

Approved Minutes for the Meeting of June 3, 2010
Winlock Lounge, 1:00 p.m.

College Council Chair
Fran Leonard (11)

Academic Senate
Lloyd Thomas (10)
Eloise Crippens
Rod Patterson (11)

Administration
John R. Oester
Betsy Regalado
Bob Sprague

AFT Classified
Joann Haywood (11)
Sheila Jeter-Williams (11)

AFT Faculty
Bruce Anders
Richard Olivas
Olga Shewfelt (11)
Bonnie Blustein
(alternate)

ASO
Brandy Ruiz (10)

President, Ex-Officio
Mark Rocha

SEIU 721 Stewart
Abel Rodriguez

Teamsters
Rebecca Tillberg

**Standing Committee
Chairs**

Budget
John Oester

Facilities
Allan Hansen

Planning
Rebecca Tillberg

Accreditation
Fran Leonard

Members Present: Bruce Anders, Eloise Crippens, Judith Fierro, Adrienne Foster, Jo-Ann Haywood, Fran Leonard, John Oester, Richard Olivas, Rod Patterson, Betsy Regalado, Olga Shewfelt, Bob Sprague, Lloyd Thomas, Rebecca Tillberg, Sheila Jeter-Williams

I. The meeting was called to order at 1:00 pm by Fran Leonard, Chair.

II. Meeting minutes of May 6, 2010

The minutes of May, 2010 were approved with one correction: On page 2, line 2, the sentence reads Olga Shewfelt stated that the College Council Executive Committee will make recommendations to the Senate to make a plan for basic skills, should be replaced with, **Olga Shewfelt stated following past practices, the College Council Executive Committee will be meeting as needed throughout the summer to consider important issues and make decisions which will be reported to the full Council at its first meeting in the fall.**

III. Public Speakers – there were none

V. Chair's Report - Standing Committee Reports

All four standards committees are going to continue through the summer as most members will be here this summer.

Standard I – Fran, co-chair, stated they have completed their Google Docs training. Karen Burzynski has added a list of acronyms that the committees may use as a reference source when working on accreditation documentation.

Standard II.A. – Lloyd Thomas, co-chair, reported that they held their last training session this week in Google docs. This committee consists of three deans in Academic Affairs, classified staff, and faculty.

Standard II.B. – Betsy Regalado, co-chair, stated that their outline is complete and they will be expanding this with a first draft completed by August 2010. Student Services Council is working with this committee.

Standard II.C. Rod Patterson, co-chair, assigned committee members to attend some committee meetings on campus this semester to identify the college committees that exist at West. Rod asked every committee to adopt goals for the new year and to publicize dates of their meetings. He also requested each committee to fill out and complete the committee effectiveness forms to assess

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1st Thursday of each month from: 1:00 p.m. to 3:00 p.m.
August 2, October 4, November 1, December 6



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their effectiveness and to document any challenges they have encountered along the way.

Standard III. There was no member present to report on the status.

V. C. College Council & Committee Effectiveness

Fran addressed the College Council on the committee effectiveness form, which the co-chairs of Standards IV – Rod Patterson and Olga Shewfelt – have distributed and explained to committee chairs, asking that each take responsibility for completing the form for this past academic year.

An example of one completed for the Planning Committee from last year to the present was distributed to members. Fran mentioned to College Council members that the last page at the end has a section titled “Major Obstacles/Problems with Committee Function” and that the wording has been changed to “Major Challenges/Issues” and that each committee should feel free to report anything in this section if there were any challenges/issues they encountered. This will be an agenda item for the first CC meeting of the fall semester; therefore, Fran will email the form to all members for their review and input. **TASK: Review/assess accomplishments and how to improve the Council’s effectiveness in terms of collegial governance.**

VI. Items and Issues for Consideration/Action

VI. A. Vision Statement

Fran thanked the writing and editing team that drafted and finalized the vision statement for the college, based on a special meeting where they reviewed and assessed the 113 Survey Monkey results. The team consisted of Lloyd Thomas, Bob Sprague, Olga Shewfelt, Rebecca Tillberg, and Fran Leonard.

