



COLLEGE COUNCIL MEETING MINUTES **FINAL**

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: September 16, 2020

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

ATTENDEES: Mark Fields, Vicki Ferguson, Derek Pinto, Beth Maher, Gary Albury, Hope Lane, Karen Tellegen, Clifton Coleman, Larena Baldazo, Fred Bourgoin, Leslie Blackie, Amy Bohorquez, Kim Glosson, Barbara Yasue, Nathaniel Pyle, Sarah Backes-Diaz, Kathy Ma, Evelyn Lord, Rudy Besikof, Ann McMurdo, William Trego, Heather Sisneros, Stephen Corlett, Amy Marshall, Rupinder Bhatia, Nate Failing, Felipe Wilson, Vicki Ferguson, YiPing Wang

GUESTS: Chris Weidenbach, Arlene Lontoc, David Lee, Kim Bridges, Beth Maher, Veronica Then, Blanca Montes de Oca, Al Konuwa, Tarek ElJarrari, Kim Blackwell

ABSENT: Alejandro Acosta, Francis Howard, Alycia Raya, Emelin Hernandez

MINUTES: Maisha Jameson

HANDOUTS:

- Meeting Agenda
- College Council Meeting Minutes – 8.26.20 Meeting
- Laney Mission, Vision & Values Statement
- Proposed (Revised) 2020-21 Integrated Planning Master Calendar for College Council
- Laney College Strategic Plan 2018-23
- College Council 2020-21 Documents Submission Calendar
- College Council 2020-21 Schedule/Membership List – Draft as of 9.16.20
- 2019-20 College Council Evaluation Survey Results
- 2019-20 College Council Goals – Progress to Date (as of May 2020)
- College Council Overview from PGOM
- 2019-20 College Council End of the Year Report
- Shared Governance Meetings Calendar – Fall 2020
- Participatory Governance Organization Manual (PGOM) – Revised Final
- Effective Committee Member Checklist
- Constituency Report Back Form
- Approved College Council Goals for 2020-21
- Proposed Change to the SEM Membership Composition
- ISER Completion – Approval Timeline
- Accreditation Update
- Proposed Standing Shared Governance Calendar Recommendation
- 2021-22 Proposed Measure E Allocation Spending Plan
- Proposed Revised Resource Request Ranking Rubric
- Final Draft – Institutional Self Evaluation Report (ISER) – as of 9.11.20
- Draft 2020-21 College Council Membership List



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- **BoardDocs Guide to Submitting a College Council Agenda Item**

NEXT MEETING: **October 7, 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 SEPTEMBER 16, 2020 COLLEGE COUNCIL MEETING AGENDA. MARK FIELDS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS. 	
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 were introduced as new members to the Council: <ul style="list-style-type: none"> ○ Amy Bohorquez, Faculty Division – Mathematics & Sciences ○ Kim Glosson, Faculty Division – CTE ○ Barbara Yasue, Faculty Division – Liberal Arts ○ Nathaniel Pyle, Faculty Division – Soc. Sciences and Hum. ○ Kathy Ma, Counselor ○ Atiya Rashada, IEC Co-Chair ○ Nate Failing, Technology Planning Committee Co-Chair 	
2.1 President’s Report – Final Decisions made on Recommendations from Previous College Council Meeting <i>Presenter: Rudy Besikof</i>	<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"> ○ Final Decision on the Council's Recommendation to Approve the Laney College Council Integrated Planning Master Calendar for 2020-21 (APPROVED... But will be considered for further enhancement later in the agenda) ○ Final Decision on the Council's Recommendation to Approve the Laney College Council Goals for 2020-21 (APPROVED) 	
2.2 President’s Report – General Announcements <i>Presenter: Rudy Besikof</i>	<p><u>AANAPISI Grant Awarded (presented along with David Lee)</u></p> <ul style="list-style-type: none"> • \$1.5 million, 5 year grant that starts Oct. 2020 • 90 institutions applied and 12 awarded. Laney College scored over 100 points (one of the highest scores). • Grant creates pathways between ESOL and CTE Programs. 	



