Laney College

Wednesday, September 16, 2020
College Council

2:00 - 4:00 PM
Held via Zoom
Link to Join the meeting:
https://cccconfer.zoom.us/j/91406134857

1. WELCOME & AGENDA APPROVAL

Subject	**1.1 Agenda Approval - Presenter: Rudy Besikof (2 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	1. WELCOME & AGENDA APPROVAL
Access	Public
Type	PROCEDURAL

BACKGROUND / SUMMARY
College Council Agenda for the September 16, 2020 meeting to be approved for use.

> File Attachments
> College Council Agenda - 9.16.2020 - FINAL.pdf (134 KB)

Subject	**1.2 Introduction of New Members - Presenter: Rudy Besikof (5 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	1. WELCOME & AGENDA APPROVAL
Access	Public
Type	PROCEDURAL

BACKGROUND / SUMMARY
Newly appointed members to the Council will be introduced.

2. PRESIDENT'S REPORT

Subject	**2.1 President's Report back - Final Decisions on Recommendations from the Previous College Council Meeting - Presenter: Rudy Besikof (5 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	2. PRESIDENT'S REPORT
Access	Public
Type	PROCEDURAL
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

College President's Final Decisions on Recommendations from the Previous College Council Meeting

1. Final Decision on the Council's Recommendation to Approve the Laney College Council Integrated Planning Master Calendar for 2020-21
2. Final Decision on the Council's Recommendation to Approve the Laney College Council Goals for 2020-21

Subject	**2.2 General Announcements - Presenter: Rudy Besikof (10 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	2. PRESIDENT'S REPORT
Access	Public
Type	PROCEDURAL

BACKGROUND / SUMMARY
The College President will share general announcements with the College Council.

3. MINUTES

Subject	**3.1 Approval of the August 26, 2020 College Council Meeting Minutes - Presenter: Rudy Besikof (3 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	3. MINUTES
Access	Public
Type	MINUTES
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY
Draft minutes from the August 26, 2020 College Council Meeting are presented for approval.

File Attachments
College Council Meeting Minutes 8-26-2020- DRAFT to be approved.pdf (573 KB)

---

4. ORIENTATION TO COLLEGE COUNCIL

Subject	**4.1 Orientation to College College Council - Presenter: Rudy Besikof & Maisha Jameson (15 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	4. ORIENTATION TO COLLEGE COUNCIL
Access	Public
Type	UPDATE / DISCUSSION

Annual Orientation to the College Council provided to Council members - to include:

- College's Mission, Vision & Values
- College's/District's Shared Governance Structure / PGOM
- College's/District's Decision Making Process

- College's Strategic Plan - Mapping Agenda Items
- Council Assessment / Evaluation
- Council Charge, Membership, Goals, Schedule, etc.
- Council's Integrated Planning Master Calendar
- Council's Document Submission Calendar & Agenda Development
- Committee/Council Member Responsibilities

File Attachments

Mission Vision & Values Statement - 5.2018 - Final approved through CC.pdf (390 KB)
PGOM FINAL - Revised as of 8.28.2020.pdf (1,265 KB)
College Council 2019-20 Evaluation Survey Results - 5.12.20.pdf (89 KB)
FINAL-2018-2023-Laney-College-Strategic-Plan.pdf (830 KB)
College Council Integrated Planning Master Calender for 2020-21- proposed revised v2 - 9.16.20.pdf (723 KB)
College Council Goals 2020-21 - FINAL approved 8.26.20.pdf (453 KB)
College Council Goals 2019-20 - Progress Made as of 5.2020 - FINAL DRAFT.pdf (306 KB)
College Council Overview from PGOM.pdf (59 KB)
DRAFT - College Council 2020-21 Membership List - as of 9.8.2020.pdf (229 KB)
End of the Year Report- College Council - 2019-20 - as of 5.19.2020.pdf (310 KB)
College Council 2020-21 Agenda - Doc Submission Calendar - Final.pdf (262 KB)
Effective Committee Member Checklist-MJ 9.3.19.pdf (439 KB)
DRAFT Shared_Governance_Meetings_Calendar - Fall 2020 - as of 9.10.20.pdf (298 KB)
Constituency Report Back Form_2019 (1) (1).pdf (229 KB)

