

# District Education Committee

## MINUTES of the Districtwide Meeting

**October 16, 2009, 9:30am – 12:30pm**

**Committee:** Educational Committee

**Date:** October 16, 2009

**Attendance:** Wise E. Allen, Betty Inclan, Kerry Compton, May Chen, Donald Moore, Eric Gravenberg, Jannett Jackson, Linda Berry, Krista Johns, Elnora Webb, Jenny Lowood, Bob Grill, Scott Albright, Pieter de Haan, Karolyn van Putten, Inger Stark, Anita Black, Debbie Weintraub, Ayele Lemma, Rona Young, Brenda Lewis Franklin, Pat Jameson

**Co-Chairs:** Wise E. Allen, Jenny Lowood

**Facilitators:** Linda Berry, Kerry Compton

**Note Taker:** Pat Jameson

**Guests:** Debbie Budd, Jim Bracy, Joseph Bielanski, Robert Brem

Agenda Item	Discussion	Follow-up Action	DECISIONS (Shared Agreement /Resolved or Unresolved?)
<b>Meeting Called to Order</b>	9:35 am by Wise E. Allen		
<b>I. Review of Agenda</b>	<p>There was a general discussion about how items get placed on the agenda for the Education Committee meetings.</p> <p>Suggestions were made that:</p> <ul style="list-style-type: none"> <li>• items from the colleges that come in after our meetings, and things that need to flow up to the PBI Council need to be prioritized.</li> <li>• the co-chairs and facilitators meet the week before the main meeting, and that that the facilitators of all main committees meet and share key items to work out a good way for info to flow to all.</li> <li>• we use Roberts' Rules of Order in that you ask at the beginning of a meeting for any changes to the agenda.</li> </ul>	<b>Agenda items and handouts should be sent out electronically ahead of time to all Ed Committee members.</b>	<p><b>MOTION: Suggestions for agenda items go to Co-Chairs Wise Allen and Jenny Lowood and to Pat Jameson; the co-chairs then decide what gets agendized and how.</b></p> <p><b>VOTE: PASSED.</b></p>
<b>II. Review Minutes</b>	<p>Minutes will go out earlier and will be posted on the PBI website, under Service Centers, on the Peralta website, and labeled as "draft" until approved; and all approved minutes from all meetings will be posted there.</p> <p>Pat Jameson is thanked for very thorough and complete minutes.</p>		<p><b>MOTION: To approve the minutes.</b></p> <p><b>VOTE: APPROVED.</b></p>

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<p><b>III. Categorical Programs and Budgets</b></p>	<p>The VPSS's are asked to share the status of their cuts at each college:  <u>Laney (D.Moore):</u>  The main issue they are concerned with is running out of money by December. Laney will be the campus that has to lay off the most people. They have a document now that lists 7 specific positions that they feel they will have to cut. With these positions eliminated, they have to figure out how to continue to do business without these key staff. The main area affected is the Welcome Center; these centers were not funded and as of January 2010, we will not have funds for any staff in the Welcome Center.</p> <p>A Categorical Budget document handed out shows we now have a 4.7 million reduction instead of a 5.5 million reduction.</p> <p><u>BCC (M.Chen):</u>  BCC's enrollment increased 44% over a 3 yr period; however they are serving the community and 33% need financial aid, more than the other colleges. BCC is now budgeted at 50% but they don't see how they can lay off anyone with BCC being the fastest growing college. They have some vacant positions they cannot fill, but need additional support and are asking for an augmentation from the district.</p> <p>Co-Chair Allen responded that: We know the needs; we don't have any money. It is not our fault. The state gives us 95% of our funding, and they have made these cuts.</p> <p>The Committee was reminded that due to the union contracts, if the largest college lays off 7 people, it will have a ripple effect throughout Peralta and impact us all.</p> <p>Co-Chair Allen, responding to a question whether the district could use some of its reserves so the colleges don't have to make such huge cuts or do without hiring staff they feel the District needs, responded that They anticipate further mid-year cuts, then more next year, so don't want to use all our reserves now.</p>		

