

### 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

Vacant

### Teamsters

Rebecca Tillberg

\*CC Exec Member

### Ex Officio

#### President

Nabil Abu-Ghazaleh

### Standing Committee

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Bob Sprague, ALO

#### Budget

Ken Takeda

Olga Shewfelt

#### SEAC

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

Meeting of June 5, 2014

1:00 pm-3:00 pm

SSB-414

Title/Role	Name	Present
Academic Senate	Adrienne Foster	*
Academic Senate	Judy Chow	x
Academic Senate	Laura Peterson	
Academic Senate	Helen Young	
Academic Senate (alternate)	Kevin Considine	
AFT Faculty	Olga Shewfelt	x
AFT Faculty	Richard Olivas	
AFT Faculty	Vidya Swaminathan	x
AFT Faculty (alternate)	Bonnie Blustein	
VP, Academic Affairs	Bob Sprague	
VP, Administrative Services	Ken Takeda	x
VP, Student Services (Interim)	Phyllis Braxton	x
Dean, Research and Planning, Administrative Co-Chair	Rebecca Tillberg	x
AFT Classified	JoAnn Haywood	x
AFT Classified	Sheila Jeter-Williams	x
Other Classified Bargaining Unit	vacant	
Teamsters Representative	Rebecca Tillberg	x
ASO Representative	Raymond McDaniel	
Ex Officio		
President	Nabil Abu-Ghazaleh	x
Chair, College Council	Fran Leonard	x
Minutes	Judith Fierro	
Guests		
	*Clare Norris for Adrienne Foster Alice Taylor, co-chair, Accreditation Steering Holly Bailey-Hofmann, Ed Master Plan WkGrp	

- I. The meeting was called to order at 1:15 p.m. and the agenda confirmed.
- II. The minutes from the meeting of May 1, 2014 were approved with corrections.
- III. President's Report  
Nabil looks forward to using the Educational Master Plan to indicate crucial directions for West. He notes that the Council is the "home" of planning efforts. The college faces budget challenges of how we pay for our continuing efforts. Facilities is doing well and moving forward.
- IV. Recommendations

College Council Committee Meetings 2014 – SSB 414

First Thursday of each month from 1-3 p.m.

3/6/14; 4/3/14; 5/1/14; 6/5/14; 9/4/14; 10/2/14; 11/6/14; 12/4/14



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A. The Enrollment Management Committee recommends changes to the Committee’s name to the Student Equity, Access and Completion Committee (SEAC). This recommendation went to constituencies after the May 1<sup>st</sup> meeting, and it was discussed. After further discussion and mention by a Council member that the AFT Guild had 3 caveats– reflected in their meeting’s minutes: (1) That this committee’s membership should reflect the current West shared governance membership of all standing committees of the Council; (2) In academic and professional matters the Academic Senate must be consulted; (3) That the CC should evaluate the performance of the SAEC next May, 2015 and report back to the college.

The **Council is forwarding this recommendation – by consensus – to the college president.** P. Braxton, chair of the Enrollment Management Committee says that they will make sure that the membership of the SEAC is consistent with that of the standing committees of the Council.

B. The P.I.E. Committee recommends approving modifications to the program review process for 2014-15, including changes to the Modules and Questions, and to the “Divisions, Departments and Programs” that will complete program review. Discussion followed with Rebecca saying that p. 2 of the Planning Section will align plans with the new Educational Master Plan when it is approved.

**The Council forwards this recommendation – by consensus – to the college president.**

V. Standing Committee Reports

A. Accreditation Steering Committee, A. Taylor

A full draft of the Midterm Report will be presented at Flex Day. The comprehensive self evaluation report will commence then. We await news from the ACCJC on approval of the new standards at their June meeting. All colleges are always to be in compliance with the new standards. The next meeting is scheduled for Monday, June 9, 2014, at 3:00 p.m.

B. Budget Committee, K. Takeda

At the May 22, 2014 meeting, the Budget Committee approved budget supplements of \$40,-000 for hourly counseling and \$5200 for Allied Health, a correction in an error for funds for a contract last fall.

The committee also discussed consolidating supply budgets at the vice president level. A separate process will need to be developed for equipment and other non-supply budgets.

The college projected an ending balance of \$1,019,015 at June 30, 2014 while the district projected \$783,000. Data received by the college after the third quarter suggests that West’s balance would dip below \$1M but for



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reasons other than what was assumed by the district. The beginning balance was nearly \$2.5M.

FY 2014-15 Budget: The college stands to lose \$497,000 in funding due to a reduction in the maintenance & operations appropriation in the budget allocation model. The college is appealing the cut in the M&O funding.

In light of the budget deficit facing West in 14-15, K. Takeda proposed cutting one Sheriff's deputy effective July 1 with a savings of \$182,000. Only three other colleges – City, East, Trade – have more than two deputies. West has the lowest campus crime rate in the district. The Sheriff's captain provided a presentation to the committee in support of keeping three deputies for safety reasons. This will be taken to the Work Environment Committee as well as the College Council.

- C. Facilities Committee, K. Takeda  
 Steve Sharr, CPM director, reported that the slope stabilization project is completed. Striping of a bike lane as well as additional striped parking is proceeding, along with the paving and sealing of the lower fire service road. Regarding A&I requests, the committee agreed that such requests go through program review with the P.I.E. Committee integrating all resource requests and referring these to the Facilities Committee for review and prioritization and back to PIE as an informational item before going to the College Council.
- D. The P.I.E. Committee report was not given because R. Tillberg was called away earlier in the meeting.
- E. Technology Committee report was emailed to Council members.  
 At the Tech Committee, it was recommended that members look at the district-wide tech policy and submit their comments. The policy includes new guidelines for use of devices.
- VI. Educational Master Plan Work Group, H. Bailey-Hofmann  
 This report was emailed to members.  
 Holly described the process, including regular and frequent meetings through the spring semester, resulting in a full draft of Strategic Directions, Goals and Objectives. Over the summer, the work group plans to finish appendices, glossary, etc. The draft of the new Ed. Master Plan will be shared with faculty on Flex Day and at the first College Council meeting in September to make changes as necessary to accommodate campus feedback and then present it to the Board. The Office of Research and Planning circulated a survey on the EMP draft Goals and Objectives via email in order to solicit campus feedback. Please encourage divisions and coworkers to examine the draft and submit any feedback to Holly and co-chair, Rebecca Tillberg.



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VII. ATD Update, C. Norris-Bell

Clare shared with the Council that there will be another FELI at West this August.

2014-15 College Council meeting dates: Sept 4, Oct 2, Nov 6, Dec 4, Mar 5, Apr 2  
May 7, Jun 4.

F. Leonard will survey CC Exec Committee members for summer meetings dates/times. The 2013-14 Council Self-Evaluation is being prepared and will be emailed to members with the draft meeting minutes.

Please note the Council’s meeting dates/times for 2014-15, all on the first Thursday of the month in SSB 414, 1:00 pm – 3:00 p.m.:

Sept 4  
Oct 2  
Nov 6  
Dec 4

Feb 5  
Mar 5  
Apr 2  
May 7  
Jun 4

The meeting adjourned at 3:05 p.m.