---

5. RECOMMENDATIONS / ACTION ITEMS

Subject	**5.1 Recommendation to Approve the Revised Master Calendar for College Council - Presenter: Rudy Besikof (5 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	5. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION
Recommended Action	Adopt the revised Master Calendar for College Council
Goals	Goal 4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement
	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making
	Goal 1: Promote Equity

BACKGROUND / SUMMARY FOR YOUR AGENDA ITEM

The College Council approved its 2020-21 Integrated Planning Master Calendar at the August 26, 2020 Council meeting. What is being recommended at this meeting is an addition to the last Council meeting of the academic year. The recommendation is to add an annual discussion item --> "Review of the Laney College Mission" to the May College Council meetings going forward.

LIST BELOW ANY OTHER SHARED GOVERNANCE BODIES THAT HAVE PREVIOUSLY REVIEWED/APPROVED THIS RECOMMENDATION

None

HOW DOES THIS RECOMMENDATION HELP THE COLLEGE ACHIEVE ITS STRATEGIC GOALS?

Goal #2: Promote a collaborative institutional culture for communication, governance and decision-making. → Allows for all Council representatives of the College's constituents to have a voice in the annual review of the College's Mission.

Goal #4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement → In addition to allowing for all constituents to contribute to the review of the College's Mission, adding this review to the Master Calendar for the College Council serves as a way to effect continuous improvement as it relates to ensuring that the College's Mission is relevant and appropriate for the institution each year.

PLAN FOR EVALUATION

The College Council assess itself every year, and as a part of that evaluation, the Council assess its ability to consider and act upon relevant matters.

File Attachments
College Council Integrated Planning Master Calender for 2020-21- proposed revised v2 - 9.16.20.pdf (723 KB)

Subject	**5.2 Recommendation to Approve the Strategic Enrollment Management Committee's Membership Composition - Presenter: Vicki Ferguson (5 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	5. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION
Recommended Action	Adopt the Strategic Enrollment Management Committee's Proposed New Membership Composition
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY

The Strategic Enrollment Management Committee membership currently lists the Dean of Student Services position as a standing member. However, due to the focus of the committee's charge in addressing enrollment analysis, strategies and onboarding support services, the committee voted and approved to have the Dean of Enrollment Services position as a standing member instead of the Dean of Student Services. This change in membership composition is being recommended to the Council.

LIST BELOW ANY OTHER SHARED GOVERNANCE BODIES THAT HAVE REVIEWED/APPROVED THIS RECOMMENDATION

Strategic Enrollment Management Committee

HOW DOES THIS RECOMMENDATION HELP THE COLLEGE ACHIEVE ITS STRATEGIC GOALS?

Enrollment Services programs and services play a pivotal role in achieving the college's strategic goals. To have the Dean of Enrollment Services position as a standing member will allow leadership consistency and administrative oversight to programs that help students onboard into Laney College.

PLAN FOR EVALUATION

Each year, the SEM Committee will evaluate it's membership for effectiveness.

File Attachments
Strategic Enrollment Management Committee Membership.pdf (412 KB)

---

6. FIRST READ RECOMMENDATIONS

Subject	**6.1 (First Read) Recommendation to Approve the FINAL DRAFT of the Laney College (Accreditation) Institutional Self Evaluation Report (ISER) - Presenter: Rudy Besikof (15 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	6. FIRST READ RECOMMENDATIONS
Access	Public
Type	FIRST READ RECOMMENDATIONS

BACKGROUND / SUMMARY

In Fall 2019, the Laney College Accreditation team, along with a cross-cutting team of Laney staff (faculty, classified and administrators) began work on the Laney College Institutional Self-Evaluation Report (ISER), which is to be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) late in the Fall 2020 term. To meet the filing deadline, the report must be approved by the Peralta Board of Trustees during the Fall semester as well.