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	<p><u>Merritt (E.Gravenberg):</u></p> <p>They are planning to cut 8 hourly counselors, and also, possibly laying off one assessment classified. Matriculation will be hit the hardest. They are trying to protect Financial Aid and EOPS. They are looking at ways to consolidate and for other sources of funding. They are looking at technology resources as well, such as online counseling sources. So about 3-4 cuts of classified and 8 hourly counselors. They are looking at their other 6 (regular) counselors and what else they can do. They plan to get their final report to the District by mid-week.</p> <p><u>COA (K.Compton):</u></p> <p>Although we'll receive a little more in AARA funds, it won't really make much difference. They plan to stick to the 50% cut and not plan on extra funds, as there may be more mid-year cuts to come. CalWorks has no classified staff and one faculty is retiring in December. The students will then be seen by CARE counselors. They have already eliminated their adjunct counselors in EOPS. DSPS: they have to figure out to balance the permanent and Tenure Track faculty as well as classified. Matriculation: They have already cut their counselors by 10% without any 11-mo contracts. They have one Tenure Track counselor on leave. They have no outreach; their classified has retired, and will not be filled. Their student ambassadors will be staffing the Welcome Center.</p> <p>The 4 VPSS's are thanked for their work and their reports. Your reports show you're doing a lot and making tuff decisions.</p> <p>Student Ambassadors and Welcome Centers were cited in the Accreditation Report as very key access factors, and we want to make sure we keep the Welcome Centers open. We may have to cut student ambassadors and cut hours, but we will have to figure out how to keep access to the Welcome Centers.</p>		
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	<p>Suggestions were that maybe 1% of the reserves be considered to go to student services to help defray these cuts; and that maybe some positions at the District not be filled now to help.</p> <p>The reserves are shrinking; we are paying for the Easy Pass, e.g., out of the reserves, and we're not recouping these funds as we anticipated. By the end of the year, the reserves will shrink. It can disappear very quickly as we have to pay for obligations we haven't anticipated. We are committed to serve our population; this is the last chance for many of our students, and we are committed to keeping our doors open and to serving these students in need. We have to make tough decisions to keep our doors open.</p> <p>We have not had very much transparency about the reserves; we need to know what we are committed to and for what are we using the reserve dollars.</p> <p>Can we request that information? Isn't this a role of our group?</p> <p>The plan is to bring a budget to the Board at the next Board Meeting. In that we should be able to see what our obligations are and the actual amount of our reserves. Co-Chair Allen will ask for an explanation of what our reserves are being used for.</p> <p>Suggestion is made that positions being advertised be looked at; some of those funds could be used to augment student services.</p> <p>Our focus is not the budget, but we can forward recommendations to the other committees.</p> <p>We need to see how we can raise more money, not just cutting back. Some of us are looking at TRIO grants and other fundraising sources and fundraising strategies.</p> <p><b>Suggestion that the district embark on a public relations (PR) campaign to help specific student services, possibly even with a certain level of funding that we want.</b></p> <p><b>Friendly amendment to the suggestion re the Foundation: the community gives money to their pet projects. We may be better</b></p>		
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	<p><b>off w/PR for other instructional areas like green jobs, that will free up some funds for student services.</b></p> <p>We are doing a lot of fundraising as we speak. We have brought in \$22 million as of this year. We're working on contract ed. The Board is going to Washington, DC to lobby legislatures.</p> <p>Appreciation is expressed for the emotions and intent of all who have spoken. The Board even suggested that any savings we have go to student services. <b>We should send a message to the Foundation that the categorical cuts are a high priority, and ask that priority be given to this area by the Foundation.</b></p> <p>We need to see what our key services are. Some new students who are coming to us from e.g., UC and CSU may not need as many services. It may be a hard sell to fundraise for our core mission – the students in need from the community. We need to see what they need to be successful. What are our values and what to we want to pay for. <b>K.Compton will send this as a suggestion to the co-chairs.</b></p> <p><b>The reserves need to be transparent and we should look into freezing hiring at the district and see about redirecting these funds to student services.</b></p>	<p>WEA to PJ to Draft the recommendation for WEA to take to the Chancellor for the Foundation.</p>	<p><b>MOTION: That the Ed Committee recommend to the Peralta Fdn. that they prioritize student services in their funding, and have a specific fundraising effort to help student services deal with their budget cuts.</b></p> <p><b>VOTE: PASSED.</b></p>
<p><b>IV. Presentations from each College on their Ed Master Plans (EMPs).</b></p>	<p><b><u>BCC (K.Johns &amp; M.Chen):</u></b></p> <p>See BCC PowerPoint Presentation on their Ed Master Plan posted on the PBI Website.</p> <p><b><u>COA (J.Jackson &amp; K.Compton):</u></b></p> <p>See COA PowerPoint Presentation on their Ed Master Plan posted on the PBI Website.</p>	<p>We need to have as an agenda item the “grow, watch, maintain” and productivity targets as well</p> <p>We need a districtwide plan for these various Senior &amp; other Centers. Suggestion that all</p>	

