Laney College

Wednesday, September 15, 2021
College Council

2:00 - 4:00 PM
Held via Zoom
Link to Join the meeting:
https://cccconfer.zoom.us/j/92908821823

1. WELCOME & AGENDA APPROVAL

Subject	**1.1 Agenda Approval - Presenter: Rudy Besikof (3 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	1. WELCOME & AGENDA APPROVAL
Access	Public
Type	PROCEDURAL

BACKGROUND / SUMMARY
College Council Agenda for the September 15, 2021 meeting to be approved for use.

> File Attachments
> College Council Meeting Agenda-September 15, 2021.pdf (288 KB)

Subject	**1.2 Introduction of New Members - Presenter: Rudy Besikof (5 minutes)**
Meeting	Sep 15, 2021 - 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 General Announcements - Presenter: Rudy Besikof (10 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	2. PRESIDENT'S REPORT
Access	Public
Type	PROCEDURAL

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

Subject	**2.2 President's Report back - Final Decisions on Recommendations from the Previous College Council Meeting - Presenter: Rudy Besikof (5 minutes)**
Meeting	Sep 15, 2021 - 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 Facilities Resource Prioritization for FY 2021-22
2. Final Decision on the Council's Recommendation to Approve the Laney College Technology Resource Prioritization for FY 2021-22
3. Final Decision on the Council's Recommendation to Approve the Laney College Tentative Discretionary Budget for FY 2021-22

3. MINUTES

Subject	**3.1 Approval of the May 12, 2021 College Council Meeting Minutes - Presenter: Rudy Besikof (3 minutes)**
Meeting	Sep 15, 2021 - 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 May 12, 2021 College Council Meeting are presented for approval.

> File Attachments
> College Council Meeting Minutes 5.12.21 to be approved.pdf (356 KB)

4. RECOMMENDATIONS / ACTION ITEMS

Subject	**4.1 Recommendation to Approve the Laney College Council Goals for AY 2021-22 - Presenter(s): Rudy Besikof (10 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION

Recommended Action   Adopt the 2021-22 Laney College Council Goals.

Goals   Goal 1: Promote Equity

Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

Goal 3: Offer students the highest quality curriculum and services

Goal 4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement

BACKGROUND / SUMMARY

The College Council Goals for the 2021-22 academic year were reviewed as a first read at the May 12, 2021 College Council meeting. These Goals are being presented at this meeting as a recommendation for approval.

These goals were informed by the 2020-21 College Council Evaluation Survey results.

The proposed 2021-22 College Council Goals are below.

COLLEGE COUNCIL GOALS
2021-22 Academic Year
FINAL PROPOSED DRAFT

- **GOAL #1 – (New and slightly revised 2020-21 carry-over Goal)** Improve the overall efficiency of – and adherence to – the College's CPR/APR process, and the planning & resource allocation model, including creating a smoother college planning process as it relates to program review validation, resource prioritization and evaluation.
- **GOAL #2 – (2019-20 carry-over Goal)** Provide oversight and coordination of progress made towards achieving the College's strategic goals and objectives.
- **GOAL #3 –** Develop a community agreement for how we communicate and engage with each other as committee members, ensuring that all input is welcomed and valued. Apply a Diversity Equity & Inclusion (DEI) lens to committee work, membership and decisions.
- **GOAL #4 –** Institute time for monthly updates and feedback from the college's shared governance bodies, as well as for deep dives into matters that require more in-depth discussions.
- **GOAL #5 –** Improve Council members' reporting out about Council matters to their constituencies, and reporting back to the Council about their constituencies needs/feedback/input.

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

The College Council Goals are only presented to and approved through the College Council.

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

The College Council Goals all map back to the College's overall mission, and are directly aligned with the following institutional strategic goals:

Goal# 1 --> Promote equity
Goal #2 --> Promote a collaborative institutional culture for communication, participatory governance, and decision-making
Goal #3 --> Offer students the highest quality curriculum, instruction and services
Goal #4 --> Cultivate a culture of belonging, pride and self-reflection for continuous improvement.

PLAN FOR EVALUATION

The College Council will evaluate itself, and it's progress made towards its annual goals, at the end of each semester through the Mid-Year College Council Evaluation Survey and the End-of-the-Year Annual Evaluation Survey. The results of these evaluations inform the Council's Goals moving forward into the next school year.

