MEETING MINUTES
Steering Committee
Dolores Huerta Labor Institute
Location: ST 541

Date and Time: Monday May 7, 2012 at 1:30pm

In Attendance:
Gary Colombo
Joanne Waddell
John McDowell
Kathleen Yasuda
Kenadi Le
Kent Wong (remote)
Lou Siegel (remote)
Shigueru Tsuha
Yasmin Delahoussaye (remote)

Absent
Carl Friedlander
Don Gauthier
Velma Butler

Final Report
Yasmin: The Chancellor will want an end of year report, which is separate from the BOT report. She is in the process of developing a program review document that will be ready by the end of September 2012 for DHLI to use. The Annual Unit Program is part of the program review process that the district uses that could suffice for a short-term program review report. The Annual Unit Plan is the form the district uses for program review. There is no form available now because there usually isn’t a program under Yasmin’s division.

Administrative/Tara
Yasmin: There is a hard hiring freeze. Tara promoted to Mission College and she has to take a test and pass it before someone can fill her position at the district. Anna Hernandez will help, but she is overwhelmed. Yasmin will see if anyone can help her from the 7th floor.

BOT report
Shigueru summarized the structure/content of the 6-page BOT short report and went over the figures in the report.
John: The summary on the first page is squeezed into a chart. DHLI should put a brief description in the chart of what the numbers are. The results on the chart are just numbers. We might want to include a few sentences that describe what DHLI accomplished in qualitative terms.

Gary: Likes the idea of a single quick chart with the results. Maybe include the description later on the second page. Having a crisp small box that the Board can look at is good because it’s their style. We should have some link that connects the second page to the first page of the report.

John: We list the labor courses, but should explain that the labor-themed/labor courses cover labor more in-depth. There is no description to explain that the courses are in-depth and are not like attending an event. Looking at numbers alone, the number of courses seems small, but it’s not if you explain that students in these courses are learning about labor in-depth. A short report is good, but you want to present it in a way that the Board can digest.

Yasmin: We need to stay in the timeframe of 10 minutes for the Board report. The Chancellor hates it when time runs over.

Gary: Points out formatting/grammar errors. Repeat the number of students participating in L-StEP on the second page that we have listed on the first page.

John: Separate the StEP events on the report since we have numerical goals for them.

Shigueru continues the report and describes Voices & Images.

Gary and Kathleen: The description Voices & Images is sounds negative. Rephrase in the positive so that it doesn’t sound like they are less serious events or lesser than StEP events.

Shigueru describes Labor FLEX

Gary and John: Offer suggestions on how to improve the description of Labor Flex.

Shigueru describes Labor Ignites

John and Yasmin: Don’t hold back the report to fit it into pages.

Gary: Offers grammatical recommendations for Labor Ignites section. Recommends getting feedback about how good the Labor Ignites speakers are. Mention that the Labor Ignites website went live in March of this spring so the Board knows it is brand new.

**BOT Presentation Slide Show**

Shigueru goes over the slide show

John: Thinks title of Labor Students Educating Peers is inaccurate because the students
are not necessarily labor studies majors.

The SC committee makes recommendations for edits in the presentation.

Gary: Make sure that each initiative title is indicated on the slides so we know which slide is about which initiative. Use active voice.

Yasmin: Make sure that it is apparent that DHLI has been at every college.

Next meeting

SC doesn’t think a formal meeting before summer is necessary. Some of the committee will meet with Chancellor separately regarding the budget.

Other Items

Gary: Concerned that DHLI is not connected to the DAS and maybe the FAC should be an academic senate committee. Could talk to Don about it.