

College Council Retreat
Tuesday, August 23, 2011
10:00 am – Winlock Lounge

College Council Chair
Fran Leonard (11)

Academic Senate
Adrienne Foster, PhD
Judy Chow
Helen Young

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
Nabil Abu-Ghazaleh

Standing Committee Chairs

Accreditation

Fran Leonard

Budget

John Oester

Building Program Management

John Oester &
Jane Witucki

Enrollment Management

Betsy Regalado & Ken Lin

Facilities

Allan Hansen

Planning

Rebecca Tillberg

Resource Development

Bob Sprague

Technology

Vidya Swaminathan

Bob Sprague

College Council Executive

Adrienne Foster

Jo Ann Haywood

Fran Leonard

John Oester

Betsy Regalado

Abel Rodriguez

Olga Shewfelt

Bob Sprague

Rebecca Tillberg

Attending: Nabil Abu-Gazhaleh, Judy Chow, Adrienne Foster, Fran Leonard, Joann Haywood, John Oester, Betsy Regalado, Abel Rodriguez, Olga Shewfelt, Bob Sprague, Rebecca Tillberg, Helen Young

Fran opened this first College Council retreat by thanking those whose help made this possible: President Nabil for providing the lunch, Judith for preparing the folders and materials and Vicky for her help with the lunch. As a warm-up, Fran had members use the first letter of their first names to choose descriptors to capture their personality and essence.

1. Review of college mission, vision, values

Adrienne Foster suggested Fran Leonard ask Michelle Long-Coffee to create a standardized template with the college vision, mission and values statements as a footer on college letterhead so various committees could use them. The vision, mission & values should be threaded throughout the college's documents, minutes, and agendas. There was a brief discussion about displaying the college's vision, mission and values statements at the entrance of buildings and classrooms and conference rooms. Fran will talk with Michelle about the best way to do this. Discussion followed about how the college will assess institutional SLOs and align them with the college mission, vision and values statements.

2. Campus Climate Survey results

The Campus Climate Survey, developed by Planning Committee and implemented with Survey Monkey, was conducted last spring 2011. The survey responds to one of the accreditation recommendations regarding campus climate. Rebecca Tillberg reported on the demographics and response rates of respondents. There was a 56% response rate from regular faculty, a 35% response rate from classified staff and 100% response rate for administrators. The total number of employees that responded was 204.

The group discussed the survey results. Ninety percent of respondents feel that their job is aligned with West's mission. One member addressed the fact that there is a disconnect between our adjunct faculty at West and that we need to redouble our efforts to capture adjunct faculty participation. Some of the results indicated that people do not understand the budget process and there was discussion about how best to communicate this process to the entire campus.

Rebecca presented a Summary of Free Response Items. What people appreciated most about West was the friendly, collegial environment and location. Areas on campus that need to be improved are facilities, infrastructure and technology. Some of the concerns

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voiced by the adjunct faculty are safety at night, parking, and lack of facilities to use at night.

3. Review/Update College Council Documents

a. College Council Proposal, July 8, 2005

College Council members reviewed VIII. College Council Membership on page regarding (5) the Chair shall have a two-year term. It was pointed out that currently, the Council elects the chair at the 1st meeting of the fall. The College Council Proposal indicates that the chair election would take place at the 1st meeting in July, but the Council does not meet during the summer. Discussion followed of whether or not two years is long enough. The members supported the recommendation to extend the chair’s term to 3 years by consensus.

To ensure a smooth transition of chairs, there was discussion regarding having the previous chair attend College Council as an ex-officio member to support the newly-elected chair and whether they would have voting privileges. The members agreed that they should not have voting privileges unless they then were appointed as members of the College Council. This will be finalized at a future meeting of College Council Executive where it will be a recommendation to College Council.

b. MOU #CC906-1 – (Concerning Effective College Governance Process), Sept. 26, 2006

Members reviewed the document, but because of insufficient time, Fran will convene a smaller group to go over both documents and propose language to update and merge the two into one with the addition of a statement of philosophy and/or vision.

c. Participatory Governance Chart

This organizational chart that was updated July 2011 by Rebecca Tillberg and was reviewed and discussed. The following organizational changes were recommended by the President and College Council members:

- Replace word “Process” with “Structure” in title, College Participatory Governance Process
 - Remove Senior Staff and Joint Council boxes next to College President as there should be a separate chart of operational groups
 - Add Academic Rank Committee to Senate committees, next to the Curriculum Committee
4. Standard IV co-chairs, Adrienne and Olga, distributed copies of the draft so that members could read this part of the accreditation self study report on Leadership and Governance. The deadline for providing input to Fran to the standards’ committees and the Accreditation Steering Committee is Tuesday, September 13, 2011.

The meeting was adjourned at 2:00 p.m.