File Attachments
College Council Goals 2021-22 - 2nd Read at CC - 9.2021.pdf (462 KB)

Subject	**4.2 Recommendation to Approve the Laney College Council Integrated Planning Master Calendar for 2021-22 - Presenter(s): Rudy Besikof (10 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION, COLLEGE COUNCIL BUSINESS
Recommended Action	Adopt the Laney College Council Integrated Planning Master Calendar for 2021-22
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making
	Goal 3: Offer students the highest quality curriculum and services
	Goal 4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement

BACKGROUND / SUMMARY

The draft College Council Integrated Planning Master Calendar for the 2021-22 academic year was presented as a First Read at the last Council meeting (5/12/21) of the previous academic year. Feedback from the Council was solicited/provided. The final 2021-22 Integrated Planning Master Calendar for the College Council is being recommended for approval at this meeting. The Calendar is attached for review.

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

The Laney College Council Integrated Planning Master Calendar for 2021-22 is only presented to and approved through the College Council. Once approved, it will be shared with the other shared governance committees in order to inform/lead their work.

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

The Laney College Council Integrated Planning Master Calendar works to serve as a high level driver of the College's integrated planning for the academic term. It addresses all of the College's institutional strategic goals because it drives the College's program review process, which calls for all of the College's departments/programs/administrative units to develop mission statements and goals that map back to the College's overall mission and institutional strategic goals. Given this major connection and requirement for alignment, this calendar helps the College achieve all of its strategic goals.

PLAN FOR EVALUATION

At the end of each year, the Council evaluates itself and its ability to lead the College's shared governance structure and operations. Often changes/improvements are made to the Integrated Planning Master Calendar for the following year as the College is able to assess the current year's planning needs.

File Attachments
College Council Integrated Planning Master Calender for 2021-22- DRAFT#4 - for 2nd read at CC.pdf (638 KB)

Subject	**4.3 Request to approve time change for Tech Planning Committee meetings: Presenter (s): Rupinder Bhatia and Nathan Failing (3 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS

Access	Public
Type	ACTION ITEM / RECOMMENDATION
Recommended Action	Request to approve Technology Planning Committee (TPC) meeting time. The TPC members voted on a time change (the day remains the same- second Thursday of the month). The time proposed is 1:30 pm to 3 pm instead of 3 to 4:30 pm. This is to accommodate the availability of members and to avoid conflict with other committee meetings.

BACKGROUND / SUMMARY

The TPC wants to ensure that there is maximum participation from all members and recommend meeting at a time that works for all members of the committee. The members voted on the time change at their last meeting in May.

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

The TPC members have approved this time change from 3 pm - 4:30 pm to the new time change of 1:30 to to 3 pm on the second Thursday of every month. The day remains the same.

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

This change will help to maximize participation in the TPC meetings.

5. ORIENTATION TO COLLEGE COUNCIL

Subject	**5.1 Orientation to College College Council - Presenter: Maisha Jameson (15 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	5. 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/BoardDocs
- Committee/Council Member Responsibilities

File Attachments
Mission Vision & Values Statement - 5.2018 - Final approved through CC.pdf (390 KB)
FINAL-2018-2023-Laney-College-Strategic-Plan.pdf (830 KB)
College Council Overview from PGOM.pdf (59 KB)
Effective Committee Member Checklist-MJ 9.3.19.pdf (439 KB)
Constituency Report Back Form.pdf (229 KB)
PGOM FINAL - Updated as of 8.27.2021.pdf (1,439 KB)
2020-21 End-of-Year College Council Survey Results - as of 5.6.21.pdf (85 KB)
2021-2022 College Council Submission Calendar - as of 9.8.21.pdf (655 KB)

College Council Integrated Planning Master Calender for 2021-22- DRAFT#4 - for 2nd read at CC.pdf (638 KB)
College Council Goals 2021-22 - 2nd Read at CC - 9.2021.pdf (462 KB)
College Council Goals 2020-21 - Progress Made as of 5.2021 #2.docx.pdf (517 KB)
College Council 2021-22 Membership List - DRAFT as of 9.8.2021.pdf (299 KB)
End of the Year Report- College Council - 2020-21 - as of 5.13.21.pdf (477 KB)

6. FIRST READ RECOMMENDATIONS

Subject	**6.1 (First Read) Recommendation to Approve the Laney College (Accreditation Report) Follow Up Report & Laney Teach Out Plan (Accreditation) - Presenter:Rebecca Opsata /ALO (15 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	6. FIRST READ RECOMMENDATIONS
Access	Public
Type	FIRST READ RECOMMENDATIONS

BACKGROUND / SUMMARY

The Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges, took institutional action on the accreditation status of Laney College in an ACCJC action letter on June 28, 2021 that included ten district compliance requirements and eight fiscal issues from the Special Team Report in January 2021 to be addressed in a Follow-Up Report.

