



COLLEGE COUNCIL MEETING MINUTES **FINAL**

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: August 26, 2020

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

ATTENDEES: Mark Fields, Vicki Ferguson, Derek Pinto, Beth Maher, Alejandro Acosta, Karen Tellegen, Clifton Coleman, Larena Baldazo, Fred Bourgoin, Leslie Blackie, Amy Bohorquez, Kim Glosson, Nathaniel Pyle, Evelyn Lord, Alycia Raya, Rudy Besikof, Meryl Siegal, William Trego, Heather Sisneros, John Reager, Stephen Corlett, Amy Marshall, Rupinder Bhatia, Marla Leech, Felipe Wilson, YiPing Wang
GUESTS: Chris Weidenbach, Nate Failing, Arlene Lontoc, Kim Bridges, Veronica Then, Blanca Montes de Oca, Al Konuwa, Casey Fraham

ABSENT: Gary Albury, Hope Lane

MINUTES: Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
 - College Council Meeting Minutes – 5.20.20 Meeting
 - Proposed College Council Goals for 2020-21
 - Proposed 2020-21 Integrated Planning Master Calendar for College Council
 - ISER Completion Timeline
 - First Draft – Institutional Self Evaluation Report (ISER)
 - Comprehensive Program Review Schedule
 - Program Review Timeline 2020-21
 - Draft 2020-21 College Council Membership List
 - BoardDocs Guide to Submitting a College Council Agenda Item

NEXT MEETING: September 16, 2020

Item	Discussion/Decisions	Action Item
1.1 Agenda Approval <i>Presenter: Rudy Besikof</i>	<ul style="list-style-type: none"> • KIM GLOSSON CALLED A MOTION TO APPROVE THE AUGUST 26, 2020 COLLEGE COUNCIL MEETING AGENDA. YIPING WANG SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS. • President Besikof dedicated this College Council agenda to the memory of Rene Rivas who tragically passed away last week. 	
1.2 Introduction of New Members <i>Presenter: Rudy Besikof</i>	<ul style="list-style-type: none"> • Everyone introduced themselves. • The following have been confirmed and introduced as new 	



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	<p>members to the Council:</p> <ul style="list-style-type: none"> ○ Mark Fields as VPI Rep ○ Beth Maher as Instructional Dean Rep. ○ Fred Bourgoin re-appointed (as delegate for Eleni Gastis in Faculty Senate President seat) ○ Alycia Raya as ASLC President Rep ○ Emelin Hernandez as ASLC Vice President Rep ○ John Reager as new Curriculum Committee Co-Chair Rep ○ Meryl Siegal as new PFT Co-Rep (along with Ann McMurdo) for Laney College 	
<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"> ● Report-back - College President’s decisions made on recommendations from the previous Council meeting: <ul style="list-style-type: none"> ○ (Before she left) President Gilkerson accepted the College Council’s recommendation to approve the Laney College Classified Staffing Resource Prioritization for FY 2020-21 	
<p>2.2 President’s Report – General Announcements <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> ● COVID-19 Update and planning for returning back to in person instruction and services <ul style="list-style-type: none"> ○ The campuses are remaining closed until January 4, 2021, with the exception of some essential CTE labs that are to begin in person instruction on 9/14 (conditions permitting). ○ Appreciations were shared for all who worked hard to make our spring labs happen at the end of last year, and for those that will soon begin prepping for this year. and for all that pivoted to a full online semester so quickly. ● The next College Council Meeting will include the following: <ul style="list-style-type: none"> ○ Orientation to College Council and Shared Governance at Laney College ○ First Read of Final Draft of the ISER ○ Update on Final 2020-21 Final Budget ● Orientation Meeting of Shared Governance Committee Chairs to be held on Monday, August 31 ● Reminder provided to committee/senate leads that they should be discussing the results of their Evaluation Surveys with their respective committee, and using those results to 	



