

College Council Chair

Fran Leonard (12)

Academic Senate

Adrienne Foster, PhD
Judy Chow
Helen Young

Administration

Betsy Regalado
Bob Sprague
Ken Takeda

AFT Classified

Joann Haywood (12)
Sheila Jeter-Williams (12)

AFT Faculty

Bruce Anders
Richard Olivas
Olga Shewfelt (12)
Bonnie Blustein
(alternate)

ASO

Durrell Levy

President, Ex-Officio

Nabil Abu-Ghazaleh

SEIU 721 campus representative

Abel Rodriguez

Local 99

Zulma Mena

Teamsters

Rebecca Tillberg

Standing Committee Chairs

Accreditation

Fran Leonard

Budget

Ken Takeda

Enrollment Management

Betsy Regalado, Ken Lin

Facilities

Ken Takeda

Jane Witucki

Planning

Rebecca Tillberg

Resource Development

Mark Pracher

Technology

Bob Sprague &
Vidya Swaminathan

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Meeting Minutes

Thursday, May 3, 2012

1:00 PM – SSB-414

Attending: Nabil Abu-Ghazaleh, Bruce Anders, Judy Chow, Joann Haywood, Sheila Jeter-Williams, Fran Leonard, Zulma Mena, Richard Olivas, Olga Shewfelt, Adrienne Foster, Betsy Regalado, Bob Sprague, Ken Takeda, Rebecca Tillberg, Helen Young

Absent: Bonnie Blustein, Kevin Considine, Abel Rodriguez

Guest: Larry Packham, Allan Hansen

The meeting was called to order by Fran Leonard, committee chair, at 1:12 PM.

I. **Minutes of April 12, 2012 meeting** were reviewed and accepted as submitted.
Discussion: there were questions regarding the *College Council Chair (Draft)* handout. It was clarified that, as agreed at the College Council Executive Committee meeting, no action will be taken on the draft document until after the election. The current election will be under the current guidelines.

II. **President's Report**

A. **Response to Council recommendation re. program review cross validation, April 12, 2012, meeting:** The president denied the recommendation. (The [president's response memo](#) is posted on the CC website.)

[Items B-E were added to the President's Report.]

B. **ASO President** position is now vacant. President Nabil Abu-Ghazaleh requested Fran to reach out to the ASO for them to identify a new representative to the Council.

C. **Faculty Positions:** The presidents of the LACCD colleges requested the Board of Trustees to approve the use of reserved funds to hire full-time faculty to meet the FON obligation. In anticipation of the Board's decision, the president consulted with the Senate president, and he authorized the filling in of eight (8) full-time faculty positions that will either replace retired or hourly faculty members rather than as growth. This will modestly increase the FON. The Notice of Intent to fill (NOI) for the positions will be prepared, and hiring process is anticipated be completed for the fall 2012.

In response to an inquiry on how the eight positions were selected, the president, and supplemented by the Senate president Adrienne Foster, explained that all of the positions were from the FPIP list for fall 2011. They negotiated only on the positions in each category and the priority of hiring. The selection was not made arbitrarily.

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D. **Budget:** The president pointed out that West has the lowest deficit gap among the colleges. He contributed it to the tight reductions that have occurred in the past. The chancellor asked all colleges to submit another budget reduction plan for half of the deficit gap by noon on Monday. The report can be shared following the deadline.

E. **Moratorium:** To date, only two of West's projects have been released from the moratorium: the CE Building remodeling (\$600K) and the Jefferson/College Blvd. entrance signage (\$200K). The president talked about the LAX site, Jefferson property, and the college's portion of the bond funding for insurance and reserve. The remaining funds may not be enough to build the TLC. A town hall meeting will be scheduled to discuss the bond issues.

III. **Chair's Report**

A. **College Council Chair Selection Policy, update:** The election process will abide by the current document. Nomination will be taken today, and a special election has been scheduled for **May 31, 2012, at 1 PM in the Winlock Lounge.**

B. **College Council Self-Evaluation:** The document was distributed for members to review and provide feedback to Fran Leonard. Corrections on memberships – Senate and Local 99 – were raised.

C. **Meeting dates for F 2012-Sp 2013:** The list of dates was distributed. As customary, the CC Exec. will be available in the summer to address any critical issue.

IV. **For Discussion/Consideration/Action**

A. **College Council Chair Nominations:** A request for caucus was raised by the Senate president Adrienne Foster and the AFT Chapter Chair Olga Shewfelt. Faculty members representing the Senate and AFT Faculty Guild left the room for a caucus for approximately 10 minutes.

