

**College Council Chair**

Fran Leonard (15)\*

**Academic Senate**

Adrienne Foster, PhD (15)\*  
 Holly Bailey-Hofmann (15)  
 Laura Peterson (15)  
 Helen Young (15)  
 Kevin Considine (15)  
 (alternate)

**Administration**

Michael Goltermann, Acting  
 Iris Ingram  
 Bob Sprague \*

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 Sheila Jeter-Williams (15)

**AFT Faculty**

Richard Olivas (15)  
 Olga Shewfelt (15)\*  
 Alice Taylor (15)  
 Bonnie Blustein (alternate)

**ASO**

Sebastian Rodriguez (15)

**SEIU 721**

Antoinette Simpson

**Teamsters**

Rebecca Tillberg

\*CC Exec Member

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**President**

Robert Sprague, Acting

**Standing Committee Chairs**

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Alice Taylor  
 Aracely Aguiar, ALO

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Iris Ingram  
 Olga Shewfelt

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Michael Goltermann  
 Marcela Hernandez

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 Carmen Dones

**Resource Development**

Aracely Aguiar  
 Kathy Boutry

**Technology**

Marcus Butler  
 Aracely Aguiar

Approved Minutes

Thursday, September 3, 2015

SSB 414

Attending:

Title/Role	Name
Academic Senate	Adrienne Foster
Academic Senate	Holly Bailey-Hofmann
Academic Senate	Laura Peterson
VP Academic Affairs	Aracely Aguiar
VP Administrative Services	Iris Ingram
VP Student Services	Michael Goltermann
AFT Faculty	Olga Shewfelt
AFT Faculty	Alice Taylor
ASO	Harpreet Singh for Sebastian Rodriguez
SEIU 721	Antoinette Simpson
Teamsters	Rebecca Tillberg
Chair, College Council	Fran Leonard
President, Ex-Officio	Robert Sprague
Guests	Celena Alcala
	Carmen Dones
	Clare Norris

- Call to Order** - F. Leonard called the meeting to order at 1:05 p.m. CC members introduced themselves to everyone attending.
- Confirmation of the Agenda** - C. Dones asked that one item be added to the agenda – Substantive Change for the Bachelor’s degree for dental hygiene. The agenda was confirmed.
- Approval of College Council minutes of June 4, 2015** – this was a special College Council meeting. J. Fierro will add all attendees to the minutes as there were guests in attendance. A. Taylor will be added as AFT Faculty representative.
- Minutes of College Council Executive Committee meeting of August 6, 2015** – Corrections will be made to Item 6., Standard 4.D.



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**5. President’s Report**

**Accreditation Update** – in the last two months we have added more faculty and staff to assist in writing the self-evaluation.

**Mid-term report** – B. Sprague congratulated A. Taylor on the outstanding job of writing the report. The self-evaluation, standards, format and expectations of the report are evolving now. The president reminded Council members that we should think carefully how college wants to sustain a high level relationship with the District Office.

**Enrollment** – Fall 2015 enrollment is coming in strong and is a wonderful start to the semester. We need to be looking at how we can add more students and enrollments in new ways with enhanced non-credit and co-enrollment where students can be enrolled in other programs. O. Shewfelt asked a question on enrollment – what is the picture today? Our target was 3% - where will the discussion for enrollment strategies take place?

The president responded that some colleges are at 7% now and he wants to participate in how to bring West up to 7%. We are almost the same as we were last fall at about 101%. Academic Affairs is going to be looking at adding sections of high demand courses where there are 49 in the class and records show that 100-200 students want to add. There are ways in which we can deliver non-credit enhanced classes and achieve a growth factor this year of 7%.

**Veteran’s Center at West** – the president announced that the Veteran’s Center at the college will be opening within the next few weeks with some services that a donator in the community has provided.

**Counseling** – the college has a fulltime counselor in Athletics again and a fulltime counselor in Disabled Students Programs and Services (DSPS).

Administrative Services needs to find a way to disseminate to the college news about food service and the college. The college and the District has reached a point of difficulty with Love Birds Café as they owe the college money. The District is obligated to take action that could lead to termination. A committee process needs to be developed to put more detail out on this issue.

**Construction plans for new buildings for Spring 2016** – details will come out shortly.

**New Hires for Fall 2015** - The president congratulated Academic Affairs and Student Services on hiring 14 new hires during the summer for Fall 2015. We now have 14 and will have 15 new hires shortly.

**New reorganization** – we want to make this as successful as possible and do a good job in supporting divisions and division chairs.



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There are additional hiring opportunities in a few areas – ACT and JumpStart this Fall 2015. These should be generating new students and fulltime students for 2016-17.

6. **Substantive Change Report for Bachelor's Degree Program**– C. Dones has formed a work group for the Bachelor's Degree Program for dental hygiene. There is a lot going on now and uncertainty as far as Title V changes. Timelines have to be submitted with results. A report is due 30 days before the next ACCJC meeting on October 4, 2015. It has to go to Academic Senate, then to Curriculum and then to Senate on September 22, 2015. The next Board meeting is on October 7, 2015.

**Recommendations –**

**That College Council and Academic Senate review the college's mission, vision and values statement and consider updates to the mission.**

Could be simple as adding Associates and Bachelor's degree. This will involve some rewriting to add Bachelor's degrees. The new Mission Statement has to be in place to be put on the Board agenda. Needs to be approved by shared governance bodies and approved at first Board meeting in February 2016.

On October 1, 2015, College Council should take a look at the proposed language that is not awkward that addresses what the standards are for the Commission.