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- Allows Laney to hire a CTE counselor and career coaches, as well as offer services to help students find jobs.

Enrollment

- Enrollment is down, but we still have a number of late start classes and have 1000 empty seats available in those classes (which are among our very popular classes). We are advertising these classes. PIO shared details on ongoing advertising for these classes. Updated list of late start classes is on homepage of Laney website. Will share an update once the classes start.

Campus Access / Status of On-Campus Labs, etc.

- This week we started on campus labs and conditioning courses for athletics.
- It has become clear that we need to take a look at the transition to returning to campus, access to campus. Want to provide clarity and answer concerns. Actions items to address this concern were shared:
- Called for a meeting with campus leadership (executive leadership + senate and union leadership)
- Holding a listening session on Monday from 12:30-1:30 during College hour. All invited to attend via Zoom.
- Need to assess how we are doing in this area.
- At BOT meeting it was announced that access to campus is critical to provide certain programs and services. If faculty or students don't feel safe on campus labs, exceptions can be made.
- Derek Pinto communicated stipulated times for access and process for getting approval.

Appreciation of outgoing Faculty Senate President, Fred Bourgoin

- Served in a leadership capacity for 2 years and did an outstanding job. Was present in all areas. Appreciated his support. Superb leadership and great work ethic. Appreciation from College.

Personnel Updates

- Laura Espinoza has moved into role of Interim Dean of Social Sciences and Humanities. Welcomed her to the administrative team. Shared strengths and expertise. Just approved at BOT Meeting.



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	<ul style="list-style-type: none"> Al Konuwa – New Interim Dean of Math & Sciences. Now new ALO. Shared strengths and expertise. Just approved at BOT Meeting. 	
<p>3.1 Approval of the August 26, 2020 College Council Meeting Minutes <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> KIM GLOSSON CALLED A MOTION TO APPROVE THE AUGUST 26, 2020 COLLEGE COUNCIL MEETING MINUTES. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSTIONS: SARAH BACKES-DIAZ, BARBARA YASUE, HOPE LANE CORRECTION – <i>Remove Ann McMurdo from absent list given that Meryl Siegal was present (only one of them need to attend).</i> 	<ul style="list-style-type: none"> Make correction to August 26 Meeting Minutes → Remove Ann McMurdo from absent list given that Meryl Siegal was present (only one of them need to attend).
<p>4.1 Orientation to College Council <i>Presenter: Rudy Besikof / Maisha Jameson</i></p>	<ul style="list-style-type: none"> Maisha Jameson provided an orientation to the College Council by providing an overview of the College’s overall participatory governance/decision making process, the importance of shared governance, and how the College Council operates (i.e. 1st & 2nd reads, voting, quorum and consensus, recommendations/motions, agenda development, attendance policy, etc.) The working documents of the Council were reviewed, and the charge and responsibilities of the Council were shared. Responsibilities of Council members was also shared. The following areas were covered: <ul style="list-style-type: none"> College’s Mission, Vision & Values College’s/District’s Shared Governance Structure / Participatory Governance Organization Manual 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 / Meeting Materials - BoardDocs Committee/Council Member Responsibilities Committee Member Checklist Constituent Report-Back Template 	
<p>5.1 Recommendation to Approve the REVISED Laney College Council Integrated Planning</p>	<ul style="list-style-type: none"> EVELYN LORD CALLED A MOTION TO APPROVE THE RECOMMENDATION TO APPROVE AND ADOPT THE REVISED LANEY COLLEGE COUNCIL INTEGRATED PLANNING MASTER CALENDAR FOR 	



