

**Approved Minutes for the Meeting of  
April 8, 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 campus  
representative**

Abel Rodriguez

**Teamsters**

Rebecca Tillberg

**Standing Committee**

**Chairs**

**Budget**

John Oester

**Facilities**

Allan Hansen

**Planning**

Rebecca Tillberg

**Accreditation**

Fran Leonard

Members Present: Bruce Anders, Isabella Chung, Eloise Crippens, Joann Haywood, Sheila Jeter-Williams, Fran Leonard, John Oester, Richard Olivas, Rod Patterson, Betsy Regalado, Mark Rocha, Olga Shewfelt, Bob Sprague, Joyce Sweeney, Lloyd Thomas, Rebecca Tillberg

I. The meeting was called to order at 1 pm by Fran Leonard, Chair.

III. Public Speakers

Camille Goulet of District General Counsel Office was welcomed by Fran. A new laccd policy on the primary rules and policies of using campus email was distributed to CC. Camille reported that the email system is for district business only. Entering false data, mass emails for political rallies, and campaigning for anything that isn't district related business is a violation. There was discussion of The Brown Act. Olga Shewfelt brought up a question re: communication among faculty and that CC should establish ground rules for the new policy as a committee. Camille Goulet stated that in order to use List Serve, at many colleges in the District, employees need to get approval from their college president. Camille said to prevent violations of the district email policy, employees should not use REPLY TO ALL. Camille was invited to conduct a presentation of Brown Act at West by Rod Patterson. Camille shared excerpts from California Government Code and reminded CC that emails are public records – unless protected by student right of privacy or faculty right of privacy – attorney & client communication is confidential & privileged. Camille defined what is presumptively public – communication that doesn't include student grades or assignments, faculty evaluations, and anything not determined confidential by the college. West should review policy of having all user access of email.

II. The minutes of March 25, 2010 were approved as submitted with one question by Richard Olivas. Richard mentioned there was no mention in Presidents Report that Green Initiative on Sustainability Works has been approved for the college. Dr. Rocha replied that this is managed and handled entirely by Larry Eisenberg at the district. Dr. Rocha will follow up with Larry Eisenberg as the initiative ends in August 2010.

V. Chair's Report

A. Accreditation–Cityside Colleges' Report Details & Follow-Up Action Plans

Gary Colombo was welcomed by Fran. Gary reported that visitors from accreditation are visiting colleges next week and that two colleges have been put on probation.



Culture of Institutional Effectiveness – college culture of continuous quality improvement – integrated planning – integrated documented flow. How IT plan informed Educational master plan, etc., to see documentation that there was information flowing from one planning process to another. Data driven input – having ability to document all decision and planning making process. The college has developed governance and planning handbooks which are available online. Documented impact of plans & decisions – for example, program review – what were outcomes of decisions

Institutional Effectiveness – wants to see quantitative core indicators – Outcomes were well known

Continuous quality improvement - documented self-reflection – all embedded in ACCJF Rubrics

1. Monitor post retirement health benefits
2. Assess delineation of district/college functions
3. Evaluate and improve district governance – must assess effectiveness & improve them

Rec. #1 - As of 12/31/09 \$17.7 contributed to irrevocable trust

Rec. #2 – assess accuracy of 2008 functional Map

District Governance & Functions Handbook – go to laccd.edu website – right hand side – this handbook is in institutional effectiveness – click on district governance handbook – you can look at pieces of handbook Page 11-17 – district level planning & district level strategic planning process plus annual planning – not micro-managed – standards I and IV need this information

Olga requested a copy of the handbook for the AFT and Fran will send her one.

Gary reviewed five action plans:

1. review district budget process
2. optimize district college admin. Operations
3. implement a communications and transparency initiative
4. streamline district –level governance and planning processes
5. enhance professional development on district governance

This handbook will be revised in 2011 and at some point there will need to be follow-up

VI. A Mission Statement – finalization

Eloise asked if the phrase “by its 50<sup>th</sup> anniversary” could be taken out.

Olga objected to the vision statement and disagrees with its content.

Fran asked how many would like the vision statement kept.

Joyce Sweeney suggested that CC work on mission statement first and then revisit vision statement.

Rebecca Tillberg suggested CC should work on entire vision, mission and values statements now.

Olga recommended to stick to the mission statement and focus on what is



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happening now.

Bob Sprague asked if there is a way to retain the vision statement so that CC can address and work on what is a vital vision for the college. He wouldn't want the college to lose sight of the vision statement.

Fran recommended to suspend the vision statement today and go forward with the mission statement at a later date with CC.

Fran asked how many recommend mission and values statements.

There were 12 affirming and one abstention.

Dr. Rocha thanked CC in working on mission statement and asked that CC return to the table and revise vision statement and asked for any questions and there were none.

Dr. Rocha asked that Fran bring a copy of the draft laccd email policy to his office for review. **Action Item** -Richard Olivas will send an email to Camille Goulet to clarify the policy of what constitutes a discussion of a meeting. Where there are more than 2-3 people on email and they are discussing an issue. This will be presented to Academic Senate and whether or not it is a violation of The Brown Act. He will include examples just given to Camille.

#### VIII. Standing Committee Reports

##### VIII.A. Planning, Rebecca Tillberg

Rebecca gave an update on ARCC Data Measure on how West is doing Program Review Organization chart handout was distributed

Planning Committee Report – Rebecca is working on questions that will be included in program review and she expects to have a version of software ready to try out by end of May 2010 by whatever colleges want to use it. This software is not specifically for West and is just phase one of the project.

Phase 2 is planning & budgeting part and Rebecca is hoping to have this ready by fall 2010.

Rebecca reported how unit plans were reviewed and prioritized from last year.

V.P.'s did meet and discussed among themselves but will continue conversation regarding budget

##### VIII. B. Budget Committee Report

V.P. John Oester reported he is working on Standard IIID., the financial part of the accreditation report and would appreciate help from Rebecca and Fran on the merging of planning with budget. Standard I will be composing a similar narrative on this and Rebecca will share with John what Standard I is working on.

Rebecca reported that she is getting Google docs up and running for the college for everyone to share and collaborate on. John Oester reported that West has a \$100,000 deficit this year and forecasts a rather bleak picture for 2011. Class cuts have been projected and Isabella Chung and John have looked at every single line item on the



expense side. There are worries for the current year. Operating budget has to absorb deficits for Bookstore, Child Care Center, Westside Extension, financial aid, health center, and ancillary operations. They won't know answer to these until July or August 2010. They can't guarantee if it will balance budget for this year. The general fund will have to absorb the deficit.

#### VIII.C. Facilities, Allan Hansen

Status of New MSA Bldg – the building inspector did a walk-through of the classrooms and the exterior beams of the building. There is a one sq. alcove around exterior wall of bldg. The DSA approved the building but inspector can't approve it as each alcove has to have smoke detectors built into them as sprinklers or a pullside station in every area of alcoves. This will mean months of delays and is not Turner's fault or DSA's fault as this was included in architect's drawings.

Access Road – work still needs to be done and is not ready to open yet.

The meeting adjourned at 3:05 p.m.



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