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	<p><u>Laney (M.Menendez &amp; T.Vasconcellos):</u> See Laney PowerPoint Presentation on their Ed Master Plan posted on the PBI Website.</p> <p><u>Merritt (L.Berry &amp; E.Gravenberg):</u> See Merritt PowerPoint Presentation on their Ed Master Plan posted on the PBI Website.</p>	<p>colleges do a spoken visual presentation of their EMP presentations, for visiting Accreditation Teams, and others.</p> <p>Request was made that the date for presenting College priorities be changed from Nov. 20 to early Dec., as Laney won't be able to complete their work done by Nov. 20. Q on how all colleges can do this in the time frame set forth, as due diligence and shared governance demands the time be extended.</p>	
<p>V. <b>Unit Plan Template and Summary Spreadsheet; SLO Assessment on Unit Plan Template</b></p>	<p>Everyone is thanked for their work and great presentations.</p> <p>Smart classrooms, even on carts for now, as well as construction is needed.</p> <p>Laney's size of student body and shared governance body means we can't move as fast and get input from all at Laney in the same time as with smaller colleges.</p> <p>We have found even with our structures already in place that we've had to adjust to get things done on time.</p> <p>At Merritt, the Unit Plans are being populated by the researchers; then to dept. chairs; then to Deans; then to VPs to make the summaries; will send that back to the Council of Dept. Chairs to prioritize instructional</p>		

