Agenda

1. Updates: (goal: 5 Minutes)
   a. Introduce Yasmin Delahoussaye, our new District Administrator
   b. FAC meeting review
   c. Budget – meeting college presidents
   d. Post of second DHLI position—closing date extended to November 8(?)

2. Discussion (goal: 25 Minutes)
   a. Executive and Advisory Committees
      i. Final clarification of details
   b. Administrative Matters
      i. Hiring Process for Director
         1. Rating system for applications
         2. Hiring Committee
            a. Will meet to review applications
            b. Set interview date
            c. Formulate interview questions
            d. Develop interview rate sheet
      3. References question/follow-up sheet
      ii. Lou Siegel’s assignment
          1. Job description
          2. Reporting structure

3. Action Items (goal: 1 hr 30 minutes)
   a. Rename/rebrand (goal: 15 minutes)
      i. At the FAC meeting, majority voted to broaden scope of the Institute and modify the name. We need to pick a name.
         1. The Dolores Huerta Labor and Communities Studies Institute of the LACCD (acronym: DHLCSI—or just call it Institute)
         2. The Dolores Huerta Institute for Labor and Community Studies of the LACCD (acronym: DHILCS—or just call it Institute)
   b. Strategic Planning (goal: 1 hr 5 minutes)
      i. Overview (goal: 5 minutes)
      ii. Preplanning Session (goal: 1 hr 5 minutes)
         1. Where are we now?
            a. Review mission statement
            b. Clarify/refine Institute’s purpose (if needed)
            c. Refine or create vision statement
            i. Visualize where Institute headed in next 5 years.
         2. Where are we going in next 5 years?
            a. Long-term goals to accomplish (5 years)
            b. Short-term goals (1-2 years)
   c. Set date for Strategic Planning Retreat – 4 hour block
      i. Will address at Retreat: How are we going to get to our goals?

4. Others (will get to if we have time)
   a. Letter and Report to broader DHLI constituency
      i. Haven’t gotten everyone’s feedback---some suggested to wait until after new director hired and have a letter from the new director
   b. Procedure
      i. Recording official minutes for SC and FAC meetings.