

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 Olivias (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

February 6, 2014

1:00 pm

SSB 414

Title/Role	Name	Present
College Council Chair	<i>Fran Leonard</i>	y
Academic Senate	<i>Judy Chow for Adrienne Foster</i>	y
Academic Senate	<i>Helen Young</i>	Y
Academic Senate	<i>Kevin Considine</i>	Y
AFT Faculty	<i>Olga Shewfelt</i>	Y
VP, Academic Affairs	<i>Bob Sprague</i>	Y
VP, Administrative Services	<i>Ken Takeda</i>	y
VP, Student Services	<i>Shalomon Duke for Phyllis Braxton</i>	Y
AFT Classified	<i>JoAnn Haywood</i>	y
AFT Classified	<i>Sheila Jeter-Williams</i>	Y
AFT Faculty	<i>Jack Ruebensaal for Olga Shewfelt</i>	Y
ASO	<i>Raymond McDaniel</i>	N
SEIU 721 Steward	<i>Abel Rodriguez</i>	N
Ex-Officio		
President	<i>Nabil Abu-Ghazaleh</i>	Y
Standing Com Chairs		
Planning	<i>Rebecca Tillberg</i>	Y
Guests		
Assessment & Matriculation	<i>Patricia Bandy</i>	y
Assessment & Matriculation	<i>Marty Turner</i>	Y
Educational Master Plan Work Group	<i>Holly Bailey-Hofmann</i>	Y

1. *Call to Order.* The meeting was called to order at 1:10 p.m.
2. *Approval of Minutes* – the minutes of College Council Executive Committee of January 21, 2014 were approved. The minutes of December 5, 2013 were approved.

3. *President's Report* –Announcements

President Nabil Abu-Ghazaleh announced that Academic Affairs has a new dean. Celena Alcalá will be going to the District on February 19, 2014 on an assignment in the Educational Services and Institutional Effectiveness Division for Bobbi Kimble.

The Board of Trustees will meet at West on Wednesday, February 12, 2014.

College Council constituency members should attend this meeting. Spring 2014 is exhibiting growth patterns for fall 2014. Tomorrow, Friday, February 7, 2014 is Spring 2014 Professional Faculty Development Day. All who are available should participate in this event.

Part of our agenda this spring is how we plan our curricula and what we do with student completions.

College Council Committee Meetings 2014 – SSB 414

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

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



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

- March 4, 2014 – President Nabil Abu-Ghazaleh will be hosting Southern California CEO’s with a conversation with the Accrediting Commission. This event will be held in SSB 414 and is not a public meeting and therefore not subject to the Brown Act.
- February 24, 2014 – students will be able to sign up for health care through the official District LACCD Affordable Care Act –Covered LACCD.
- February 22, 2014 – there will be a repeat of a community wide event sponsored by Congresswoman Karen Bass.

4. *Recommendations from Standing Committees*

A. PIE Committee recommends that the college adhere to the policy of consulting the prioritized list of resource requests throughout each fiscal year, effective 2013-14. There needs to be a policy established to look at the prioritized list of resource requests as the first thing to look at when the funds come in. This applies to funds such as IELM, VTEA and Basic Skills.

VP Sprague asked College Council to address these questions before it approves these recommendations:

1. PIE Committee will be finding some sources of funds
2. Is it another committee who identifies a source of funds

Council members discussed:

- Whoever has a responsibility to make the decisions about where the funds go will carry the final approval.
- Use resource requests so people don’t have to create a new resource list again and the resource requests will hold validity and transparency. Council members agreed that there is room for clarity.
- Integrated planning & integrated resource allocation
- Transparently record how all expenditures are funded and look at those funds in terms of what those priorities were.
- Program 100 ended up spending grant money
- VP Sprague suggested some kind of a report showing how funds get spent – either Program 100 and/or some categorical grant fund sources.
- Rebecca Tillberg could develop reports of expenditures of all funds

Ken Takeda made a motion to adopt this recommendation and then implement it.

Recommendation: PIE Committee recommends that the college adhere to the policy of consulting the prioritized list of resource request throughout each fiscal year, effective 2013-14. There was consensus from College Council to adopt the recommendation.

