

**APPROVED MINUTES for the Meeting of March 4, 2010
Winlock Lounge, 1:00 p.m.**

College Council Chair

Fran Leonard (11)

Academic Senate

Lloyd Thomas (10)
Eloise Crippens
Rod Patterson (11)

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

Rebecca Tillberg

Standing Committee

Chairs

Budget

John Oester

Facilities

Allan Hansen

Planning

Rebecca Tillberg

Accreditation

Fran Leonard

Members Present: Isabella Chung, Eloise Crippens, Allan Hansen, Joann Haywood, Sheila Jeter-Williams, Fran Leonard, John Oester, Richard Olivas, Rod Patterson, Betsy Regalado, Mark Rocha, Abel Rodriguez, Brandy Ruiz, Olga Shewfelt, Bob Sprague, Lloyd Thomas, Rebecca Tillberg

Also attending: Richard Block

Guests: Holli Fajack of LACCD Sustainable Works, Daniel Gustchen

I. Call to Order and Confirmation of the Agenda

Fran Leonard called the meeting to order at 1:00 p.m. The meeting agenda was confirmed and minutes of the February 4, 2010 meeting were approved with one correction. Section III-President's Report – second to last line, should be \$12M reserve, not \$12 reserve.

II. Public Speaker

Holli Fajack of LACCD Sustainable Works, gave a presentation on this eight-week program for all students in the LACCD. Flyers were passed out to council members. Each group is comprised of 20-25 students and is not a credit class but a workshop. LACCD will take the highest number of students that want to participate for each workshop.

Students will get a free WORKS Book and will learn solutions in sustainable living. They will be introduced to things they can do in their own lives. Students must attend all eight sessions and are asked to do three hours of community service. It can be conducted on campus or through an outside activity. The funding is coming out of Larry Eisenberg's office of Facilities Planning and Development at the district.

Benefits of LACCD Sustainable Works –

- Peer-to-peer program for students.
- Students trained to become workshop leaders and gain public speaking skills
- Students can add this experience to their transfer applications and on resumes. This program is being examined by ASO and the Environmental Science Club at West, which is advised by Timothy Russell.

Action: Moved that the College Council examine Sustainability Works' program for recommendation to the President as a student program at West. (O. Shewfelt) **MSP.**

Richard Olivas asks the college president to find out and provide information on how much money the District spent on the Alliance to Save Energy and how much has gone to the student interns.

IV. President's Report - Dr. Rocha spoke on how to organize this program to fold it into some kind of academic program so that there is a clearinghouse for discussion



and recommendations. This discussion could be run through the academic line of chairs of Environmental Committee and brought forward to College Council.

John Oester was welcomed back by Dr. Rocha to CC with his best wishes.

Budget Committee - Dr. Rocha stated he doesn't want to submit a deficit for this year's budget to the district and asked CC to focus on this problem. Dr. Rocha thanked Betsy Regalado for helping to fund classes. Dr. Rocha reported that the deficit this year is not as bad as it could have been although the budget is not as huge this year. West has taken in significant grant dollars with more grant applications being worked on.

VI. Chair's Report

Fran Leonard reported that regarding the review of the college's mission statement, in addition to the initial work on the college's mission statement at the Leadership Retreat in November with 103 participants, there were also two large working sessions, plus another, smaller editing group meeting in January to draft the vision, mission and values statements. Nothing will be finalized today, and, according to the agreed-to process, the Accreditation Steering committee will continue to work on the draft that will be forwarded to Dr. Rocha for recommendation. The process will continue to be – as it has been – open, transparent and inclusive.

In order to move this item forward and to elicit more input, Fran will email the recommended vision, mission and values statements to the college community, asking that all input be received no later than Monday, March 22nd and then to go to the Accreditation Steering Committee meeting scheduled for Thursday, March 25th for review and action. From there, it will go to the College Council meeting of Thursday, April 8th in order to allow Dr. Rocha time to respond. The mission statement is scheduled to go to the Board of Trustees' meeting here at West on May 26th.

V. President's Report

Dr. Rocha reported that there will be a Building Program Management Committee meeting following today at 3 pm and announced that the pedestrian mall will be completed by end of today.

