



# COLLEGE COUNCIL MEETING MINUTES **FINAL**

**COMMITTEE:** COLLEGE COUNCIL

**MEETING DATE:** November 18, 2020

**LOC./TIME:** Via Zoom, 2:00-4:00pm

**ATTENDEES:** Mark Fields, Vicki Ferguson, Derek Pinto, Beth Maher, Gary Albury, Alejandro Acosta, Hope Lane, Karen Tellegen, Clifton Coleman, Larena Baldazo, Fred Bourgoin, Leslie Blackie, Amy Bohorquez, Kim Glosson, Barbara Yasue, Nathaniel Pyle, Sarah Backes-Diaz, Francis Howard, Kathy Ma, Evelyn Lord, Rudy Besikof, Martha (Ann) McMurdo, William Trego, John Reager, Amy Marshall, Rupinder Bhatia, Nate Failing, Felipe Wilson, Marla Leech, YiPing Wang, Veronica Then  
**GUESTS:** Shirley Coaston, Laura Espino

**ABSENT:** Alejandro Acosta, Heather Sisneros, Alycia Raya, Emelin Hernandez, Larena Baldazo

**MINUTES:** Arlene Lontoc

- HANDOUTS:**
- Meeting Agenda
  - College Council Meeting Minutes – 10.21.20 Meeting
  - 2020-2021 College-Wide Adopted Budget Special Presentation Slides
  - Faculty Prioritization Ranking and Memo
  - 2020-2021 College Council Membership List
  - College Council 2020-2021 Goals

**NEXT MEETING:** December 9, 2020

Item	Discussion/Decisions	Action Item
<b>1.1 Agenda Approval</b> <i>Presenter: Rudy Besikof</i>	<ul style="list-style-type: none"> <li>• NATE FAILING CALLED A MOTION TO APPROVE THE NOVEMBER 18, 2020 COLLEGE COUNCIL MEETING AGENDA. DEREK PINTO SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS.</li> </ul>	
<b>1.2 Introduction of New Members and Guests</b>	<ul style="list-style-type: none"> <li>• No introductions were made.</li> </ul>	
<b>2.1 President’s Report –Final Decisions made on Recommendations from Previous College Council Meeting</b> <i>Presenter: Rudy Besikof</i>	<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>○ Recommendation to Approve a Proposal to Adopt a Standing Shared Governance Committee Schedule. APPROVED.</li> </ul> </li> </ul>	



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	<p>President Besikof shared the importance of council member’s attendance and active participation. All shared governance committee are to report back to their constituents of what was discussed at the college council meetings. It is important that we have equal representation and informed discussions.</p>	
<p><b>2.2 President’s Report – General Announcements</b>  <i>Presenter: Rudy Besikof</i></p>	<p><u>Announcements:</u></p> <ul style="list-style-type: none"> <li>• President Besikof was happy to announce that Laney College was named the Equity Champion of Higher Education for our exemplary work in awarding Associate Degrees for transfer to African American students. There will be a virtual ceremony honoring Laney College as well other community colleges. The virtual ceremony is happening tomorrow from 10:30am-12:00pm. An announcement was sent to the Laney Community. All are invited to join and celebrate.</li>   <li>• Department of Education site visit is this week. The main purpose of this visit to provide the college assistance and since our district is a participant in the DOE's Minority Serving and Under Resourced Schools Division (MSURSD) we are able to receive this valuable service. Vice President Ferguson also added that the US Department of Education came last summer of 2019. The site visit is referred as a friendly visit. The Department of Education will assess/review our processes and other Title IV requirements, such as add/drop withdraw policies, campus safety, clery act, financial aid disbursement, Satisfactory Academic Progress (SAP) and enrollment recording. We will expect a report approximately with a month or so on areas that we are doing well in and how we can improve as institution to better serve our students.</li>   <li>• President Besikof would like to thank everyone for attending the Fall Planning Retreat held on November 13, 2020 from 9:00am-1:00pm.</li> </ul>	