A **First Draft** of the Laney College (Accreditation) Institutional Self Evaluation Report (ISER) was presented as a First Read at the previous Council meeting (8/26/20). Feedback from the Council was solicited/provided.

This **First Read of the Final Draft** of the ISER is being submitted for consideration of the Council at this meeting. The updated draft of the ISER is attached for review.

NOTE: As the document is vetted through the College's Senates, finalization of the document - including loading of evidence where placeholders are indicated and the finalized Table of Contents - will continue.

The ISER report will come to the College Council for consideration 1 additional time as noted below:
* October 7 --> **Second Read/Vote for Recommendation of the Final Draft**

The timeline for vetting of the ISER through the College's governance process can be found in the attachment below.

File Attachments
ISER Completion - Approval Timeline.pptx (202 KB)
ISER DRAFT (DO NOT SHARE ACCESS) .pdf (4,269 KB)

Subject	**6.2 (First Read) Recommendation to Approve a Proposal to Adopt a Standing Shared Governance Committee Meeting Schedule - Presenter: Rudy Besikof (10 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	6. FIRST READ RECOMMENDATIONS
Access	Public
Type	FIRST READ RECOMMENDATIONS
Goals	Goal 4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement
	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making
	Goal 1: Promote Equity

BACKGROUND / SUMMARY

It is being recommended to College Council that a standing calendar be set and adopted for all Laney College shared governance committees. The standing calendar would roll over from year to year. For example, the College Council meetings would be set for the 3rd Wednesday of every month, held from 2:00 – 4:00pm, and that would remain the same year after year.

The purpose of the recommendation is to allow for a certain level of consistency in campus governance scheduling. The hope is this will also assist in securing participation in Laney College participatory governance such that committees are staffed in time for the first meeting of the academic year.

In the event that a shared governance committee needs to change their standing meeting time, the request would be submitted to College Council for recommendation to the College President. The new schedule would then be updated in the Participatory Governance Operations Manual (PGOM).

Calling special meetings for strategic reasons would be allowed, but should be communicated to the College community in accordance with the Brown Act.

By having a set schedule, students, staff and faculty will all be able to 1) plan their schedules to allow them to participate in committees of their choice, and 2) will assist the senate presidents and college president (who make the appointments to shared governance committees) to make their appointments to the committees as soon as schedules are set.

Adopting this standing calendar will also allow for 1) constituents to be intentful in planning around their participatory governance activities, and 2) for student and faculty appointments to be made earlier to help ensure fully staffed committee meetings at the beginning of the term. By making this change, the College community is exhibiting how it can identify a barrier to effectiveness and efficiency, and make recommendations for change for continuous improvement.

File Attachments
Standing SG Calendar Recommendation to College Council - 9.2020.pdf (412 KB)

Subject	**6.3 (First Read) Recommendation to Approve the Laney College Measure E (formerly Measure B) Parcel Tax Spending Plan - Presenter: Derek Pinto (10 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	6. FIRST READ RECOMMENDATIONS
Access	Public
Type	FIRST READ RECOMMENDATIONS
Goals	Goal 1: Promote Equity

BACKGROUND / SUMMARY FOR YOUR AGENDA ITEM

Annually each of the Peralta Community College District colleges is given an allocation of Measure E funds to directly support instruction. This is a two-year spending plan and the District Office reserves the right to make adjustments to 50% law compliance. Under such parameters, the proposal presents a plan for allocating the available dollars in alignment with the intent and language of the voter-approved parcel tax.

