

College Council Chair
Fran Leonard (11)

Academic Senate
Rod Patterson (10)
Lloyd Thomas
Joyce Sweeney
Eloise Crippens
(alternate)

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
Brandy Ruiz (10)

President, Ex-Officio
Mark Rocha

SEIU 721 Stewart
Abel Rodriguez

Teamsters

Standing Committee Chairs

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

APPROVED MINUTES for the Meeting of February 4, 2010

Present: Richard Block, Judy Chow, Isabella Chung, Eloise Crippens, Allan Hansen, Joann Haywood, Sheila Jeter-Williams, Elllie Kim (guest) Fran Leonard, Rod Patterson, Betsy Regalado, Mark Rocha, Brandy Ruiz, Bob Sprague, Joyce Sweeney, Rebecca Tillberg

I. Call to Order & Confirmation of the Agenda

Fran Leonard called the meeting to order at 1:10 P.M. The meeting agenda was confirmed and minutes of the Dec. 3, 2009 meeting were approved with one correction.

II. There were no public speakers.

III. President's Report

Dr. Rocha spoke at the end of the meeting, thanking the Council for the two recommendations that came forward, one from the Budget Committee and the other from the Building Program Management Committee (BPMC). He noted that any positions filled this year were emergency positions which moved through a similar, transparent governance process, evidence of the increased effectiveness of institutional processes linking planning to budget. He expressed appreciation to Isabella Chung and Allan Hansen for taking up additional responsibilities while VP John Oester continues his recuperation. He also said that the portion of the \$12M reserve received yesterday from the District considerably reduces West's deficit and that these funds will also move through the college's process.

IV. Chair's Report – Accreditation

Fran Leonard shared with the Council highlights of the timeline for accreditation, printed on the back of the agenda and noting that it includes a checklist for each item. At present, West is already fully engaged in actions integral to the comprehensive self study, including the work already done by the Leadership Retreat and two additional retreats in January on reviewing the college mission statement. This is preparatory to the presentation to the Board at its meeting here at West on May 26th when the updates to West's plans – the Educational Master Plan, the Technology Plan, the Student Services Plan and the Facilities Plan – are completed.

The Accreditation Steering Committee held its first meeting on Thursday, January 28th, the day after the presentation to the Board's Student Success Committee of West's accreditation timeline. The meeting was well-attended with future meetings noted and tasks and training for the self study discussed. The committee was shown resources at the ACCJC website, along with links to the college's 2006 Self Study and subsequent Progress Report and the Focused Midterm Report. Fran has emailed a grid of previous recommendations to all standards' committees' co-chairs, who are adding names to those already submitted to work on these committees.

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The training sessions will go over the standards, the format for the responses and best practices learned over the past few years.

Re. membership on the Council, Fran has asked the Teamsters to select a representative to the College Council to fill the vacancy left by the retirement of Lawrence Jarmon.

V. Items and Issues for Consideration/Action

A. Recommendation from the Budget Committee

The Budget Committee recommends approval of funding for two positions – a College Financial Administrator and an Administrative Aide for the Administrative Services Division with the recommendation that the Administrative Secretary position should also be filled.

After a presentation and discussion, this recommendation was approved by the BC at its meeting of January 27th. Isabella Chung presented the rationale for these two positions, citing the loss of several staff over time and the increased workload for this payroll and purchasing due to grants being generated. She also cited the opportunity to upgrade support to all the financial team, especially in the monitoring of finances and day-to-day operations.

ACTION: By consensus, the College Council approved this recommendation and forwards it to the college president.

B. Recommendation from the Building Program Management Committee (BPMC)

The Building Program Management Committee recommends that the Alliance to Save Energy (ASE) move forward with its projects and that the BPMC be its advisory group. ASE will need to give a periodic progress report to the advisory committee.

Several members asked questions of Ellie Kim of ASE regarding where students will be housed and what projects are planned with what specific outcomes.

ACTION: By consensus, the College Council approved this recommendation and forwards it to the college president.

VI. Standing Committee Reports

A. Planning – Rebecca Tillberg passed out the chart, Linking Planning to Budgeting, explaining how all steps align with the college vision, mission and college plans, the Educational Master Plan, the Technology Plan, the Student Services Plan and the Facilities Plan. Discussion regarding the “underlays” of the chart, each of which would show greater details at each step, for example, the budget timeline. Discussion included mention of the need to include/show in other in the underlays processes for program viability, FPIP, enrollment management and transfer. Transfer, for example, is not only a Transfer Center but is a college function. Rod noted that the Transfer Committee is currently not active.

B. Program Review – Fran Leonard reported that the committee last met on January 20th, followed by a working session which focused on selecting and refining questions for the online program review to be ready in fall 2010. The questions cover all aspects of assessment, including SLOs and evaluation of key data, all linked to the college’s plans. Questions specific to Student Services

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have also been developed. Questions for Administrative Services will be developed in future meetings. The next Program Review Committee meeting is scheduled for February 17th, 1:00 p.m. in the PCR.

C. Budget – Betsy Regalado, selected as interim chair of the Budget Committee while chair John Oester is on leave, reported about the meeting of January 27th. The projected expenditures are the same as last month. \$12M on reserve to backfill categoricals was sent to all nine campuses and allocated according to

FTES. Each campus is to determine how best to apportion its allocation. West’s portion is \$902,125. This amount helps reduce the college’s deficit. Budget prep worksheets are due Feb. 10th. Betsy passed out the budget timeline for 2010, which provides more detailed information re. the budget calendar of the planning/budgeting cycle.

D. Facilities – Allan Hansen reported on the timeline for the Math/Science Building and explained the reasons for the delay in opening, which now looks to be spring break. The road is poured, including sidewalks and gutters; fencing will be taken down. To provide additional parking spaces for lots no longer in use, Lot 7 has been striped, providing 100 spaces and Lot 6 restriped for 90 spaces. Eloise brought up the memorial plaque, which she noted has omitted some names and has misspellings. The original individual plaques from the Memorial Grove, which are stored in Plant Facilities, will be used for a new, correct plaque. The lunchroom and adjunct faculty offices are being located to larger rooms in D Village with more storage.

Agenda item for the next meeting: the Technology Committee

The meeting adjourned at 3:00 p.m.

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