

**College Council Chair**  
Fran Leonard (15)

**Academic Senate**  
Adrienne Foster, PhD  
Judy Chow  
Laura Peterson  
Helen Young  
Kevin Considine  
(alternate)

**Administration**  
Betsy Regalado  
Bob Sprague  
Ken Takeda

**AFT Classified**  
Joann Haywood (14)  
Sheila Jeter-Williams (14)

**AFT Faculty**  
  
Richard Olivas (12)  
Olga Shewfelt (12)  
Bonnie Blustein  
(alternate)

**ASO**  
Gabriel Brown (13)

**SEIU 721 Stewart**  
Abel Rodriguez

**Teamsters**  
Rebecca Tillberg

**President, Ex-Officio**  
Nabil Abu-Ghazaleh

**College Council Executive**  
Adrienne Foster  
Jo Ann Haywood  
Fran Leonard  
Gabriel Brown  
Olga Shewfelt  
Bob Sprague

**Standing Committee Chairs**  
**Accreditation**

**Budget**  
Ken Takeda  
**Enrollment Management**  
Betsy Regalado & Ken Lin  
**Facilities**

Ken Takeda  
Kevin Considine

**Planning**  
Rebecca Tillberg

**Resource Development**  
Bob Sprague

**Technology**  
Vidya Swaminathan  
Bob Sprague

**Minutes**

**October 4, 2012**

**1:00 PM – 3:00 PM**

**SSB-414**

Member	Present	Absent
Gabriel Brown	x	
Judy Chow	x	
Kevin Considine for Laura Peterson	x	
Shalamon Duke for Betsy Regalado	x	
Adrienne Foster		x
Joann Haywood	x	
Sheila Jeter-Williams	x	
Fran Leonard	x	
Richard Olivas		x
Betsy Regalado		x
Abel Rodriguez	x	
Olga Shewfelt	x	
Bob Sprague	x	
Ken Takeda	x	
Rebecca Tillberg	x	
<b>Ex Officio</b> Nabil Abu-Ghazaleh	x	
<b>Standing Com Chairs</b>		
Vidya Swaminathan		x
Alice Taylor	x	
<b>Invited Guests</b>		
Nick Dang	x	
Eric Ichon	x	

- I. *Call to Order*; Fran Leonard called the meeting to order at 1:10 p.m.
- II. *The minutes* of September 6, 2012 were approved as submitted.
- III. *President's Report*  
The Board approved Steve Sharr of Cumming/GKK Works yesterday as West's permanent Construction Project Manager.  
  
The President reported that the District's Institutional Effectiveness Committee submitted a financial report to the accrediting commission. A handout summary was distributed to members from the President. West will receive one-third each for SLO training, consultant funding for support on developing master plans and training on campus. A resource request

College Council Mtgs. 2012-13 – SSB 414  
1st Thursday of each month from 1-3 pm  
Sep 6, Oct 4, Nov 1, Dec 6, Feb 7, Mar 7, Apr 4, May 2, June 6

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*Mission* West Los Angeles College provides a transformative educational experience.



for the Library was submitted for \$50,000 for books and databases and \$25,000 for a new security system. The general budget has about \$1M for college operations. Finance and Audit Committee met yesterday. The college is looking into rental space on campus as an additional source of revenue on campus.

- IV. There was discussion of IT's commitment to support Apple as well as PC support on campus. IT has to do more configurations for MAC on the administrative side as there is a limitation on the enterprise systems such as DEC, SAP, and Protocol. Currently, there is no server for the MAC administrator side and this would entail additional money for software. The Co-Chair of the Technology Committee, Vidya Swaminathan, is requesting IT's report from Nick Dang. A motion was made to send IT's report to the next Technology Committee meeting of October 16, 2012. AFT classified rep Sheila Williams requested the inclusion of new classified IT support.

Fran reminded everyone of the importance of resource requests through the college's established, agreed-upon program review and unit planning process. This is timely since the new comprehensive program review, IES, will launch next week.