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<p>Master Calendar for 2020-21 <i>Presenter: Rudy Besikof</i></p>	<p>AY 2020-21. BARBARA YASUE SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY.</p> <ul style="list-style-type: none"> • Items added since the First Read: <ul style="list-style-type: none"> ◦ Added an annual review of the Laney College Mission. To occur after the College-wide Planning Retreat Discussion and a Survey that will go out College-wide. 	
<p>5.2 Recommendation to Approve the Strategic Enrollment Management (SEM) Committee's Membership Composition <i>Presenter: Vicki Ferguson</i></p>	<ul style="list-style-type: none"> • On behalf of Mark Fields (Co-Chair of SEM) • Recommended change is to name the Dean of Enrollment Services as a position that maintains a standing membership seat on the SEM Committee (vs. any Student Services Dean). • EVELYN LORD CALLED A MOTION TO APPROVE THE RECOMMENDATION TO APPROVE STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE'S MEMBERSHIP COMPOSITION. KIM GLOSSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • No discussion. 	
<p>6.1 (First Read) Recommendation to Approve the FINAL DRAFT of the Laney College (Accreditation) Institutional Self Evaluation Report (ISER) <i>Presenter: Rudy Besikof & Chris Weidenbach</i></p>	<ul style="list-style-type: none"> • MARK FIELDS CALLED A MOTION TO APPROVE THE RECOMMENDATION TO REVIEW THE FINAL DRAFT OF THE ISER AS A FIRST READ. NATE FAILING SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • The timeline was provided for shared governance review, up to submittal for Board approval. • Will be taking this document forward to vet through the Senates for a vote, and then coming to get final Council approval at our Oct. 7th CC meeting. • A summary of the work to date and feedback received to date was provided. • Next steps were shared. • There is a lot of work to be done to condense the report to make the page limit (250 pages). • New Acting Dean of Math & Science, Alfred Konuwa will now serve as the Accreditation Liaison Officer (ALO) while Dr. Besikof is serving as the Interim College President. • Spoke to the items that would be covered in the ISER Quality Focus Essay (QFE) – 1. Guiding Pathways Implementation Work, 2. Sustaining the Online Career Education Grant and institutionalizing it, 3. continuing work to address our students' basic needs. 	



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	<ul style="list-style-type: none"> • Will continue to work on securing Evidence and Formatting. • ALO Konuwa share that he felt the College has a firm Foundation for presenting to the ACCJC. Laney has documented that we met the standards/are compliant and we show where we need to make improvements. The question to ask is always, <i>do our processes lend themselves to student success, learning and achievement?</i> • Need to now focus on gathering the evidence to prove what we say is accurate. • The report will come to the College Council for consideration one additional time → on October 7 for a Second Read/Vote for Recommendation of the Final Draft. It will need to be voted on by all of the College’s Senates by that time. 	
<p>6.2 (First Read) Recommendation to Approve a Proposal to Adopt a Standing Shared Governance Committee Meeting Schedule - Presenter: Rudy Besikof (10 minutes) <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> • MARK FIELDS CALLED A MOTION TO APPROVE THE RECOMMENDATION TO REVIEW THE PROPOSAL TO ADOPT A STANDING SHARED GOVERNANCE COMMITTEE MEETING SCHEDULE. BLANCA DE MONTES SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • The context and background on why this recommendation is being proposed was provided. • Concern was shared about being required to adopt and stick to a standing schedule, specifically for the CTE Advisory Committee. It was suggested that an exception be made for the CTE Advisory Committee. • All shared governance committee representatives are to take this proposal back to their respective committees/Senates for feedback/input. • To be brought back to the Council for a second read/vote at the October 21 meeting. 	<ul style="list-style-type: none"> • All shared governance committee representatives are to take this proposal back to their respective committees/Senates for feedback/input. • To be brought back to the Council for a second read/vote at the October 21 meeting.
<p>6.3 (First Read) Recommendation to Approve the Laney College Measure E (formerly Measure B) Parcel Tax Spending Plan - Presenter: Derek Pinto (10 minutes) <i>Presenter: Derek Pinto</i></p>	<ul style="list-style-type: none"> • Each year College received these funds that are meant to support instruction. • District maintains the right to change plan that is submitted in order to comply with the 50% rule. • A summary of the plan was shared. • BARBARA CALLED A MOTION TO APPROVE THE RECOMMENDATION TO REVIEW THE MEASURE E (FORMERLY MEASURE B) PARCEL TAX SPENDING PLAN AS A FIRST READ. BLANCA DE MONTES SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. • It was mentioned that there are severe cuts to part timers at 	<ul style="list-style-type: none"> • Information on what was approved in previous years for Measure B funding to be shared with the Council in advance of next month’s vote.