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	<p>inform their committee goals for this year.</p> <ul style="list-style-type: none"> • Reminder provided to the senate leads to confirm their appointments to the College Council, as well as to the other college committees that their constituencies hold membership seats on (see Participatory Governance Operations Manual (PGOM)). • Shared announcement of the appointments of two acting deans that will be coming on board in mid-September, pending Board approval. • Appreciations provided to and the Professional Development Committee chairs (Marla Leech & Felipe Wilson) and members for an exceptional Flex Day. • Special appreciation was shared for Casey Frahm, Staff Assistant to the Vice President of Instruction, who will be leaving us at the end of the week. • Announcements of the following upcoming events were shared: <ul style="list-style-type: none"> ○ Welcome Week ○ Open House ○ Chromebook and Food Distributions (ongoing) <p><u>QUESTIONS</u></p> <ul style="list-style-type: none"> • It was asked whether the College could allow more time for CTE faculty to provide instruction in their classrooms (more than 2 hours). Shared that other colleges in the district are allowing in person synchronous teaching. Response provided: The process and allowable days/time-frame for campus visits was shared. Open campus is from 10am-2pm on Mondays and Wednesdays. Reminded everyone that all visitors will need prior approval, and will need to go through their supervisors. Need to carefully track things in order to plan and prep/clean areas appropriately. NOBODY is allowed on campus on Friday. The Business Office is currently fielding between 200-300 requests to be on campus per week. 	
<p>3.1 Approval of the May 20, 2020 College Council Meeting Minutes <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> • JOHN REAGER CALLED A MOTION TO APPROVE THE MAY 20, 2020 COLLEGE COUNCIL MEETING MINUTES. LARENA BALDAZO SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: LESLIE BLACKIE AND YIPING WANG 	



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<p>4.1 Recommendation to Approve the Laney College Council Goals for AY 2020-21 <i>Presenter): Rudy Besikof</i></p>	<ul style="list-style-type: none"> • MARK FIELDS CALLED A MOTION TO APPROVE THE RECOMMENDATION TO APPROVE AND ADOPT THE LANEY COLLEGE GOALS FOR AY 2020-21. FRED BOURGOIN SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • Context was provided for the additional goal that was added based on feedback from the Council at its last meeting of the 2019-20 year. • A reminder was shared that any represented body of the Council that would like to make a recommendation to the Council, can do so at any time. The Council would then vote on whether or not to make a recommendation to the President for final approval. 	
<p>4.2 Recommendation to Approve the Laney College Council Integrated Planning Master Calendar for 2020-21 <i>Presenter): Rudy Besikof</i></p>	<ul style="list-style-type: none"> • MARK FIELDS CALLED A MOTION TO APPROVE THE RECOMMENDATION TO APPROVE AND ADOPT THE LANEY COLLEGE COUNCIL INTEGRATED PLANNING MASTER CALENDAR FOR AY 2020-21. EVELYN LORD SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • Items added since the First Read: <ul style="list-style-type: none"> ○ Additional reads/reviews of the ISER ○ Review of the Program Review Prioritization Rubric 	
<p>5.1 (First Read) First Draft of the Laney College (Accreditation) Institutional Self Evaluation Report (ISER) <i>Presenter: Rudy Besikof and Chris Weidenbach</i></p>	<ul style="list-style-type: none"> • Rudy Besikof & Chris Weidenbach presented on this item. • The ISER evaluates the previous 7 years of the institution. • The timeline for vetting/approval of the ISER before submittal to the Chancellor on 10/15 was shared. • A First Read of the First Draft of the ISER is being submitted for review and feedback by the Council at this August 26, 2020 meeting. The report will come to the College Council for consideration two additional times: 1) September 16 --> First Read of the Final Draft AND 2) October 7 --> Second Read/Vote for Recommendation of the Final Draft • All Council reps are to share the First Draft of the report with their constituents and solicit feedback before the First Read of the Final Draft at the next meeting. All feedback to be provided to Rudy Besikof and Chris Weidenbach by 9/9 • Work on this document is the collaborative and collective work of up to 78 people across campus since fall of last year. Provided appreciation to key individuals who have done a lot of work within the document. • Provided insight on the following ISER points: 	<ul style="list-style-type: none"> • All Council reps are to share the First Draft of the report with their constituents and solicit feedback before the First Read of the Final Draft at the next meeting. All feedback to be provided to Rudy Besikof and Chris Weidenbach by 9/9. • The Feedback Spreadsheet will be shared with the Council members after the meeting. All were asked to continue placing