- V. *Accreditation* – Alice Taylor distributed a progress report of how the college is meeting the accreditation recommendations and what was presented to the Board on Monday, October 1, 2012. This project includes developing at least one course-level SLOs and assessing the SLO for all courses, developing a sustainable resource to ensure a library collection and a security system to prevent the removal of books from the library, missing statements in the college catalog regarding academic freedom and transfer credit, college wide participation on committees, and providing adequate counselors for students. Completed actions to all these recommendations and planned actions were presented to the Board. A ramping up of the validation of program review is also in progress.

Olga Shewfelt suggested that a mass email to all faculty stating exactly what is required of them for accreditation could be sent with a timeline of steps they need to take. On the issue of faculty participation on committees, Olga stated that she helped write the standard on leadership and governance and the committee could go back and review the Climate Survey that was used when writing the standard. Adjunct faculty are not obligated to participate on committees, that is voluntary and optional.

Bob Sprague reported that a primary committee of the college is working on developing a response to the recommendations. A small working group meets regularly to develop SLOs, and is establishing an advisory group of faculty, staff and students to work on the needs of books for the Library's collection. West is retaining services of consultant Matthew Lee on SLOs, working on those recommendations related to planning and taking a look at the educational master plan. Scheduled weekly meetings include the President every Monday morning and with Alice and the college president on Wednesday mornings. Working groups focus on the alignment of plans. The District will provide funding to support West's accreditation efforts and work.

**ACTION:** Olga moved that the College Council support the funding of the accreditation progress report by the District Budget Committee. The motion was seconded and **passed by consensus.**

ASO President Gabriel Brown stated how West can better support the needs of students.

VI. *Recommendations* – for discussion, possible action from the Facilities Committee meeting of October 2, 2012.

A. That the College Council develop a process for leases and permits as they relate to space allocation. A potential lease for Brandman University for space allocation is being explored and needs to be assessed, perhaps through the program review process. There was discussion on generating new revenue for the college. A member of College Council stated that the Resource Development Committee needs to address the issue of generating revenue for the college.

The Facilities Committee is developing a process policy on whether or not to include permits on what should be permitted for use on campus. While this process policy is being worked out, the college should not stop the permit process.

**ACTION:** A motion was made that the College Council develop a process for leases and permits as they relate to space allocation. This motion was **passed**. College Council will develop a working group for this project. Suggested members: Larry Packham, Allan Hansen, Ken Takeda. Olga Shewfelt would like to invite Co-Chairs of Standing Committees to this working group.

B. That the college move forward with a lease for Brandman University. This includes money to pay the college for electricity. If they require additional use of Internet use, the college would have to negotiate this. There is no commitment for IT other than maintaining the infrastructure of classrooms. There would be few improvements to space and Brandman could relocate if West needs the space. Gabriel Brown, ASO President, commented on the cuts to classes at West and that it wasn't a good idea since West is experiencing a loss of classroom space. The President responded to Gabriel's comment that this would be first in a number of relationships with other institutions for student transfer which could attract Cal State Dominguez Hills. Students can take classes for an AA degree concurrently with obtaining credit for transfer.

A Council member voiced her concerns with the way the college is going about allocating rental space on campus since the college does not have any criteria to accept Brandman over any other university. College Council needs to examine this and report back to other constituencies at West. Brandman would like to offer classes next spring 2013, and to do so would like to take occupancy on campus in January 2013 in the space designated by West that is currently unoccupied and unused.

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Olga Shewfelt moved to postpone this action on this particular recommendation and call a special meeting of College Council Executive early next week. 4 yes, 5 no Relationships with Brandman University started in 2009. Discussions were brought up in 2010. JoAnn Haywood proposed a Friendly Amendment. Brandman could start in February 2013 if there is a reasonable chance. The college needs to get an answer from Jim Watson at District. Ken Takeda talked about the very tight timeline for the District processes. If West declines this lease, Brandman will look elsewhere for available space to lease on the Westside.

**The motion to postpone action did not pass.**

**ACTION: The recommendation to move ahead with the lease for Brandman University passed.**

The meeting was adjourned at 3:10 p.m.