5. *Standing Committee Reports*

- A. Accreditation – Alice Taylor was not present so Bob Sprague shared with the Council the work they have been doing and the new standards. This committee will be sharing the new standards soon. The co-chairs are creating a newsletter and will be hosting some sessions on accreditation. Adrienne Foster and VP Sprague will take a look at all committees on campus to see how we can infiltrate accreditation standards (language) into committee agendas.
- B. Budget Report – Ken Takeda presented his report from the DBC (District Budget Committee meeting of January 22, 2013. Information reports included: Governors 2014/15 State Budget Proposal. The FON Subsidy 2014/15 was discussed and the Proposed Preliminary Allocation for West. The president commented that this is an unstable time and we don’t know how it



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

will be funded. We may be able to absorb 4% growth next year. West will try for 3% or more growth. We have to fill the classes we offer and work on efficiency of our offerings. Olga Shewfelt is the Co-Chair of the Budget Committee and is writing up a policy to bring to the next CC meeting.

- C. Enrollment Management Report – Dr. Shalomon Duke reported for VP Phyllis Braxton. The Student Services Plan should fall under College Council as a subcommittee of Enrollment Management Committee.
- D. Facilities Committee – Kevin Considine, Co-Chair, spoke on the meeting of updates to the building plan. Kevin went over the leasing process and campus construction program and reported that the committee will go ahead with as much as they can. There needs to be even more transparency in the process. It is important that the deans are present with our end users. We have an excellent needs assessment report but there are limited funds. We need clarity so the committee will email people since there is a lack of time to present at Facilities Committee meetings.
 - TLC has been revised and the actual design has not been done yet. No sixth floor.
 - Formation of stakeholder user groups–the first group will be a User Group for campus security.
 - There will be a meeting on February 10, 2014 in the afternoon that will cover lighting, access control for doors including cross card readers, perimeter fencing, and intrusion alarms.
 - Ken Takeda reported that Lot 7 has been vacated. This was a short-term lease and Lot 7 will be the construction lot for all West’s projects in years to come.
 - Amphitheater – Work on the large open empty pit directly across from FA building is funded.
- E. PIE Committee and Ed Master Plan Work - Rebecca Tillberg reported that the committee met on the previous day. They are waiting for the three VP’s to prioritize the lists. Not all program reviews have gone through the validation process. The group decided to have a two week deadline from yesterday. Rebecca will send out an email to those who need to complete their program reviews. There are changes and improvements to the IES software for next year. Holly Bailey-Hoffman presented part of tomorrow’s agenda for the Retreat and will share results of their brainstorming session held on January 21, 2014. This will be held in GC 160. The Facilities Master Plan will guide resource allocation, development of programs, and non-development of programs.

President Nabil Abu-Ghazaleh introduced the new Dean of Academic Affairs, Dr. Walter Jones, to College Council. Dr. Jones has a strong leadership background in student services areas, Cal State Dominguez Hills, and Rio Hondo College, etc. VP Sprague also welcomed Dr. Jones to College Council. Dr. Jones has also worked with non-profit organizations, sports teams and African-American Men networking and educational development groups.
- F. Resource Development Committee (RDC) – VP Sprague reported that the committee will be looking at the status of the grants and the impact they have on the budget and will submit a report to the Budget Committee. What can we do to double down and make a major increase with the RDC achieving greater success? Department of Labor has released a new round of funding with Title 3 and Title 5. Cal State Dominguez Hills has talked about doing some things together with West.



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 Olivias (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

- All Things Global is a component of that is International Student program that will lead to \$1 M or \$100,000 of income.
- Ambassadors – faculty and staff will mentor at least 3-5 students on campus.
- Relationships among Angelenos and international students.
- Next meeting is Wednesday, February 26, 2014. Meetings are held the fourth Wednesday of the month from 1-2:30 pm.

G. Technology Committee – VP Sprague reported that the committee finished an analysis of the current technology plan and have set objectives of writing components of a new plan that will follow the Educational Master Plan. Kentico will be coming soon to the college. This will provide an exciting opportunity for chairs and heads of programs to be able to design a website. This is a major objective for spring.

Ken Takeda addressed the Technology Master Plan and reported there is an issue of the total cost of ownership of technology for the college. There is no sustainable funding source for the use of life of some desktop computers, for example. The committee needs to obtain funds to refresh West’s technology so that we are all on the same page for the same data. Must have a common place to replace assets when they run out.

Fran Leonard announced the date of Friday, March 7, 2014. There will be training for all Council members which will cover issues such as consensus and voting. Also on how a recommendation becomes policy.

Fran announced the date of March 7, 2014 for an all day workshop on accreditation. A new date may be reconsidered for this workshop.

The meeting was adjourned at 3:00 pm.