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	<p>There were at least 75 participants. The President would also like to extend his appreciation to all the presenters and facilitators. He also expressed his appreciation &amp; acknowledgement to the authors, coaches &amp; managers for providing assistance with the Program Review.</p> <ul style="list-style-type: none"><li>• Program Review due date December 18, 2020.</li></ul> <p><u>Accreditation Update-</u></p> <ul style="list-style-type: none"><li>• We are moving to the final approval and the report will be on for the December 8<sup>th</sup> BOT meeting. President Besikof also provided an update about the Special Report submitted last November. There will be a virtual visit scheduled for just the Special Report on December 16 and 17. The Special Report visiting team will be made up of two (2) members Dr. Kindred Murillo, President of Southwestern College in San Diego and Dr. Mario Rodriguez, VC of Finance for Los Rios District.</li><li>• March 1-4 2021 Accreditation Visit schedule. Laney College will host a team from the Accrediting Commission for Community and Junior Colleges (ACCJC) in anticipation of the reaffirmation of its accreditation status. The Team will make a virtual visit via zoom to the College during the week of March 1 through March 4, 2021. In advance of this evaluation visit, the College is soliciting third party comments from the community relative to our efforts in meeting our mission of student learning and achievement.</li><li>• <u>Campus Access Task Force Update:</u> President Besikof would like to acknowledge the work that the members of the taskforce put in. VP Pinto shared that after hearing the concerns from the campus-wide listening sessions regarding access, Campus Access Task Force was convened at the direction of the</li></ul>	
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	<p>President. Faculty, classified &amp; administrators came together to meet and address the issues. A survey will be coming out soon and will be disseminated via Laney- FAS. Faculty Senate Vice President Leslie Blackie is encouraging everyone to complete the survey. She also added that part of the discussion is making sure that we are following AP3501 and BP3501. It was also mentioned that the survey was vetted/approved by bargaining unit representatives and is designed to better inform us in preparation for the spring semester.</p> <ul style="list-style-type: none"><li>• Summer &amp; Fall 2021 schedule development process is on track and the committee is scheduled to meet after thanksgiving break.</li><li>• Scheduling and promoting classes is underway.</li><li>• President Besikof shared that we are running ads through radio, sent out mailers in five different languages, digital billboards, social media and TV commercials.</li><li>• On October 22, Laney College visited the KTSF set for an interview, President Besikof, Vice President of Student Services Vicki Ferguson, Public Information Officer Larena Baldazo, &amp; Huizhen Su, Staff Assistant, shared the College's response to the COVID-19 pandemic, including its Virtual Campus, new student support services, and details regarding the \$1.5 million U.S. Department of Education AANAPISI (Asian American Native American Pacific Islander Serving Institution) grant awarded in September.</li><li>• December 4 CTE Open House and Career Expo. Employment services, counselors, faculty and staff are going to be present. There will be workshops &amp; demos.</li><li>• Guided Pathways Areas of Interest Jam held on October 28 and 29. At least 50 students participated. Lots positive response from the students. These virtual open house gave an opportunity for students to explore their passion and learned about potential degrees/certificates — and of course, the skills and passions aligned</li></ul>	
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	<p>with them. Looking forward to continue in the Spring 2021 semester.</p> <ul style="list-style-type: none"> <li>• President Besikof wishes everyone a Happy and Safe Thanksgiving Break.</li> </ul>	
<p><b>3.1 Approval of the October 21, 2020 College Council Meeting Minutes</b> <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> <li>• MARK FIELDS CALLED A MOTION TO APPROVE THE OCTOBER 21, 2020 COLLEGE COUNCIL MEETING MINUTES. FRANCIS HOWARD SECONDED THE MOTION. ABSTENSIONS: KIM GLOSSON AND CLIFTON COLEMAN. THE MOTION WAS APPROVED UNANIMOUSLY.</li> </ul>	
<p><b>4.1 Recommendations/Action Items</b></p>	<ul style="list-style-type: none"> <li>• No new recommendations/action items.</li> </ul>	
<p><b>5.1 (First Read) Recommendation from the Faculty Prioritization Committee to Approve the 2020-21 Faculty Prioritization for Laney College</b> <i>Presenter: Mark Fields &amp; Eleni Gastis</i></p>	<ul style="list-style-type: none"> <li>• Acting VPI Mark Fields presented on this item.             <ul style="list-style-type: none"> <li>- An overview of the Faculty Prioritization Committee process and composition. Faculty Prioritization Committee met on November 12, 2020 to submit committee member's rankings of full-time faculty request. It was shared that:                 <ul style="list-style-type: none"> <li>○ The rankings were tabulated and the attached list was approved. A motion was made to memorialize the discussions leading up to approval of list.</li> <li>○ Single full-time faculty request submitted by the Art Department as part of the 2019-2020 Program Review was removed. This position was filled by a full-time hire that began in the spring 2020 semester. The attachment for the summary of 2020-2021 Full-Time Faculty Request Ratings will be resubmitted to removed Art.</li> <li>○ Single full-time faculty request to replace a retiring faculty member submitted by the Machine Technology Department as part of the 2019-2020 Program Review was removed. This position was filled by a full-time faculty hire that began in the spring 2020 semester.</li> </ul> </li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"><li>○ There should be a total of 23 positions. The list will be updated and resubmitted. A concern was expressed by Evelyn Lord about seeing the list for the first time and that the list is not being circulated through Laney-FAS ahead of time. A respond was provided and it was clarified that the list was sent forward for informational item through the Academic Senate, with the intent that it goes to the College Council for consideration at its regular meeting on November 18, 2020. Dr. Fields also mentioned that these meetings are open to the public and information are posted in boardocs. It was also shared that the Faculty Prioritization Committee charge includes review and prioritization of new faculty requests submitted in the comprehensive and annual program reviews.  Another question was raised by Evelyn about the difference between Library1 and Library 2? A respond was provided that Lib 1 was for equity and was Lib 2 was the on-line. Dr. Fields also added that this was based on the Program Review that department submitted. It was also mentioned that the ranking was submitted considering these staffing requests, the group used the Laney College Resource Allocation Rubric that was recently vetted and approved in College Council, as it is a part of the college's resource allocation committees. Also if there are sudden retirement and/or passing away of a faculty member, the committee also considered those in their rankings.  Evelyn Lord also expressed the importance of doing a presentation to the committee of the request and asked why we are not doing it anymore? A former member of the committee Amy Bohorquez shared that this year we stopped doing a live presentation because it was unfair to departments who could not make the</li></ul>	<p>VP Fields will resubmit the updated list. (Art to be removed)</p>
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	<p>meetings and sometimes departments would bring new information to those presentations.</p> <ul style="list-style-type: none"> <li>• President Besikof took the opportunity to remind members of the college council that one of the responsibilities as a member of the committee is to report back what happens in the meeting to those whom we represent.</li> <li>• President Besikof asked that an updated version of the list to be brought back to next month's College Council meeting for a second read/recommendation. Dr. Besikof also asked if there will be an opportunity once the work of the committee is done to debrief and comment on the process? Acting VPI Fields will discuss and share to the committee.</li> </ul> <p>Faculty Senate Vice President Blackie want to acknowledge and respect the work of the committee in looking into the overall needs of the college. It was also emphasized the importance of recognizing the good work &amp; commitment of the departments in completing their program reviews.</p>	<p>Report back to the committee what happen to the meeting. Submit item for 2<sup>nd</sup> read on the 12/9 meeting.</p>
<p><b>6.1 SPECIAL PRESENTATION - 2020-21 College-wide Final Adopted Budget –</b> <i>Presenter: Derek Pinto</i></p>	<ul style="list-style-type: none"> <li>• Derek Pinto presented on this item.             <ul style="list-style-type: none"> <li>- An overview of the recently approved FY 2020-2021 Adopted Budget happened last October 27, 2020.</li> <li>- VP Pinto shared key points of things that have unfolded over the last five months.</li> <li>- June as a direct impact of covid-19 extended timelines were granted to permit for approval of the tentative and adopted budget.</li> <li>- July, a special resolution was passed in place of what would normally be the tentative budget.</li> <li>- August, the district started offering some webinars. Budget webinar #1: Faculty Obligation Number (FON), Full Time Equivalent Faculty (FTEF), General Fund, Student Centered Funding Formula (SCFF) and Revenue. Budget webinar #2: Budget Allocation Model.</li> </ul> </li> </ul>	