Dr. Rocha expressed to CC that email is not an effective form of communication for faculty and staff. He reminded members of the council of their responsibility as reps to the CC to communicate with others verbally or by phone on issues before the Council. Olga Shewfelt, AFT Rep for West reported that the AFT minutes are now posted on the WLAC website for everyone to read.

Rod Patterson stated he will be organizing an orientation for Senators at West Tuesday, March 23, in the SMART classroom on the 4th floor, HLRC from 1:00 pm-2:30 p.m.

Dr. Rocha announced on Saturday, June 5, 2010, from 6-9 pm, there will be a special campus celebration, honoring Congresswoman Diane Watson, titled "Transforming a Campus." Congresswoman Watson is retiring.

Dr. Rocha plans to establish a host committee – proceeds – discretionary – will not go to scholarships. Proceeds would help fund educational programs in academic and student services. The district has agreed to help out in purchasing tents, tables, and chairs for this event with \$50-\$100,000 anticipated to be raised to be used for discretionary money.

Rod Patterson announced there will be a Primary Election on Tuesday following the June 5th event. He has received commitments from Karen Bass and Holly Mitchell along with people from Washington, D.C.

V. Faculty Chair's Report – Accreditation

Fran Leonard, chair of Accreditation, reported that Commission Recommendation #2 is due to the Commission by March 15, 2010. West will get the Board's signature next Wednesday, March 10th, 2010. Fran thanked everyone who worked on the report as well as those who signed for their constituencies.

VII. Standing Committee Reports – Fran reported there will be an ACCJC-led training session at LA Southwest College next Wed., March 12th, from 9 am – 3 pm in room DE 228.

A. Standard II.C Library and Learning- Judy Chow, Chair of Library & Learning Resources, held the first standards committee meeting on Monday, March 15th, in CE-228 at 1:30 p.m. In that meeting, Judy mentioned to her committee the need to read Standard II.C of West's 2006 Self Study report and the evidence cited, along with subsequent Commission recommendations on Standard II.c.

B. Standard Institutional Mission and Effectiveness Committee, co-chaired by Rebecca Tillberg and Fran Leonard will meet the 1st and 3rd Mondays of each month from 1:30 – 3:30 pm in CE-104.

C. Standard II Student Learning Programs and Services reported a robust membership co-chaired by Linda Clowers and Betsy Regalado and Yvonne Simone.

Standard IV Leadership and Governance – co-chaired by Rod, Olga and Dr. Rocha – have identified a series of 4 meetings to take place in spring and a meeting on March 7 and first meeting on March 24th in PCR and April 7th, and April 28th and May 12th Betty Jacobs and Bruce Anders are members. JoAnn Haywood was asked to joint Standard IV committee, and she agreed to do so.

D. Fran mentioned that at its February 25th meeting, the Accreditation Steering Committee has endorsed the survey of Great Colleges for the Chronicle of Higher Education to conduct another survey which is part of the accreditation effort. Fran reminded everyone selected through the random sample to participate and thanked the Accreditation Steering Committee.

Eloise Crippens reported that every committee make sure that faculty members are actively participating on each standards committee and a faculty co-chair for each committee. Student reps are also invited.

Olga moved that agenda be moved to VI.B.2. college vision, mission & values statements. Motion passed.

Mission Statement – Fran stated this must be submitted to the Board for approval and is part of the Eligibility Requirements for Accreditation. The review process should consider whether to keep the current mission statement or modify it. To do so, the college is following the agreed-to process and timeline.

A. The drafting of the mission statement began last November 2009 at the Leadership Retreat. The work proceeded, following an agreed-upon process, which included a charge from the College Council at its December meeting, tasking the Accreditation

Steering Committee to recommend a mission statement to the college president in time for the Board meeting scheduled at West in May. The handout provided to the Council included a statement about college mission statements and their review and approval by the Board as one of the eligibility requirements for Accreditation. Fran also included a sampling of 7 community colleges' mission statements, along with the work produced at a number of meetings/retreats subsequent to the Leadership Retreat in November.

Olga stated she would like to frame her remarks on mission statement made by Santa Monica College:

What is a mission for an educational institution? This is abroad concept of why we need to have a mission statement. Olga stated that proposed mission statement is lacking in traditional roles/areas that West has had. She proposed two things:

1. We work with proposal that we have and spent – for doing a good job – communicate with faculty in hearing their feedback
2. Need to postpone the action a month or two until all faculty are informed of what's going on – distance ed – no mention of this in proposed mission statement – Olga went to missions statements East, Pierce, and Valley. Olga read mission statement from East LA College.