Fran expressed her disappointment to the faculty caucus for citing conflict of interest and excluding her from part of the discussion.

AFT Staff Guild representative Sheila Jeter-Williams remarked on the meeting time taken by the AFT Faculty Guild and Senate caucus. The discussion could have been done prior to rather than taking the meeting time. Olga responded that the caucus was an uncommon occurrence, and an unforeseen issue caused it to be longer than anticipated.

Nomination was taken and each candidate was allowed to make a brief statement. Richard Olivas was nominated and made his remark. Fran Leonard was nominated and made her remark.

A request was made to confirm the list of members before election takes place.

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- B. **Report on Previous Recommendation re. establishing a link for each Academic division to list the schedule of division meetings, plus other valuable information for faculty and students:** VPAA Bob Sprague reported that the Technology Committee has evaluated one more potential software in addition to Kentico. The committee began their work last summer and was going to recommend Kentico; however, they decided to look at an additional alternative to ensure that they've made the best selection.

Comments expressing dissatisfaction in the delay in the software selection and implementation were brought up. Request to complete implementation by August 2012 was made. Because of the considerable cost, VPAS Ken Takeda cautioned members on the importance of taking the time to make the right selection so that we end up with the most effective software. Everyone was reminded of the purchase of the IDX software that didn't meet the users' needs and is no longer being used.

Bruce Anders added that the motivation behind the recommendation was to improve communication and the dissemination of information inter- and intra-divisions. President Abu-Ghazaleh pointed out that the selection of the software will address the technology side. Richard Olivas added his concerns on transparency; the president responded that the issue should be addressed in the appropriate context.

- C. **Evaluation of effectiveness of co-chairs for standing committees of the Council:** Current committees co-chairs have reported positively on the effectiveness of the co-chair format. One of the comments is that when the co-chairs work well together and consult with each other, it increases effectiveness.

Action: VPAA Sprague recommended the implementation of co-chairs on the remaining standing committees. (APPROVED)

Joann Haywood, Chair of the AFT Staff Guild, requested that the Bylaws be revised to increase the classified staff members' participation. The request is accepted and will be brought up at the next review of the Bylaws.

Motion: All changes to the Bylaws will be brought in September.

- D. **Election of Accreditation Faculty Co-Chair:** It is under the purview of the Academic Senate.
- E. **Emergency Notification System:** VPSS Betsy Regalado announced the new emergency notification system. The proposal selection process was started in January. AlertU was selected because it came out the most cost effective. The new alert system has been advertised on the web, Facebook page and flyers. She encouraged everyone to sign up and to notify their students about it.

The new online/mail parking permit purchase service will begin on August 1.

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F. **Program Review Update – Moved from SP 2012 to F 2012:** Not discussed.

V. **Standing Committee Reports**

A. **Accreditation**, F. Leonard: No report.

B. **Budget**, K. Takeda – **Town Hall:** A town hall has been scheduled for May 24 at 1 – 3 PM in the HLRC, 4th floor to discuss the budget issue. A separate town hall to discuss the bond and building projects issues will be announced.

C. **Enrollment Management**, B. Regalado: No report.

D. **Facilities**, K. Takeda: **Proposed Summer Facilities Shutdown Schedule:** As done in previous summer, buildings closure plan will be done again this year. The savings generated in utilities bills was between \$35K-\$40K. It was clarified that the buildings will still be accessible; however, air conditioning will not run. Staff members will be asked to discuss their schedule for the summer with their supervisor, so the appropriate arrangement can be made.

E. **Planning**, R. Tillberg: At their last meeting, the Planning Committee began reviewing the planning and budgeting policy, processes, and practices. One of the planning agenda items is to tighten up and align the Planning and budgeting process. The committee reviewed model from other colleges that have received reaffirmation of accreditation without sanction. The committee will spend the summer to work on the issue.

ARCC data: Overall, the numbers are not satisfactory. On the positive note, the percentage of Unknown ethnic went down. One notable difference is the statistics on gender. The number reported for African American students is 35%; but to meet the eligibility as a Predominantly Black Institution (PBI) and maintain the PBI funding, the college needs to be at 40%.

F. **Technology**, B. Sprague: no report.

VI. **ATD Update:** Clare Norris, Achieving the Dream Coordinator, distributed and went over West’s ATD draft Implementation Proposal Narrative report due on May 15.

Bruce commented that the goals are timid, and he pointed to several examples. An ATD Open Forum will be scheduled to give an opportunity for people to give their input on the report.

Olga expressed her willingness to assist and review items that could potentially be related to the faculty contract issues.

The meeting was extended for a little over 30 minutes to continue discussion, and it was adjourned at 3:51 pm.