

College Council Chair

Fran Leonard (15)*

Academic Senate

Adrienne Foster (14)*

Judy Chow (14)

Laura Peterson (14)

Helen Young (14)

Kevin Considine
(alternate)

Administration

Phyllis Braxton

Bob Sprague *

Ken Takeda

AFT Classified

Joann Haywood (14)*

Sheila Jeter-Williams (14)

AFT Faculty

Richard Olivas (14)

Olga Shewfelt (14)

Vidya Swaminathan (14)

ASO

Raymond McDaniel (14)*

SEIU 721 Steward

Abel Rodriguez

Teamsters

Rebecca Tillberg

*CC Exec Member

Ex Officio

President

Nabil Abu-Ghazaleh

Standing Committee Chairs

Accreditation

Alice Taylor

Bob Sprague, ALO

Budget

Ken Takeda

Olga Shewfelt

Enrollment Management

Phyllis Braxton

Marcela Hernandez

Facilities

Ken Takeda

Kevin Considine

Planning

Rebecca Tillberg

Carmen Dones

Resource Development

Bob Sprague

Kathy Boutry

Technology

Vidya Swaminathan

Bob Sprague

Approved Minutes

May 1, 2014

1:00 pm

SSB 414

Title/Role	Name	Present
<i>College Council Chair</i>	<i>Fran Leonard</i>	Y
<i>Academic Senate</i>	<i>Adrienne Foster</i>	Y
<i>Academic Senate</i>	<i>Judy Chow</i>	Y
<i>Academic Senate</i>	<i>Helen Young</i>	Y
<i>AFT Faculty</i>	<i>Olga Shewfelt</i>	Y
<i>AFT Faculty</i>	<i>Richard Olivas</i>	Y
<i>VP, Academic Affairs</i>	<i>Bob Sprague</i>	Y
<i>VP, Administrative Services</i>	<i>Ken Takeda</i>	Y
<i>VP, Student Services</i>	<i>Phyllis Braxton</i>	Y
<i>ASO Representative</i>	<i>Raymond McDaniel</i>	N
<i>AFT Classified</i>	<i>Sheila Jeter-Williams</i>	Y
<i>AFT Classified</i>	<i>Joann Haywood</i>	Y
<i>SEIU 721 Steward</i>	<i>Vacant</i>	N
Ex Officio		
<i>President</i>	<i>Nabil Abu-Ghazaleh</i>	Y
Standing Com Chairs		
<i>Accreditation Steering Committee</i>	<i>Alice Taylor</i>	Y
<i>Budget Committee</i>	<i>Ken Takeda</i>	Y
<i>Enrollment Management</i>	<i>Phyllis Braxton</i>	Y
<i>Planning</i>	<i>Rebecca Tillberg</i>	Y
<i>Resource Development Committee</i>	<i>Bob Sprague</i>	Y
<i>Technology Committee</i>	<i>Bob Sprague</i>	Y
Guests		
<i>College Financial Administrator</i>	<i>Hubert Lee</i>	

1. *Call to Order.* The meeting was called to order at 1:10 p.m.
2. *Approval of Minutes of April 3.* It was brought to Fran Leonard's attention that the standing committee chairs were listed incorrectly in the membership under Guests. This will be corrected so they are listed under standing committee chairs and not as guests.
3. *President's Report - Announcements*
Ken Takeda, VP of Administrative Services, introduced Hubert Lee, the new College Financial Administrator to Council members who is replacing Maureen O'Brien. Hubert is also a CPA and has been with the District for 10 years.
The president reported that the storm water management system and College Blvd. slope stabilization have now been completed. There will be no change to the college Facilities Master Plan. The president emphasized that all of us should advertise West LA College to the community as much as possible and that the college should have a values conversation regarding the educational master plan.

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4. *Recommendation*

The Enrollment Management Committee recommends changes to the committee's name and charge. P. Braxton shared a draft summary report to Council members of the SAEC meeting held on April 29, 2014.

