

College Council Meeting
APPROVED Minutes
for
Thursday, November 5, 2009

Present: Bruce Anders, Linda Clowers, Eloise Crippens, Michael Goltermann, Allan Hansen, Joann Haywood, Sheila Jeter-Williams, Lawrence Jarmon, Fran Leonard, John Oester, Richard Olivas, Rod Patterson, Betsy Regalado, Mark Rocha, Abel Rodriguez, Jack Ruebensaal, Olga Shewfelt, Bob Sprague, Alice Taylor

- I. The meeting was called to order at 1:10 p.m. and the agenda confirmed. The committee then approved the minutes of October 1, 2009.
- II. There were no public speakers.
- III. President's Report
 - A. Dr. Rocha reported going to Sacramento to the Community College Facilities Commission jury awards for projects. Among those receiving awards: the Broad Theatre at SMC and the new Health and Wellness Ctr. In response to a question, Dr. Rocha said that there is, at present, a need for a Citizens Oversight Committee.
 - B. The newly formed Grants Management Committee held its first meeting a couple of weeks ago and is looking at a number of grants being considered. Mark Pracher writes a monthly newsletter, emailed to the college, on the status of grant proposals. Dr. Rocha emphasized that all grant activity *must* be tracked by this committee with a calendar to plan grant proposals. Indirect costs recovery (administrative, in-kind commitments, etc.) must be accounted for. Some grant proposals will be grandfathered in.
 - C. Many attended an Emergency Preparedness meeting on Oct. 29th. We are waiting for the H1N1 vaccine. If we receive any vaccine, the college will follow the protocol. A simulation flu "fire drill" will occur so that faculty will know how to continue their courses in event of a campus closure of several weeks. Procedures include having students' email addresses in order to get final exams back.

New to the campus are solar-powered emergency call boxes, strategically placed throughout the campus and with the capability of making announcements.

- IV. Chair's Report
 - A. The college retreat, Tool Up! is at capacity with a waiting list. At this retreat, each participant will attend two breakout sessions of their choice, think of a personal SMART action plan for improving what we do to help improve student learning and align this with West's mission. Fran thanks everyone on the Retreat Planning Committee who has helped with every phase and detail of this year's retreat.
 - B. Linking Planning to Budgeting, Next Steps
 1. Fran indicated that the next steps include having the appropriate committees review and, as needed, revise/update the four college plans: the Educational Master Plan, the Technology Plan, the Facilities Plan and the Student Services Strategic Plan, which together comprise West's Strategic Plan. These plans inform unit planning, which in a time of diminished funding, requires even more care to consider "close to the core," i.e. mission-aligned priorities. Identified needs will also go to those working on grants development.
 2. The Educational Master Plan will be reviewed by the Academic Senate's Educational Policies and Standards Committee, which meets 3:30 pm on Nov. 18th. Rod Patterson, Senate president, is calling the

first meeting of the Technology Committee. To review the Technology Plan, this committee will consult with the Distance Ed Committee, which is scheduled to meet on Wednesday, Nov. 18. The Council agrees that the Building Program Management Committee deals with the Bond construction and that additionally, other facilities planning, including the staffing plan, need to be included, reviewed and updated/revised, especially with the additional square footage coming online in the near future.

3. The Council affirms the need to review the current college committee structure, including committee charge, to whom the committee reports and membership/terms and the development of a flow chart that clarifies decision-making. Furthermore, by consensus, the Council recommends that relationship between the Facilities Committee and the Building Program Management Committee be clarified. Allan added that the District is working on District standards for the number of custodians, using state established guidelines.
4. Since the president accepted the Budget Committee's recommendation to hire 6 custodians, and this recommendation has gone forward to the District with approval likely, the Council concurred with this action. This hiring will increase West's deficit spending.

V. Standing Committee Reports, Discussion

- A. The next Planning Committee meeting is scheduled for Monday, Nov. 30, at 1:30 p.m. in Winlock. The committee is continuing its work on establishing dashboard measures for the Ed Master Plan and revisiting the college's mission statement.
- B. Program Review. Steps are being taken to move West's online program review data from LA Mission College's server to West. The next meeting of the Program Review Committee is Wednesday, Nov. 18, at 1:00 p.m. in the PCR. The taskforce looked at whether to build the software as a template for the District's colleges with help from District IT dept. This is a very complex process. It is also looking at and considering another software that looks promising. The timeline for the committee's decision is February.
- C. Budget - John Oester distributed for fiscal year 2009-2010, a list of specially funded programs, indicating the director, the VP in charge and the current budget and current balance. Cuts in DSPS are at 53%, 51% in matriculation and 39.66% for EOPS. He also distributed and went over the Operating Statement for the college, dated 11/5/09, stating that it did not reflect the approximate \$110,000 salary and \$40,000 benefits for the 6 custodial positions to be filled.

VI. Campus Cleanliness - Allan shared with the Council the levels of cleanliness as specific and the level that is considered reasonable to attain, plus the projected staffing for each level.

Michael Goltermann reported briefly on Bright Star, indicating that the charter school was not recruited, expanded its enrollment at West this fall and does not receive special treatment. The school is, however, using the shuttles. Any use of athletic fields must be through rental.

Because of the Building Program Management Committee meeting at 3:00 p.m. in Winlock, the Council postponed the Smoking Policy agenda item but Lawrence did ask about how all-college emails could be better managed.

The meeting adjourned at 3:00 p.m.