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	<p>District level, and that the District seems to be asking the Colleges to make up the support at the College level.</p> <ul style="list-style-type: none"> • It was noted that it is hard to assess what this plan is saying without seeing the previous year's spending. It was responded that the dollar amount is relatively the same as last years. • It was requested for information on what was approved in previous years for Measure B funding to be shared with the Council in advance of next month's vote. 	
<p>6.4 (First Read) Recommendation to Approve the Revised Laney College Standardized Criteria for Resource Prioritization - Presenter: Derek Pinto (10 minutes) <i>Presenter: Derek Pinto</i></p>	<ul style="list-style-type: none"> • Derek Pinto provided history as to why this is coming back to the Council for review. At the end of the 2019-20 term, there was an assessment of the process and rubric used for resource prioritization. The resource committee leads asked for the rubric to be reviewed again. • Thus far, the group convened to conduct this review has met twice thus far since August. Only one change has been identified thus far → the move of an explanation to section 1. • KIM GLOSSON A MOTION TO APPROVE THE RECOMMENDATION TO REVIEW THE REVISED LANEY COLLEGE STANDARDIZED CRITERIA FOR RESOURCE PRIORITIZATION. MARK FIELDS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	
<p>7.1 Update – Status of the 2020-21 College-wide Final Budget <i>Presenter: Derek Pinto</i></p>	<ul style="list-style-type: none"> • Typically a presentation on the final adopted budget for the year is provided at the September College Council meeting, but the Budget Book was just sent to Board on Tuesday night. The plan is to bring this agenda item back at the October 7th meeting. 	
<p>7.2 Update – 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 	



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	<ul style="list-style-type: none"> • Final Special Report response is to be signed by the college president. • Will be bringing to the Senate for feedback and also to the College as an informational update. 	
8.1 Check-in on College Council Membership for 2020-21 <i>Presenter: Maisha Jameson</i>	<ul style="list-style-type: none"> • Shared Council appointments that are still outstanding: <ul style="list-style-type: none"> ○ Administrative: Student Services Dean ○ Classified Professional: Student Services ○ Classified Professional: Administrative Services ○ Student: At-Large ○ Student: At-Large • Requested that all senate leads and president confirm final appointments. 	
8.2 Check-in on College Council Goals for 2020-21 <i>Presenter: Rudy Besikof</i>	<ul style="list-style-type: none"> • Goal #2 to be addressed during Fall 2020 semester. It was noted that as members of committee representing bodies, follow-up on this item can always be submitted to the Council as a discussion or action item. • President Besikof indicated that in support of Goal #1, the Council will invite the chairs of the Institutional Effectiveness Committee to come back to one of the October College Council meetings to provide an update on the program review. 	<ul style="list-style-type: none"> • Invite the chairs of the Institutional Effectiveness Committee to come back to one of the October College Council meetings to provide an update on the program review.
8.3 BoardDocs Check-in <i>Presenter: Maisha Jameson</i>	<ul style="list-style-type: none"> • Asked for remaining training needs (including those interested in advanced training on the Control Panel within BoardDocs. This will be provided by BoardDocs personnel themselves.) • Checked - in that all committees have transferred over to using BoardDocs. 	
Meeting Adjournment	<ul style="list-style-type: none"> • MARK FIELDS CALLED A MOTION TO ADJOURN THE SEPTEMBER 16, 2020 COLLEGE COUNCIL MEETING. FRED BOURGOIN SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	

Meeting Adjourned 4:02 pm.