West Los Angeles College
College Planning Meeting

MINUTES
Monday, October 2, 2006

CONSTITUENT                  MEMBER                   ALTERNATE
Ex-Officio Member            Rocha, Mark
Academic Senate              Eloise Crippens
                              Rod Patterson
                              Patricia Siever
                              Fran Leonard
                              Norma Jacinto
                              Yvonne Simone
                              Nikki Jacobson -Chair of Planning
Administrators               Paul Stansbury, VP Academic Affairs (ALO) (Acting Chair for 10-2-06)
                              John Oester, VP Administrative Services (Vacant) VP Student Services
                              ASO Representative Greg Jennings (ASO President)
                              Program Review Cathy Froloff
                              UNION -AFT Certificated Olga Shewfelt
                              Elisabeth Jordan
                              UNION -TEAMSTERS Lawrence Jarmon
                              UNION -AFT Staff Jo-Ann Haywood
                              Christina Misner
                              Classified Forum (Non Voting) Vacant Chair
                              UNION -SEIU 347 Abel Rodriguez
                              Resources (Non Voting) Isabella Chung, Assoc. Vice President, Admin.
                              Edward Pai, OIE Research
                              Geneat Walton, OIE Support
                              GUEST Foster, Adrienne (CC Chair)
                              GUEST Hansen, Allan (Facilities Committee)

Handouts:
Minutes, Agenda, Categorized Facility List

Meeting Called to Order at 2:05pm

I. Approval of the Agenda
   ▪ Agenda Approved

II. Approval of the Minutes
   ▪ Approved as amended:
     ○ Draft Of Progress Report To Academic Senate For Review was changed to November 14, 2006
     ○ Budget Update: $452k, not $452, is to be paid back to the district.

III. Reports and Information
   A. President’s Mark W. Rocha
      ○ President Rocha again reiterated the charge of the College Planning Committee. The outline below denotes the process planning should take:
Link Planning to Budget:

Program Review

Unit Plans

Facilities

Requests

Requests ↔ Unit Plan

Enrollment

Growth RFP (125k)

Unit Plan Info

Criteria

Qualifications

Note: Does this contribute to enrollment growth/student success?

B. CPC’s Standing Committees:

- **Program Review**: (C Froloff) The committee has received five completed program reviews from the Academic Divisions. The Administrative Services Program Review Workshop was held on Thursday, September 28. The due date for Administrative Services (AS, SS, PO & OIE) program reviews is Friday, October 20, 2006. The website will be updated with all minutes and charts of the Program Review.

- **Fall College Retreat** – Friday, November 3, 2006
  - Infusion of SLOs into the Master Plan
  - Student Success
  - Develop a Code of Ethics (College)
  - The committee will utilize the SARS system to send announcements to the college community regarding the leadership retreat.
    - *May have T-Shirts for the retreat*

- **Accreditation**: No report.

- **Technology**: No Report

- **Budget**: Vice President Oester submitted the final budget to the College Council this past week. If you did not receive a copy, please obtain one from a constituent.

- **Facility**:
  - Albert Vera Street has been restored.
• Construction Work on top of the hill is 90% complete
• "Blue Phones" – One blue phone has been installed in Parking Lot 5. The system is being updated currently; a camera will be set up and programmed to zoom in on each blue phone when a call is made.

IV. Old Business:
   A. Mission Statement: This discussion was deferred until after the College Leadership Retreat (11/3/06); Committee should send out the present mission statement and the district mission statement and compare them for review and discussion before November 3.
      o Send mission statements to the Leadership committee.
   B. Identification and Prioritization Committee: The committee has not met yet; all Planning Committee members should submit names to the chair of planning right away so that the process of determining criteria for this group can began. Jo-Ann Haywood will take the lead in this group.
   C. Facilities Request: A categorized facility list was distributed by VP Oester; this list was compiled from all work requests submitted to the Plant Facilities Department. (List is not complete.) The planning committee voted to use this list as a template to develop a planning policy for facility work requests and how or what funds will be used in completing the projects listed. Allan Hansen will manage this group. (Assigned Members: A Hansen, J. Oester, E. Pai, C. Misner, (Dean) and (Student)
      a. C Froloff and F Leonard (Program Review Chairs) will review old unit plans to identify enrollment growth initiatives.

V. New Business:
   n/a

VI. Announcements
   n/a

The meeting was adjourned at 3:05pm. The next meeting for the College Planning Committee is scheduled for Monday, October 16, 2006, 2:00pm – Winlock Lounge.