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- September, brought the last of the district webinars and the 1<sup>st</sup> Reading of Adopted Budget, Resolution 20/21-0 (Laney BAM 36.65%). Completed a grant applications related to CARES and Higher Education Emergency Relief funds.
- We received \$3.2 million in total which 1.6M went to Laney. Special acknowledgement to the work of VP Ferguson and the Laney student services team in getting the student portion and moving the majority of the funds into the hands of our students.
- October at the college council we passed our spending plan, a two year spending plan for measure E which was the new measure B parcel tax approved for Laney and then it went on to the Laney College Council – Measure E Spending Plan approved and 2<sup>nd</sup> Read District Budget. Oct 16 PBC met and BAM Task Force was appointed. Finally, on Oct. 27<sup>th</sup> the Tentative Board approves Adopted Budget for FY20-21
- An overview of the FY 20-21 Budget Allocation for the District & Laney (Details included in the presentation slides).
- Overview of the FY 20-21 General Fund Unrestricted Fund allocation.  
The largest portion of this, went to fringe benefits 31% and 29% went to full time academic personnel and then classified salaries at 15%.  
Important note here, the district is going to take care our utilities like garbage, trash, power/electricity & sewer use.
- An overview of the discretionary dollars, 92% of our Fund 01 goes towards salaries and benefits and the remaining 8% discretionary.
- Overview of Funds 01 to 11 and the new one which Fund 08 Parcel tax measure E approved in November used to maintain core academic program, math, science, English training students for careers and transfer to a four year universities. We're hoping that facilities rentals





