Calendar. An overview was provided on the various topics covered each month. The calendar helps to keep the Council organized. Given the assessment from last year, it was decided to add two additional meetings this year to allow the Council to have the time for shared governance report outs and to handle important College business. The additional meetings were added in October 2019 and March 2020.</li> <li>• It was noted that the calendar is an integrated planning calendar, and hence follows our program review and College budget development timeline.</li> <li>• FRED BOURGOIN CALLED A MOTION TO APPROVE THE LANEY COLLEGE COUNCIL INTEGRATED MASTER CALENDAR FOR 2019-20. RUDY BESIKOF SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. ABSTENTION: FRANCIS HOWARD.</li> </ul>	
<p><b>VII. Recommendation to Approve the College Council Goals for 2019-20</b></p>	<ul style="list-style-type: none"> <li>• Tammeil Gilkerson presented on this item.</li> <li>• A summary was provided on the proposed goals for 2019-20 and how they were developed based on the assessment of College Council during the 2018-19</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



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	<p>academic year.</p> <ul style="list-style-type: none"> <li>• There is one carry-over goal from 2018-19.</li> <li>• A question was asked “How do we ever measure alignment?” Discussed ensued.</li> <li>• Suggested changes to the College Council Goals for 2019-20:             <ul style="list-style-type: none"> <li>○ Change Goal #1 to state →”Improve the overall efficiency of – and adherence to – the College’s planning &amp; resource allocation model, including the CPR/APR process which aligns with the College’s mission &amp; strategic goals.”</li> <li>○ Change (original) Goal #2 (now to be Goal#3) to state → “Enhance the College Council members’ understanding of the planning &amp; Resource Allocation decision making processes.”</li> <li>○ Approved (original) Goal #3 (now to be Goal#4)</li> </ul> </li> <li>• MARK RAUZON CALLED A MOTION TO APPROVE THE COLLEGE COUNCIL GOALS FOR 2019-20 WITH THE AGREED UPON EDITS. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED.</li> </ul>	
<p><b>VIII. Recommendation to Approve the Learning Assessment Committee’s Change to the Method of Appointing Committee Chair</b></p>	<ul style="list-style-type: none"> <li>• Rebecca Bailey presented on this item.</li> <li>• The Learning Assessment Committee voted to approve that that the Chairs of the Committee are voted upon by the committee members (vs. being appointed by the Vice President of Instruction). The change has been approved through the Faculty Senate as well.</li> <li>• BARBARA YASUE CALLED A MOTION TO APPROVE LEARNING ASSESSMENT COMMITTEE’S CHANGE TO THE METHOD OF APPOINTING COMMITTEE CHAIR. KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</li> </ul>	
<p><b>IX. (First Read) Standardized Rubric Criteria for Resource Prioritization</b></p>	<ul style="list-style-type: none"> <li>• Derek Pinto presented on this item.</li> <li>• An overview was provided on the process that led to the development of a unified and standardized rubric for prioritization of resource priorities. There were originally five different rubrics that each had to be considered for resource prioritization (IELM, Faculty positions, Classified positions, Facilities, Technology, and Budget). It led to a very cumbersome prioritization process.</li> <li>• A sub-committee of the Council got together to work on</li> </ul>	<ul style="list-style-type: none"> <li>• All to go back to their constituency groups to solicit further feedback from the College’s stakeholders.</li> <li>• All resource committees to add this item to their agendas for their</li> </ul>



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	<p>the unified rubric and have since received feedback from the President’s Cabinet, and the Deans &amp; Department Chairs. The version being presented includes the feedback from all of those groups.</p> <ul style="list-style-type: none"> <li>• Additional feedback received from College Council:             <ul style="list-style-type: none"> <li>○ The title should be “Resource Request Ranking Rubric”.</li> <li>○ The first and second questions seem the same.</li> </ul> </li> <li>• Asked all to go back to their constituency groups to solicit further feedback from the College’s stakeholders.</li> <li>• All resource committees to add this item to their agendas for their next meetings.</li> <li>• A further updated version will be brought back to next month’s College Council meeting for a second read/recommendation. All resource committee leads to send feedback to Maisha Jameson for inclusion in the final draft.</li> </ul>	<p>next meetings</p> <ul style="list-style-type: none"> <li>• A further updated version will be brought back to next month’s College Council meeting for a second read/recommendation. All resource committee leads to send feedback to Maisha Jameson for inclusion in the final draft.</li> </ul>
<p><b>X. Accreditation Update</b></p>	<ul style="list-style-type: none"> <li>• Rudy Besikof presented on this item.</li> <li>• An overview was provided on the work that has been done to-date towards developing the Institutional Self Evaluation Report (ISER). Thus far there have been: training and meetings, ACCJC sessions, and building up resources in the Canvas shell.</li> <li>• Rudy Besikof asking that the College Council appoint a Work Group to work on Standard IA and to attend meetings in September, October and November. The Workgroup would report-back to the Council and serve as a liaison between the accreditation group and the College Council. Francis Howard and Alejandro Acosta to be added to the already current College Council members who also already serve on the Accreditation Task Force.</li> <li>• It was asked for “Accreditation” to be agendized for all College Council meetings.</li> <li>• ACCJC Vice President, Stephanie Droker will visit the College on 9/26 from 2-3:30 to speak to accreditation and the development our ISER.</li> <li>• 9/27 – There will be a session focusing on evidence gathering.</li> </ul>	<ul style="list-style-type: none"> <li>• “Accreditation” to be agendized for all College Council meetings.</li> <li>• Workgroup on Standard IA to attend meetings in September, October and November. The Workgroup will report-back to the Council and serve as a liaison between the accreditation group and the College Council.</li> </ul>
<p><b>XI. Budget Update</b></p>	<ul style="list-style-type: none"> <li>• Derek Pinto presented on this item.</li> <li>• Spoke to how the District comes up with the budget</li> </ul>	





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	<p>allocation for the Colleges and shared information on the adopted budget book from the District, as it relates to Laney.</p> <ul style="list-style-type: none"> <li>• Provided an overview of how our spending is planned out.</li> <li>• 92% is the total percentage of budget that is designated towards salaries and benefits. It was noted that this was called out in the FCMAT report.</li> <li>• An overview of the 2019-20 Budget Development process and general timeline were provided.</li> <li>• Provided an overview of the FY 2019-20 District-wide and College Budget Allocation and College Budget Augmentation Processes and figures, along with a break-out of how the college budget is allocated between funds, and types of spending (i.e. salaries vs. discretionary spending).</li> <li>• A summary of the adopted budget for 2019-20 was provided.</li> <li>• It was noted that those that do not complete APR/CPR will not be considered for allocation of college resources.</li> </ul>	
<p><b>XII. Overview of BoardDocs</b></p>	<ul style="list-style-type: none"> <li>• Martha Crook from BoardDocs presented on this item.</li> <li>• An overview was provided on how the BoardDocs system works and how it will improve and organize the College committees and the College Council as well.</li> </ul>	
<p><b>XIII. Meeting Adjournment</b></p>	<ul style="list-style-type: none"> <li>• HOPE LANE CALLED A MOTION TO ADJOURN THE SEPTEMBER 18, 2019 COLLEGE COUNCIL MEETING. GARY ALBURY SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</li> </ul>	

**Meeting Adjourned 4:30 pm.**