College Council discussed the name, charge and membership for the committee.

Members noted there is a distinction between the EMC and the new committee.

The EMC is an administrative function. There was discussion of the dates for the SS&SP report due to the state October 17, 2014. A. Taylor stated that College Council should assign someone to this charge.

May 22, 2014 - AFT Faculty Guild meets

May 13 - Academic Senate meets

F. Leonard stated that College Council can meet on June 5 at 1 pm to discuss and clarify the name, charge, and action of the committee. F. Leonard reminded College Council constituency members to bring this information to their committees and share. West Expressway is getting good numbers for student completion.

5. *Standing Committee Reports*

A. *Accreditation* - A. Taylor shared the fact that the timeline will be shared with the college at Flex Day in September. Mid-term report will be completed around November 2014.

B. *Budget Committee* - K. Takeda shared the report from last meeting of May 1, 2014. There were mid-year budget supplements to supply budgets for 2014-15. There is a recommendation for one request for Academic Affairs to dispense funds from a central account and do this for Administrative Services and Student Services as well. This recommendation will come back to the Budget Committee on May 22, 2014 for a motion to adopt. Then it will come back to College Council for approval. Third quarter projections at fiscal year 6-30-14. District had agreed to fund our excess of FTE students at a higher funding rate. There is more revenue for enrollment growth. Allocate more money for the college.

C. *PIE Committee* - R. Tillberg went over the student success scorecard for student completion rate.

Parking issues - preferred parking will be reinstated on campus as the ASO wants to bring back for the fall 2014 semester. Students who pay the ASO fee can get preferred parking as a package. Signage will be in designated areas notifying students where they can park.

Program Review - R. Tillberg reported on completed program review. The committee is identifying which units should do program review, what calendar to use, and what module to use. There was discussion regarding the Program Review initiation process and how to streamline the validation process. Bob Sprague strongly supports folding FPIP into program review and to take a look at staffing in general so some kind of formalized process for classified staff could be established. The president spoke on filling some positions that are critical and folding this into program review for positions that are critical to fill. H. Bailey-Hoffman reported that the work is almost finished and she shared some of the drafts the group is working on.

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D. *Resource Development Committee (RDC)* – B. Sprague sunshined some ideas that came from recent meetings and reported they need to fill some seats on the committee. Allied Health division is taking steps to look at whether or not the college can offer a dental clinic on campus for the community. The dental clinic now serves about 7,500 young children and seniors and is targeted toward low income groups. There is a possibility of starting a four- year college program out of a dental hygiene program but this is not a certainty. The number of pilot programs is being restricted to one per district. The college is looking at model programs around the country and a certificate program in creativity and innovation may become a certificate program. This was discussed at the Academic Senate and Curriculum Committee.

B. Sprague reported the college is considering creating a fourth division of the college where most of the development activities will be shifted under this fourth division of the college. This is another sunshine item and not a formal recommendation today. B. Sprague is hoping to work with F. Leonard to look at the formal proposal for this recommendation. The Resource Development Committee (RDC) developed a proposal for a budget for an international student program and has put through the Budget Committee and College Council for approval. The committee has been working on an ESL Academy position for the Westside Extension program which will be funded through Westside Extension.

The Foundation Board has changed its mind about the nature of the Foundation and will be creating a development program.

The Global Studies Annual conference will be held at West tomorrow, Friday, May 2, 2014. They will have four different guest speakers.

E. *Technology Committee – Kentico Update*
The working group has contributed last summer and this semester in getting Kentico off the ground. There are some templates and guidelines and models to imitate. One example is Athletics where they can identify people who will develop content about the sport they are in. IT Dept. is about to establish a website about the services they offer and to disseminate information out to the college.

6. F. Leonard will be planning a training session for College Council members on college governance.

The meeting was adjourned at 2:55 pm.