File Attachments
2020-22 Proposed Measure E Allocations DRAFT FINAL.pdf (193 KB)

Subject	**6.4 (First Read) Recommendation to Approve the Revised Laney College Standardized Criteria for Resource Prioritization - Presenter: Derek Pinto (10 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	6. FIRST READ RECOMMENDATIONS
Access	Public
Type	FIRST READ RECOMMENDATIONS
Goals	Goal 4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement
	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY FOR YOUR AGENDA ITEM

In 2018-19, the Council decided that it would be most effective for the College to develop and adopt a single/unified and standardized set of criteria to serve as the rubric for prioritizing the College's resources. A sub-committee of the Council developed a draft, which is being submitted for Council review and feedback. This year, in response to feedback and at the request of the President, the rubric was revisited by the chairs/co-chairs of the resource committees to refine it. The revisions being proposed are a product of that discussion.

> File Attachments
> Resource Request Ranking Rubric 2020-21 REVISED DRAFT 9-8-2020.pdf (115 KB)

7. UPDATE / DISCUSSION ITEMS

Subject	**7.1 Update Provided on the Status of the 2020-21 College-wide Final Budget - Presenter: Derek Pinto (5 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	7. UPDATE / DISCUSSION ITEMS
Access	Public
Type	UPDATE / DISCUSSION, SPECIAL PRESENTATIONS / REPORTS

BACKGROUND / SUMMARY

The VP of Administrative Services will provide an update on the status of the adoption of a final 2020-21 College-wide budget.

Subject	**7.2 Update - Laney College Accreditation (General) - Presenter: Rudy Besikof (5 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	7. UPDATE / DISCUSSION ITEMS
Access	Public
Type	UPDATE / DISCUSSION
Goals	Goal 3: Offer students the highest quality curriculum and services

(A) Dr. Rudy Besikof and Professor Chris Weidenbach will provide an update on the process toward final submission of the Laney College Institutional Self-Evaluation Report.

(B) Dr. Rudy Besikof, Interim President of Laney College will provide an update on the college's progress toward submission fo the response to the ACCJC Action Letter of January 27.

8. COLLEGE COUNCIL BUSINESS

Subject	**8.1 Check-in on the College Council Membership for 2020-21 (5 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS

BACKGROUND / SUMMARY

College Council membership for 2020-21 reviewed and discussed.

Plan for filling vacancies to be discussed.

File Attachments
DRAFT - College Council 2020-21 Membership List - as of 9.8.2020.pdf (229 KB)

Subject	**8.2 Check-in on College Council Goals for 2020-21 - Presenter: President Besikof (5 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS

BACKGROUND / SUMMARY

The College Council Goals for the 2020-21 academic year were approved at the August 26, 2020 College Council meeting. A check-in on these Goals will be a standing agenda item at each College Council meeting going forward. This is a time to brainstorm about strategies to work towards achieving these goals, as well as a time to check-in on progress.

COLLEGE COUNCIL GOALS
2020-21 Academic Year
FINAL

GOAL #1 – **(New and slightly enhanced 2019-20 carry-over Goal)** Improve the overall efficiency of – and adherence to – the College's CPR/APR process, and the planning & resource allocation model, including ensuring these processes align with the College's mission & strategic goals. Continue evaluating and refining the program review process and prioritization rubric(s).

GOAL #2 – **(New and slightly enhanced 2019-20 carry-over Goal)** **(During the fall 2020 semester)** Review and reassess the voting rights of the College Council's shared governance committee and union representative members.

GOAL #3 – Improve the college community's awareness of the College Council's work.

GOAL #4 – Provide oversight and coordination of progress made towards achieving the College's strategic goals and objectives.

File Attachments
College Council Goals 2020-21 - FINAL approved 8.26.20.pdf (453 KB)

Subject	**8.3 BoardDocs Check-in - Presenters: Maisha Jameson (5 minutes)**
Meeting	Sep 16, 2020 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS

BACKGROUND / SUMMARY

This will be a quick check-in on the following:
- Status of the transition of all Laney committees' to the BoardDocs platform
- Any remaining training needs
- Best practices for working in BoardDocs
- Q & A

File Attachments
BoardDocs Guide to Submitting a College Council Agenda Item.pdf (889 KB)