DHLI Steering Committee Meeting Notes

1. Budget and Related Matters
   a. Need to follow-up to see that it goes through.
   b. At DBC Judith asked if it was going to come out of our allocations, and Jeanette Gordon said it was.
   c. Chancellor
      i. Kathleen said we need to make a presentation about what DHLI has done for the LACCD and students.
      ii. Adriana said Chancellor wants each college president to make presentations at BOT meetings and DHLI has been bumped until later. It might take 2 months or so before DHLI can present.
         1. Joanne suggests that DHLI can be a topic a college president chooses to present if we can convince one to make a point of doing so.
   d. September 15 is when budget is going to Board
   e. Who DHLI Reports to
      i. Could be to Yasmin Delahoussaye (Interim Vice Chancellor). We need to get a district person to come to the Steering Committee meetings.
         1. Kenadi and Joanne should meet with Yasmin and Adriana.
         a. Joanne will set this up.
   f. Next Steps
      i. Meet with Chancellor
      ii. Meet with Yasmin and Adriana (Joanne set up)
   g. Kenadi To Dos:
      i. Get report to Chancellor LaVista
      ii. Set up meetings with College Presidents.

2. Consulting Instructor Position
   a. Kenadi announced that she does not want to be Executive Director and that the job announcement is too vague so applications received thus do not seem to be from people who are best qualified for the job.
      i. Gary concurs that the announcement is too vague.
   b. Gary offers to work with Kenadi to revise the job announcement to be more specific and add that it is for a director position.

3. Program
   a. Kenadi shares her ideas for DHLI program. Committee discussed and advised on what will work and what won’t.
      i. Contextualization---offering stipends to get resources created by faculty.
      ii. Getting the web/media stuff transferred to Trade
iii. Developing a formal faculty professional development program—maybe district-wide event, or specialized workshop series?
iv. Lou working on getting unions to sponsor scholarships or internships or something of that nature that culminates in a big event where unions, students, faculty, LACCD administrators, etc. come together to recognize the students, faculty, unions, etc.

4. Rename/refocus DHLI
   a. Carl brings up matter of broadening the mission of DHLI to include social justice to attract more faculty and students to the purpose of the program.
   b. The Committee discusses renaming/rebranding the Institute to reflect a broader social justice and labor mission and to make the Institute’s name more clearly reflect that it is a program of the LACCD.
   c. Joanne suggests: Dolores Huerta Institute for Labor & Social Justice
      i. We agree to start informally referring to Institute as LACCD Labor & Social Justice Institute or LACCD Institute for Labor & Social Justice---or just using the term Institute as opposed to DHLI.
      ii. Kenadi will work on this to rebrand.

5. Program Review
   a. Committee decides that we should not have a detailed program review process like other departments, but that the program should have goals and outcomes that it outlines and pursues.

6. Revise the letter to external constituencies
   a. Committee agrees there should be a letter.
   b. Kenadi will revise the draft --take out DHLI---put in The LACCD Institute and reword some matters to reflect that the Institute is a program and continues, not just John Delloro’s program.

7. FAC Meeting
   a. Kenadi states her understanding from the last Steering Committee meeting that the Institute submits program ideas, the Steering Committee reviews, advises and approves, then this is submitted to the Advisory Committee which agrees on which programs they will like to advance and help promote.
   b. Committee agrees that FAC role will focus largely on programming matters, and Steering Committee has a bigger role in guidance, direction and other bigger matters with the Institute.
   c. FAC helps select programs they can work on and how to deliver
      i. In terms of their guidance on budget---it is strictly related to specific programs.
      ii. Kenadi suggests creating a project management plan for each project to help guide planning and programming discussion with the FAC.

8. AFT 1521A request to be on Steering Committee (Carl)
a. Carl was approached by Staff Guild for a seat on Steering Committee.
b. Committee agrees that if Staff Guild could commit $5K/year permanently, then they get a seat.
c. Offer the same to the other LACCD unions.

9. AFT Interns
a. Carl inquires about the possibility of the Institute doing something where AFT interns can share their experience with other students.
b. There is some discussion about the mission of the Institute and it is agreed that the Institute is an academic program that can also offer students the possibility of learning in the field--through internships or something.
c. Kenadi suggests we can do something with Voices& Images for that or something that can fold into a union student scholarship/intern program that Lou will work on.

10. Meeting notes
a. Committee decides not to have formal meeting minutes, but to have notes highlighting matters agreed to/decided.
b. Kenadi asks Lou if he would be willing to handle this.

11. Next Meeting
a. Tuesday October 5, 2010 at 1:30pm.
b. Kenadi will move to set FAC meeting before then by end of next week.