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	<p>requests. The two lists will go to the EMP master committee, then to their budget committee and to College Council.</p> <p>The Unit Plans are coming up with specific departmental priority request lists, so when we put together our college lists, how do we include the long lists from the departments. We don't have a model of a council of Dept Chairs at Laney.</p> <p>Should we focus e.g., on smart classrooms, or go over our long lists of dept. priorities?</p> <p>Several support a one-time adjustment being made right now to allow for us doing a good baseline plan.</p> <p>Our shared governance process at Merritt was co-opted last year by DWEMPC, and this year co-opted by the PBI model process. So this takes more time than we had planned. We need to know when the specific district timelines are enough ahead of time, to do what we need to do along the timeline.</p> <p>What we presented the generic needs from our EMPs; next meeting we are to bring specific prioritized needs to this committee, with adequate detail to know what the funding needs are. We need to know when and why and for what purpose the college priorities need to be here to the district. And what we were to have brought today, and what next meeting.</p> <p>One recommendation by the last ACCJC is that COA establish a clear budget and planning process, which they are building right now. Our components are in place, but how and which one goes first with what priority power is each component is still up in the air.</p> <p>The Chancellor's Working Group was formed because of some of these questions. When we have the funds, we need to know what our priorities are so we can get our ads out first to capture the best, e.g., faculty. And, the colleges' equipment, technology, classified staffing needs had no place to be brought to in a shared governance manner.</p> <p>At COA we are discussing the prioritization of what necessary cuts we need to make. We need to coordinate our technology committees on</p>		
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	<p>the colleges with the districtwide tech meeting; same for the facilities. Feels we've created a structure that is so overbearing that it will slow us down. Same as on the campuses, our structure is so big that it's slowing us down. Feels we've crossed the line with our structure so we are negatively impacting our productivity. Every time we get new administrators, they want to reinvent the wheel and say we have to have a new model, structure and process.</p> <p>Should there be bond money that is set aside for technology and that resides in the technology budget.</p> <p>The buzz is that folks at the colleges are excited, especially that the unit plans they did last year are actually going to be used, and built upon. We're looking forward to our unit plans being heard, but need more time for our thorough shared governance process.</p> <p>There are so many roadblocks in the way of getting their needs heard and especially to get funding from Measure A funds. We send in our requests over and over, and new requirements come up and more roadblocks get in the way.</p> <p>We haven't changed anything from last year's timeline, but now there is a place for our requests and input and priorities to go.</p> <p>Last year we had a joint DWEMPC, BAC and SPPAC meeting and it was a disaster.</p> <p>Do we want to add another meeting on e.g., Dec. 4<sup>th</sup> for one or two colleges to bring their priorities, and still hear from the colleges that are ready to proceed on Nov. 20?</p> <p>Q: whether the colleges have all the data to do what we need to do? Yes. The problem is that it has to be populated by the researchers at the colleges.</p> <p>The BI tool was working fine, until last week, when it went haywire. Minh is working on a plan to keep this glitch from happening.</p> <p>What we're seeing now is non-traditional funding sources and we can't even include priorities for these funding sources that we may not</p>	<p><b>Recommendation is that we move the timeline back to Dec. 4<sup>th</sup> for the faculty specific prioritizations, then we get back on track early Spring 2010.</b></p>	<p><b>MOTION (&amp; 2<sup>nd</sup>'d): We work to complete our priorities/requests for regular district budgeted faculty &amp; staff (H.R.) positions first (by Dec. 4), then we finish the planning process &amp; bring other resource requests/priorities for facility and technology resources by Jan. (out to all 2 wks before meeting), and present it at the Feb. Meeting.</b></p> <p><b>VOTE: PASSED.</b></p>

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	<p>even know about now.</p> <p>The Unit Plans can include anything, and we can have our contingencies built into them. The unit plans inform the campus plans. What we need immediately from the District is what general funds will be spent on faculty. The non-traditional funding sources are not meant to supplant general funds, but be in addition to it.</p>	<p><b>The presentations and prioritizations should be similar by all colleges.</b></p>	<p><b>We will move the PBI Council Meeting to Dec. 11, so the Ed Committee can meet on Dec. 4<sup>th</sup>.</b></p>
<p><b>VI. Update on Summer Session</b></p>	<p>See handout re plan for 4-day/10-hr days, Mon.-Thurs. Summer 2010 Schedule.</p>	<p>This still needs to be negotiated with the Unions.</p>	
<p><b>VII. Future Agenda Items</b></p>	<p><i>To be determined.</i></p> <ul style="list-style-type: none"> <li>Ad Hoc Committee re Program/Discipline Review: Watch, Maintain &amp; Grow Model</li> </ul>	<p><b>Email suggestions for Agenda items to the Ed Comm. Co-Chairs Lowood and Allen; plus items some will be carried-over from prior meeting(s).</b></p>	<p><b>Co-Chairs Lowood and Allen will meet between DEC meetings to plan the agenda.</b></p>
<p><b>Adjournment:</b></p>	<p>Meeting adjourned at 12:40p.m. by Jenny Lowood &amp; Linda Berry.</p>		
<p><b>Next meeting:</b></p>	<p><b>Nov. 20<sup>th</sup>, 9:30am - 12:30pm; District Office Board Room</b></p>		
<p><b>Upcoming meetings:</b></p>	<p><b>December 4, 2009; February 19, 2010; March 19, 2010; April 16, 2010</b></p>		

Minutes taken by Pat Jameson