

College Council Minutes
Thursday, May 5, 2011
1:00 pm - Winlock Lounge

College Council Chair
Fran Leonard (11)

Academic Senate
Adrienne Foster, PhD
Eloise Crippens
Judy Chow

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
Ahmed Mohsin (11)

SEIU 721 Stewart
Abel Rodriguez

Teamsters
Rebecca Tillberg

President, Ex-Officio
Rose Marie Joyce

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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

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Attending: Celena Alcalá for Betsy Regalado, Bruce Anders, Judy Chow, Eloise Crippens, Adrienne Foster, Allan Hansen, JoAnn Haywood, Rose Marie Joyce, Fran Leonard, Ahmed Mohsin, Maureen O'Brien, John Oester, Richard Olivas, Abel Rodriguez, Olga Shewfelt, Robert Sprague, Rebecca Tillberg, Helen Young
Guests: Michelle Long-Coffee, Mister C Searcy, Scott Stampler

Confirmation of the Agenda

Fran called the meeting to order at 1:10 pm.

- I. Minutes of April 7, 2011 were approved as submitted with one correction: Helen Young reported she attended the April 7, 2011 meeting.
- II. President's Report
 - A. College Budget and Budget Reduction Processes
 1. **FON** – Dr. Joyce reported that West submitted 1 FON to District. There are a total of 30 faculty slots districtwide that have to be filled. She has asked the vice presidents to hold meetings with their department to discuss their budgets. Michelle Long-Coffee projected ideas from Breakout Groups on Closing the Deficit – revised 5/5/11. These will be distributed by email.
 2. **Dept/Division Reviews of Budget:** A Town Hall meeting is scheduled for Monday, May 16, 2011, to include an update on the budget.
 3. **Role of College Council for Planning and Budget in summer** will be carried out by College Council Executive Committee.
 4. **Others:**

Gala Money: The funds received from the 2009 Gala will be used for programs applying for the funds, based on criteria determined by the Host Committee.

Bequest: Over \$400,000 was received from Bob Lench who had been active in the Foundation, and \$260,000 will go to the Osher Foundation which will be used for scholarships.

Selection of president: The first level of interviews are expected to be concluded by the end of June. Selection committee members include: for the Senate – Adrienne Foster and Judy Chow; for the AFT Faculty Guild – Olga Shewfelt and Jack Ruebensaal; for the Staff Guild – Joann Haywood; Teamsters – Rebecca Tillberg; Administration – Betsy Regalado; Bruce Hicks and Alfred Herrera of UCLA TAP Program.

College Council Mtgs. 2011 – Winlock Lounge
1st Thursday of each month from 1-3 pm
Jan. 20 (3-5pm) Feb 3 (3-5pm) March 3, April 7, May 5, June 2



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B. Graduation Attendance:

Dr. Joyce addressed the need for higher attendance by faculty and staff. Dr. Joyce encouraged the College Council to invite others to attend graduation. Discussion about the guest speaker for graduation followed.

C. Rebecca Tillberg reminded College Council members to complete the online campus climate survey that is due by Friday, May 13th.

D. Recommendations from College Council to president
Co-Chairs for Committees – Dr. Joyce received a recommendation from College Council that Co-Chairs will be selected from among the members of each standing subcommittee. Dr. Joyce is not accepting this recommendation. Her rationale was that the president would appoint the administrator, and the committees would use whatever process they choose to select co-chairs. Additionally, Dr. Joyce needs more clarity on the guidelines regarding co-chairs voting.

III. Chair's Report

Fran reported that work is continuing on the Standards Committees.

This Friday Standard I has scheduled an all day retreat. Ken Lin will work with the standards committees to organize and collect documentation to support the report in addition to posting the report appropriately.

Fran announced that the ACCJC accreditation visiting team will be at West starting on Monday, March 12th, 2012, in the morning. The accreditation committees have the summer to work through and finalize the self study report and have it ready to present to the college this fall 2011, starting with Flex Day. Alice Taylor is editing the report and will continue through the summer. An SLO seminar will be held tomorrow, Friday, May 6, at LATT. Fran reported that the data for the Committee Effectiveness template rubric has been entered by Judith Fierro and will be posted at the College Council web page that will support evidence for accreditation. This document lists all actions and recommendations that occurred during the last two years. Key committees on campus should also use this template/rubric.

IV. Items and Issues for Consideration/Action

A. Role of Planning and Budget in summer – Full College Council does not meet during summer but, per past practice, the CC Executive Committee meets, as needed, to address college wide issues. Planning Committee meets during summer and is making progress on the Educational Master Plan.

B. Shared Governance
Olga Shewfelt addressed this item; a draft organization chart for College Governance was distributed to College Council members by Rebecca Tillberg. Several suggestions were made by College Council members on revisions to the chart. Olga hopes to have the update and revision completed by the end

of September. Council members will report back to their constituent groups and obtain feedback from their constituent groups on the update.

Olga suggested having a two to three hour tutorial on shared governance on how this process works for those who wish to attend sometime after the first few weeks of fall. Rebecca Tillberg reminded everyone to complete the campus climate survey, which was sent out earlier in the week. The survey includes the process of college governance. Dr. Joyce shared the MOU dated October 2006 on college governance that the new College President will review and revise in September 2011. Bob Sprague spoke on establishing a pathway for communicating differences of opinion as well as support for actions and supports people giving a pathway for expressing these.

Fran reported that a new portal for an Intranet is being developed by Nick Dang for committees to post specific documents/reports for internal use with employees using a password to access this portal. College Council recommendations and actions will be posted there, along with the president's responses.

V. Standing Committee Reports

A. Planning Committee - Rebecca Tillberg reported that the Campus Climate Survey is out now; the due date is Friday, May 13th. Rebecca is finalizing the College Planning Handbook. The ARCC data report was finalized in early February this year. Data reflects student achievement data. These data should not be looked at in isolation from other data, but rather in conjunction with other measures of student success and achievement.

Student Success Committee – Fran reported that the committee, co-chaired by Judith Ann Friedman and Clare Norris, met on May 4th. They have identified priorities to focus on in the Foundation Skills Comprehensive Plan. Academic Affairs and Student Services along with Research and Planning are reviewing ARCC data and plan to enhance Student Success factors.

B. Budget – Dr. Joyce reported on ideas for closing the budget gap from the Joint Council breakout groups on closing the deficit. The report will be emailed.

A packet of information regarding the process for course reductions was distributed to College Council by Bob Sprague.

C. Resource Development Committee – the new charge for the Resource Development Committee was reviewed and approved at their meeting on Thursday, April 28, 2011.

The meeting was adjourned at 3:10 p.m.

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