What they require without the college ruling out things.

We want to show our students to the world and the world to our students.

F. Leonard asked Council members to please send her any ideas they have for the Mission Statement prior to the next College Council meeting in October.

**Accreditation Steering Committee** – Monday, September 14 is Rosh Hoshanah observance so A. Aguiar will be chairing this for A. Taylor at 3:00 pm.

B. Sprague stated that the four-year program for the Bachelor of Science degree in dental hygiene would change our Mission Statement. He stated that everyone should be aware that we have to reconsider going forward with the BS degree if it's turned down if we have approval from the substantive change request to offer a baccalaureate degree.

7. **Next Recommendation – College Council By-Laws Nominations and Elections process and procedures for CC Chair.**

Adding provision for write- in candidates on the day of the election.

If Chair is candidate during the election, a designated Council member will preside.

Last sentence – s/he should immediately make the chair or presiding Council member aware of her/his concerns.

**To be eligible, currently employed candidates must have experience serving on the Council. Get confirmed correction from Fran.**

**Last 2 lines - if no candidate receives a majority, the count is revealed and voting continues??**

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Will verify the count and announce it if requested.

A quorum needs to be present throughout the election meeting.

F. Leonard would like to incorporate this and that has been agreed on – the question about a quorum is still out there. The body does not function in that fashion. F. Leonard will make these revisions and bring back to the October College Council meeting.

- 8. **Leadership Retreat Planning Committee** – D. Morrissette would like to represent the AFT Staff Guild and Art Lara has volunteered. Two faculty (Arnita Porter and Mary Hardy) and two classified staff (Susi Dovlatian and Antoinette Simpson) were trained on Cultural Responsive Teaching this summer. They will be involved in Flex Week activities and will train faculty and staff at West as part of the Leadership Retreat.

We want something engaging and stimulating. F. Leonard will be setting up a meeting schedule. Please let her know if anyone else would like to participate.

- 9. **Food Focus Group** – VP Admin. Services I. Ingram announced there will be a Food Focus Group on campus – one consisting of students and another group which would be a cross sampling of staff and faculty. She is planning to conduct focus groups through November 2-20, 2015.

- 10. **President’s Search Update** - Selection of Candidates will be September 18, 2015. Interviews will be conducted on October 1 and October 2, 2015.

**11. Standing Committee Reports**

Accreditation Steering Committee

The draft is on [www.wlac.edu/WLAC-Accreditation/2016-Report.aspx](http://www.wlac.edu/WLAC-Accreditation/2016-Report.aspx)

This is a draft only– live link -needs to be done soon as it’s possible that the Board will require our final draft as early as October 16, 2015.

Budget Committee – we have a final budget that has been approved - \$57.7 million has to go to the Budget Committee and they will not meet until September 16, 2015. The Board has \$37 million now and it’s ongoing, one time money. The Board is waiting to adopt the final budget.

VP I. Ingram is working on a Classified staff hiring study and is reaching out to people who can provide information from past program reviews. She can bring a plan to whatever committees need it.

Facilities Committee – they have received some deferred maintenance money. Starting Spring 2016 you will see construction projects starting on campus.

User groups on campus will be formed for discussions with the outcome of a shared vision on what everyone can live with but not necessarily what everyone wants.



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Amphitheater – right now it is a grading project and dirt is going in and out. This is a crucial project for the campus; they are doing testing for materials labs now to make sure we have the right compaction.

Resource Development Committee (RDC) – the RDC didn’t meet in the summer but is going to successfully incorporate everything that was in the RDC which includes Enterprise Manager as well as the Foundation. They are going to identify additional funding as international students provides a major resource increase. The college received a TRIO SSS grant of \$1.5 million and letters of intent for a donator for about \$550,000 to help the college with consulting, marketing, entrepreneurship program, and veteran’s services for students.

Special faculty assignments in Service Learning, ACT development, and JumpStart will all be funded from resources of the RDC.

Program Review – there will be a rollout for division chairs before Flex Week and a rollout on September 16, 2015. There are a few improvements from last time with fewer modules and questions. The planning section has rolled over. PIE Committee would like to bring closure to the process for 2014-15 for Block Grant for the academic instructional area - Wanted to ask CC to ask President if he could compile a report about how 2014-15 Block Grant was spent.

Educational Master Plan – R. Tillberg announced an annual evaluation will be done of the progress on the EMP on the phasing in of objectives. She brought some materials that list all objectives that were from last Fall 2014. An excerpt from the EMP that College Council would have some responsibility for was shared. R. Tillberg will ask C. Alcalá for a paragraph on this from the SEAC meeting held August 13, 2015.

SEAC Committee - The SEAC Committee met on Thursday, August 13<sup>th</sup>. The Committee discussed the need to update the Student Equity Plan to meet the California Community College Chancellor’s Office requirements. Specifically, the new plan must align goals and activities with research of the target populations, must have measurable goals and include baseline data, and the evaluation must examine links between the goals, activities and budget. The new plan template was released on August 24<sup>th</sup> and is due on November 23<sup>rd</sup>. The Student Equity Taskforce will be meeting regularly to revise the plan. The plan requires BOT approval so a college approval calendar will be created.

Two faculty (Arnita Porter and Mary Hardy) and two classified staff (Susi Dovlatian and Antoinette Simpson) were trained on Culturally Responsive Teaching this summer. They will be involved in Flex Week activities and will train faculty and staff at West as part of the Leadership Retreat.

The next SEAC meeting is Thursday, September 10, at 1:00 p.m. in SSB 414.





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The meeting adjourned at 3:00 p.m.