



**College Council Meeting
APPROVED Minutes
for
Thursday, December 3, 2009
1:00 p.m., Winlock Lounge**

Present: Bruce Anders, Joann Haywood, Sheila Jeter-Williams, Fran Leonard, John Oester, Richard Olivas, Rod Patterson, Betsy Regalado, Mark Rocha, Olga Shewfelt, Bob Sprague, Rebecca Tillberg. Guests: Ellie Kim, Jessica Pineda, Michael Sanchez

- I. The meeting was called to order at 1:10 p.m. and the agenda confirmed. The minutes of November 5, 2009 were approved with corrections and additions.
- II. Public Speakers: Ellie Kim, Senior Program Associate of the LACCD Green Campus Program spoke to the Council about this project, a non-profit coalition of business, government, environmental and consumer leaders dedicated to promoting energy efficiency. Funding for the program, which was approved by the Board of Trustees on April 15, 2009, includes bond money from Measure J. At West, in August 2009, the program recruited, hired and trained a team of four student interns who will “work with an advisory group of campus representatives (key administrators, staff and faculty) to consider and determine a final set of projects to address energy conservation through, for example, a green fair, an environmental film festival” and other energy-saving actions. Two student interns - Jessica Pineda and Michael Sanchez - were also present and spoke to the Council. Richard Olivas asked for how much bond money was going to student interns and Alliance to Save Energy (ASE).
- III. President’s Report
 - A. Bob Sprague passed out a memo from Dr. Rocha and spoke on his behalf since he was attending a meeting off campus. Dr. Rocha has worked closely with the WEC and Jack Ruebensaal, who are developing a new policy and procedure for scheduling of all college functions through the new Meeting Room Manager software. Details are being finalized. The consensus recommendation will likely be that any and all college functions must be scheduled and can only be scheduled through the official Meeting Room Manager procedure. This procedure will designate the Office of the President and three other designated individuals of the three division vice presidents as the only individuals through which any and all social functions, including holiday and commencement-related functions, retirements and other celebrations will only be scheduled through the official college process.
 - B. Following mutual consultation, the process for review and possible revision of the college Mission Statement is tasked to the Accreditation Steering Committee. The input received by participants at November’s college retreat has been compiled and given to the Committee chair, Fran Leonard, in time for the committee’s first meeting at the end of January. The committee is asked to establish a timeline for the completion of this recommendation, no later than the end of this academic year, preferably sooner.

- C. Linking Planning to Budgeting. After the visit by Gary Colombo and our continuing discussions at the planning and program review committees and elsewhere, a few consensus points seem to be emerging:
1. We should adhere closely to the nomenclature provided by the ACCJC in all respects, especially in describing our program review process. We therefore should not inject our own terms into this process, such as “unit plan,” etc.
 2. The program review instrument should be updated so that the Budget component is less focused on discrete budget requests with dollar figures and more focused on mission-based budget priorities. This is why updating the mission statement and the major master plans are essential as a first task. The president asks the master plan committees to establish a timeline for the completion of their recommendation to the College Council no later than the end of the academic year—and preferably sooner.
 3. Once the mission statement and major master plans are updated then we can work from the ground up to a comprehensive “strategic statement” that further refines the alignment and synthesis of planning and budget processes.
 4. The memo also stated, “It’s time to reiterate, strengthen and enforce the district and college policies with respect to the sending of emails over the college system. Discussion followed on what constitutes “college business,” email as a district-owned and supported resource and the consuming of bandwidth, an asset to be managed carefully. Suggestions included setting up an electronic discussion board to accommodate airing of ideas, opinions, etc. Fran will invite District Council to a future Council meeting.

IV. Chair’s Report

- A. Fran asked the Council to consider whether we need to hold CC Exec meetings as specified in the current governance agreement, copies of which she passed to the members present. Olga suggested that we set up the agenda for CC mtgs. electronically with the intention of acting on and moving items forward. At the discretion of members, if an issue is complex, a meeting can be scheduled.
- B. Fran then presented the PowerPoint presentation from Gary Colombo to familiarize Council members with the upcoming District surveys on Accreditation, re. governance and the functional map. Members had also received the presentation electronically prior to the meeting. Richard Olivas suggested that a glossary of terms would be helpful for those unfamiliar with acronyms and other references.
- C. Rebecca Tillberg shared with the Council the results of the Evaluation Survey of the college retreat participants, which showed 68% response rate including SMART goals that participants developed in areas of transfer, student learning outcomes, staff development, student-focus, technology and assessment/mediation, both personal and programmatic.
- D. Accreditation Self Study - Gary Colombo and Deborah Kaye met LA Southwest, LA Harbor and West LA representatives on Tuesday, November 17, 2009, sharing with us the results of the City-side colleges’ reports. At the Board meeting of January 27, 2010, Seaside colleges will brief the Student Success Committee on their self-study timelines and activities. Meeting days/times for West’s Accreditation Steering Committee will be set, with the first meeting at the end of January. At the December 14th meeting of the Joint Administrative and Divisional Council, chairs and supervisors will be asked to speak with faculty and staff to encourage participation in West’s comprehensive self study.

The meeting adjourned at 3:00 p.m.