

College Council Executive Approved Minutes
Monday, July 25, 2011
PCR – 10:30 am

Attending: Celena Alcala, Adrienne Foster, Joann Haywood, Fran Leonard, Ken Lin, Maureen O'Brien, Betsy Regalado, Abel Rodriguez, Yvonne Simone, Bob Sprague, Rebecca Tillberg

College Council Chair
Fran Leonard (11)

Academic Senate
Adrienne Foster, PhD
Eloise Crippens
Judy Chow

Administration
John R. Oester
Betsy Regalado
Bob Sprague

AFT Classified
Joann Haywood (11)
Sheila Jeter-Williams (11)

AFT Faculty
Bruce Anders
Richard Olivas
Olga Shewfelt (11)
Bonnie Blustein
(alternate)

ASO
Scott Stamler (11)

SEIU 721 Stewart
Abel Rodriguez

Teamsters
Rebecca Tillberg

President, Ex-Officio
Rose Marie Joyce

Standing Committee Chairs
Budget
John Oester
Facilities
Allan Hansen
Planning
Rebecca Tillberg
Accreditation
Fran Leonard

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- I. Call to order and confirmation of the Agenda – the meeting was called to order by Fran Leonard at 10:30 am.
- II. Minutes of July 6, 2011 were approved with the following correction: On page 3, bottom paragraph, delete “next College Council Executive Committee meeting is scheduled for Thursday, August 18 and add “College Council Retreat is scheduled for Thursday, August 18th from 1-4 pm in Winlock Lounge”. Fran Leonard announced that Standing Committee reports for Planning and Technology Committee were not done due to lack of time.
- III. Chair’s Report -Update from each Standards – co-chairs
Fran reported that the Board was pleased with West’s presentation on June 29th. A packet including previous recommendations from the accreditation team, standards’ committees’ members, and meetings was distributed to members. Standard III draft is posted at Google docs. Other groups are working on their reports and will be submitting them soon.
- IV. Items and Issues for Consideration/Action
The College Council recommendation to change the name from BPMC to Facilities Committee has been approved by the College President and is effective July 2011.

Revision to MOC #CC906-1 to include revised Board Rule on Administrative Positions and College Governance processes. Adrienne Foster reported that the MOU signed off in 2006 is in accord. This hasn’t been signed off yet and Senate and Human Resources has been working to get this done.

Fran Leonard announced the full College Council Retreat for all members will be held Thursday, August 18th from 1-4 pm in Winlock Lounge. One of the topics to work on for this retreat is the committee effectiveness chart along with any goals accomplished this year along with next year’s goals. There was discussion about the maintenance of all college-wide committees on the college website as far as posting of all records of committee meetings, etc. Discussion followed about having only one Council at West instead of having multiple Councils. Vice President Bob Sprague of Academic Affairs recommended writing a narrative describing how

recommendations are developed and received by College Council and then presented to the President. This could also be accompanied by a chart displaying the current status of recommendations. This narrative could be written before the August 18th Retreat which would include developing a place where program reviews can be posted and other important documents relating to program review which is also a technological issue. There needs to be dialogue in place for specifying who will be able to post documents on the college website. Adrienne Foster, Academic Senate President, reported that the minutes and agendas of Academic Senate need to be posted on the college website which is subject to the Brown Act.

Recommendation #1– that the President, with the help of Michelle Long-Coffee address the need for posting minutes, agendas, and documents for college wide committees and how this will get done on the college web site in the short-term.

Recommendation #2 - President to work with College Council to look at entire college website as a whole to make it more user friendly and attractive. This should also be brought to Technology Committee as a recommendation.

Rebecca will write a draft narrative for the college participatory governance process in time for the August 18th College Council Retreat. There is no budget for the August 18th Retreat. This committee should meet with the President now.

Board Presentation for the Institutional Effective Committee will be held this Wednesday, July 27, 2011 from 11:00 am-12:30 pm at the District Board Room. Ten minutes will be allotted for each presentation. Rebecca Tillberg projected a PowerPoint portion of the Board presentation to the committee. A brief discussion regarding the Board presentation followed.

- V. Budget
- Vice President John Oester of Administrative Services announced that non-resident tuition figure has jumped. Additional revenue is coming in and he is trying to find out and pin down this figure. Other expenses came in below our expectations; \$170,000 below expectations. One significant savings item was Ramona Munsell’s fees which were below our expectations. West plans on hiring five additional custodians this fall.

The meeting was adjourned at 11:50 a.m.

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