The College continues on Probation with a Follow-Up Report due October 1, 2021, and a team visit. Issues addressed in this report were detailed in the Peer Review Team Report March 2021 and the Special Team Report December 2020. The College was also required to create a Teach Out Plan and submit it by October 1, 2021.

File Attachments
Follow-Up Report - Laney DRAFT 2021.9.5 (1).pdf (1,945 KB)
Laney Teach-Out Plan Final 2021.8.30.pdf (921 KB)

7. UPDATE / DISCUSSION ITEMS

Subject	**7.1 Laney College Accreditation Update (General) - Presenter: Rebecca Opsata/ALO (5 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	7. UPDATE / DISCUSSION ITEMS
Access	Public
Type	UPDATE / DISCUSSION
Goals	Goal 3: Offer students the highest quality curriculum and services

Vice President of Instruction/ALO Dr. Rebecca Opsata will provide an update on where we are on our Follow-up Reports submission timeline.

File Attachments
PCCD Follow-up Report Submission Calendar 2021.9.10 version.pdf (83 KB)

Subject	**7.2 Higher Education Emergency Relief Funds (HEERF) Update; College-Wide Final Budget Status Update- Presenter: Derek Pinto (10 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	7. UPDATE / DISCUSSION ITEMS
Access	Public
Type	UPDATE / DISCUSSION
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY

The VP of Administrative Services will provide a status update on both HEERF and the adoption of a final 2021-22 College-wide budget.

File Attachments
HEERF I II III Update as of 9-10-2021 FINAL.pptx (609 KB)

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8. COLLEGE COUNCIL BUSINESS

Subject	**8.1 Check-in on the College Council Membership for 2021-22 - Presenter: Maisha Jameson (5 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS

BACKGROUND / SUMMARY

College Council membership for 2021-22 reviewed and discussed.

Plan for filling vacancies to be discussed.

File Attachments
College Council 2021-22 Membership List - DRAFT as of 9.8.2021 (2).pdf (299 KB)

Subject	**8.2 Check-in on College Council Goals for 2021-22 - Presenter: President Besikof (5 minutes)**
Meeting	Sep 15, 2021 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS

BACKGROUND / SUMMARY

The College Council Goals for the 2021-22 academic year were reviewed as a first read at the May 12, 2021 College Council meeting. They are being presented at this meeting as a recommendation for approval.

Once approved, a check-in on the Goals for this year 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
2021-22 Academic Year
FINAL PROPOSED DRAFT

- **GOAL #1 – (New and slightly revised 2020-21 carry-over Goal)** Improve the overall efficiency of – and adherence to – the College's CPR/APR process, and the planning & resource allocation model, including creating a smoother college planning process as it relates to program review validation, resource prioritization and evaluation.
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File Attachments
College Council Goals 2021-22 - 2nd Read at CC - 9.2021.pdf (462 KB)

Subject	**8.3 BoardDocs Check-in - Presenter: Maisha Jameson (5 minutes)**
Meeting	Sep 15, 2021 - 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
- Submitting Agenda Items
- Best practices for working in BoardDocs
- Any remaining training needs
- Q & A

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

Subject	**8.4 BOARDDOCS TRAINING (WILL BE HELD AFTER COLLEGE COUNCIL from 4:00pm-5:00pm) - Presenter: Maisha Jameson (1 hour)**

Meeting	Sep 15, 2021 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS, SPECIAL PRESENTATIONS / REPORTS

BACKGROUND / SUMMARY

The College Council has moved to BoardDocs for not only the platform within which the Council's documents are maintained, but also for the creation of Council meeting agendas.

An overview and training on how to navigate within the system and how to submit agenda items will be presented. This will be a quick refresher (as needed) on how to submit an agenda item through BoardDocs. Additional and more comprehensive training will be provided later on, as needed.

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