Rod commended Olga on her presentation of mission statement from East and suggested by process that our sister colleges underwent a similar process. Rod stated that West did a good job on presenting a melding or synthesis of viewpoints of all participants. Rod read from a Board Rule – Chapter 1, Article II – the District's Mission Statement.

Rod stated that about 90% of the work in reviewing the Mission Statement has been completed through a strong and inclusive process.

Bruce Anders said that the statement should include a career transfer component and wants to be sure that the document will stand for what West is all about.

The budget and planning process from minutes of November 2009 should be reflected in college's Mission Statement.

Dr. Rocha thanked Bruce, Olga, and Rod for their input on Mission statement.

Dr. Rocha indicated that he wanted to make sure all who wish to are involved in process of creating statement and that we respect all those who have already contributed hours of work in creating the draft mission statement.

Olga would like faculty to receive feedback from the CC before the May 6th CC meeting.

Dr. Rocha indicated that the May 6th CC meeting is too late for submitting a recommendation on the Mission Statement, that in order to respond to the CC's recommendation, he should receive the CC's recommendation after its scheduled April 8th CC meeting.

Rod recommended sending the Mission Statement back to to the Accred. Steering Comm, CC Exec., and full CC.

Eloise Crippens stated West should send a campus-wide email to entire college stating there will be an opportunity to attend a meeting to voice their opinions on draft Mission Statement – inviting entire college and community – select a date to see who wants to come to express their opinions – chance to respond.

Olga Shewfelt suggested to choose a date that could be March 22, Monday, as a deadline for faculty, staff, and students to submit their comments/input and perhaps have a working Accred. Steering Committee meeting on March 25th. Have College Exec. Council present to College Council on Thursday, April 8th. Fran pointed out that Thursday, March 25th is the date for the next Accreditation Steering Committee meeting at 2:30 pm in the Winlock Lounge.

Action: The Council agreed to proceed in this manner with this timeline.

Fran thanked everyone for their work and input on the Mission Statement review.

Budget Committee - 6.A. – Allan Hansen presented report – handouts were distributed on Plant Facilities Operations Dept. – discussed vacancies in Plant Facilities – down about 6 positions, soon to be about 7 in about 2 weeks. Cleanliness of campus has improved this year.

With many vacancies in supervision, Allan requested to fill Operations Manager **position.**

Action: Olga moved to approve filling the vacant Operations Manager position for West. **MSP**

Abel Rodriguez presented a proposal regarding performance management, i.e., improving employee performance one behavior at a time. He would like to bring training workshops that have been presented at other colleges for employees for supervisory staff.

Course Objectives – take approx. 2 hours – for workshop – Abel is proposing that these workshops will be offered to administrators, staff and faculty at West. Workshops can be set up on Fridays for training to be conducted by the district. The Council agrees with this proposal.

Isabella then proposed extending the meeting time in order to present the 2010-2011 budget proposal reports as she has to submit to District Budget Office tomorrow, Friday, March 5th.

Betsy Regalado, who chairs the Budget Committee in John's absence, presented the preliminary op plan budget reports – with handouts – on the **unrestricted budget fund.** These include:

1. NO Growth in New Prelim. BUDGET, NO COLA
2. No winter session, small summer session of 35 sections
3. Funding 3 FPIP positions

Rod asked when the restricted general budget will be discussed. Isabella explained budget allocation and process are subject to uncertainty and changes. The district is preparing to revise the allocation formula.

Action: Eloise Crippens moved to approve the operational budget plan. **MSP**

Bruce Anders stated he objects to the op budget as it is.

Isabella said by August there will be a final budget and there will be opportunities to submit changes to budget before August. \$902,000 categorical program support for this year is totally unrestricted. Bruce Anders would like some of these funds to go toward Basic Skills.

Wed., March 24th is the date of next Budget Committee.
Isabella Chung stated that West's goal is to live within our means.

The meeting was adjourned at 3:30 p.m.
The next CC mtg. is scheduled for April 8th. 1:00 pm.

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