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	<ul style="list-style-type: none"> ○ what areas may be identified as commendations ○ what areas that would be offered as actionable improvement plans ○ the three points being included as a part of the Quality Focus Essay • A summary of the work that has been done thus far on the ISER was shared. • Securing, linking and cataloging the ISER Evidence will be a huge project • It was noted that there is still feedback that was added to the Feedback Spreadsheet from the Mock Site Visit Session a few weeks ago that is still to be incorporated into the current ISER draft. • The Feedback Spreadsheet will be shared with the Council members after the meeting. All were asked to continue placing feedback into that spreadsheet. 	<p>feedback into that spreadsheet.</p>
<p>6.1 Update & Discussion – Laney College Accreditation (General) <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> • An update was provided on the Colleges’ work to address the Accrediting Commission’s concerns as it relates to the District/Colleges’ fiscal issues. • The four college presidents are working together to develop a joint template to frame their response. Much of the responding report has to do with District issues, however there were some areas that the colleges need to respond to. Three particular areas for input include: <ul style="list-style-type: none"> ○ Enrollment Management ○ Standard Operating Procedures on the College’s operations related to finances/fiscal matters ○ How audits at the College that have been handled since the last action letter 	
<p>6.2 Update & Discussion – Laney College Program Review Process and Resource Prioritization Rubric(s) <i>Presenter: Rudy Besikof/ Derek Pinto</i></p>	<ul style="list-style-type: none"> • All College departments/units are to complete program reviews. • An overview of the program review (PR)/comprehensive program review (CPR) process was provided. The following were shared: <ul style="list-style-type: none"> ○ Timeline for this year’s PR... Due 12/20/20. ○ Calendar for CPRs • Program Review will now to be completed in “META” (Curricunet META). This is the same platform that we use to submit curriculum and SLOs. Building the CPR/PR prompts/questions based on what was included in the previous system’s template. • Lots of advance training will be provided. Training will begin at the September 11th Department Chairs’ Academy. 	



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	<ul style="list-style-type: none"> • This year the mission statements of all areas (departments/units) will need to be revisited to ensure alignment with the College’s Mission. • The VP of Administrative Services is leading the process to review the resource prioritization rubric again given feedback from the resource committees at the end of last year. Some of the issues that were communicated by the resource committee leads last year were shared. • Given transition to META, we won’t be making changes to the overall prioritization process for now. • A meeting has been scheduled for this Friday to revisit and refine the rubric for resource prioritization. • Some resource committee leads have communicated that there needs to be separate rubrics for each of the 5 resource categorizations, as the College previously had. 	
<p>7.1 College Council Membership <i>Presenter: Rudy Besikof/ Maisha Jameson</i></p>	<ul style="list-style-type: none"> • Rudy shared the current list of members and asked for the Senate Presidents to confirm their appointments to this year’s Council. We hope to have the Council membership confirmed and fully staffed in time for the 2nd meeting of the year. • It was shown which positions are voting position to the Council. It was also noted that all members of the Council can provide input to agenda items. 	
<p>7.2 BoardDocs Overview/Training for Agenda Item Submittal <i>Presenter: Rudy Besikof/ Maisha Jameson</i></p>	<ul style="list-style-type: none"> • Training on how to submit an agenda item within BoardDocs was provided. • Training on how to submit an agenda item via the Forms document was provided. • All were asked to let Maisha Jameson know if they, or anyone in their respective committees/bodies, required additional BoardDocs training. Sessions are being scheduled now. 	<ul style="list-style-type: none"> • Those who required additional BoardDocs training are to let Maisha Jameson know.
<p>Meeting Adjournment</p>	<ul style="list-style-type: none"> • MARK FIELDS CALLED A MOTION TO ADJOURN THE AUGUST 26, 2020 COLLEGE COUNCIL MEETING. KIM GLOSSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	

Meeting Adjourned 3:40 pm.