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	<p>can resume, but that could be negatively impacted.</p> <ul style="list-style-type: none"><li>- An overview of the FY 2021-2022 Budget Development and Augmentation process. (Details on the presentation slides).</li><li>- Question on hiring freezes for the upcoming year. No word yet on this. Travel freezes going to continue, but can still register for online conferences.</li><li>- Concerns about overtime charges, adjusted the process whereby the President has to sign off on it, it is frozen right now except in the event of emergency.</li><li>- Question on 15% reduction for next year. Any update from the State Chancellor's Office?<ul style="list-style-type: none"><li>•Answer: No. We need to wait for the Governor's budget proposal in January, the May Revise &amp; adopted budget in July to verify the impact to the district &amp; College.</li><li>• Question on when will bond funds be made available to us to move forward on our projects? Answer: Waiting on this information. Bond sales have been conducted, but the proceeds have been directed to construction projects.</li></ul></li><li>- We had forwarded a list of technology items to the to the district like our wish list that that we had anticipate would come from bond dollars.</li><li>- All Constructions are on track, no delays. According to Amy Marshal as far as our construction project we are on track with the library, the theater modernization essential utility plant and the locker room.</li><li>- President Besikof asked VP Pinto if he can speak to reductions versus deferrals and maybe just provide a little bit of clarification. VP Pinto responded that deferrals are going to impact us because it has to do with the revenues that are coming in from the state, there will be some deferrals on revenues that they will stream to the districts that that that is in terms of their allocation.</li><li>- No impact on cash flow. Reductions-anything a line with enrollment based on FTE's will</li></ul>	
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	anticipate reductions. Facilities rental could potentially get impacted.	
<b>7.1 Update &amp; Discussion-</b>	<ul style="list-style-type: none"> <li>No update/discussion items.</li> </ul>	
<b>8.1 College Council Business – Check-in on the College Council Membership for 2020-21</b>  <i>Presenter: President Besikof/Arlene Lontoc</i>	<ul style="list-style-type: none"> <li>Check-in on our membership. There are some outstanding appointments of members to serve on the College Council for the current year. We are currently still waiting for classified representative appointment, faculty and two at-large student representative appointments. Additionally, some of the shared governance committees have yet to confirm their appointment to serve on the Council.</li> <li>No update on the Faculty Senate appointment of membership to the College Council at this time.</li> <li>No update on the Classified Senate appointment of membership to the College Council at this time.</li> <li>Director Albury will reach out to the student leadership for appointment. We have Veronica Then one our student Senator present at this time.</li> </ul>	<p>All Senate leads to continue to confirm and submit their appointments to the College Council.</p> <p>Director Albury will reach out to the 2 students appointed and will make sure that have the meeting information.</p>
<b>8.2 Check-in on College Council Goals for 2020-21 –</b> <i>Presenter: President Besikof</i>	<ul style="list-style-type: none"> <li>General comments on the four goals.               <ul style="list-style-type: none"> <li>President Besikof proposed on more extensive discussion if the agenda is not too much will do a break out groups and work on those goals on our next college council meeting.</li> </ul> </li> </ul>	<p>Ask the committees to look at these and identify at least one goal that definitely would want to contribute to the discussion and come back to the group with feedback and recommendations.</p>
<b>Meeting Adjournment</b>	<ul style="list-style-type: none"> <li>LESLIE BLACKIE CALLED A MOTION TO ADJOURN THE NOVEMBER 18, 2020 COLLEGE COUNCIL MEETING. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</li> </ul>	

*Meeting Adjourned 3:20 pm.*