ACTION: There was consensus from College Council to recommend to the college president the adoption of the vision statement, “WEST: A gateway to success for every student.”

VIII. Standing Committee Reports

VIII.A. Planning, Rebecca Tillberg

Rebecca passed out draft copies of the Operational Management Plan for 2010—2011 – Educational Master Plan.

There was discussion regarding the educational master plan and contract education. Olga asked the College Council the following questions about contract education courses/programs at West and requested that these questions be address/answered at the beginning of the first College Council meeting in the fall:

1. What is the process for adoption of contract education courses/programs? How does the faculty know about the administration’s ideas/projects for prospective contract education courses? The schedule of extension classes shows that we are offering an English Language Academy for 7 weeks and charging \$1, 500 per student per session. When was this approved?
2. How does the Language Academy fit into West’s Basic Skills Program?

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3. What is the role of the faculty in the development and approval of contract education courses? Particularly, what are the roles of the Academic Senate and the AFT Faculty Guild?
4. What are the criteria used to determine whether contract education courses meet the college's mission?
5. What is the impact of these courses on our regular local students/regular schedule?

Fran passed out copies of the charge to the Technology Master Plan Committee and also gave an update on the committee. A handout regarding the charge, formation and membership of the Technology Master Plan Committee was distributed to Council members. **TASK:** Each constituency group is asked to appoint their members to this committee as soon as possible. The AFT Faculty Guild and Senate are further asked to consider recommending a faculty co-chair for this committee.

Rebecca reported to College Council that the Planning Committee is asking the Technology Committee to be established as soon as possible and to start meeting when established.

College Governance Organizational Chart of Committees was distributed to Council members. There was discussion regarding this. Olga stated that the Joint Council is an administrative committee and is run by the college president and is mostly operations. The Joint Council does not make recommendations to the president and does not have broad representation.

ACTION: To move the Joint Council next to Senior Staff so that it reflects the fact that it is not a shared governance committee. MSP

John Oester recommended that no spur-of-the-moment decisions are to occur at future Joint Council meetings where these decisions become law.

Olga recommended that the Executive College Council should be part of Standard IV committee.

Motion was made to extend the College Council meeting for an additional ten minutes from 3:00pm to 3:10 p.m. MSP

VIII. B. Budget - John Oester

John Oester, V.P. of Administrative Services, distributed copies of the V.P. Priority List to Council members. There was discussion of the various full-time faculty positions, recent retirements, and dean positions at West. Bob Sprague announced the recent hiring of two new deans in Academic Affairs: Barry Sloan is Dean of Academic Affairs, Contract Education (SFP), and Tara-Ann Marray is Associate Dean of Academic Affairs, Contract Education, Hospitality and Travel (SFP).

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VIII. C. Transportation Plan Update

Mr. Oester stated that materials in the form of a narrative and ridership statistics prepared by Diana Ho had been provided to the committee at its last meeting, which he was unable to attend. This data showed that ridership this year on the Shuttle Bus (blue bus) service is up 2½ to 3 times that of last academic year. He also said that it appears unlikely that the college will be able to continue the Shuttle Bus service after June 8. Through this point in time, this service was funded through A/AA bond funds controlled by Larry Eisenberg and was not charged to the college's A/AA bond accounts. However, going forward, such service would have to be charged to the college's Measure J bond funds, which are currently fully committed, or to the college's operating budget. Since this service costs approximately \$500,000 per semester, it seems unlikely that either of these two approaches can be funded. Therefore, Betsy Regalado and Adrienne Foster are preparing notification to the students.

The campus tram service is also under review. It has been funded in the same manner as the Shuttle Bus service and costs \$40,000-50,000 per semester. Allan Hansen is exploring the cost of purchasing a wheel-chair accessible tram for the college and Betsy and John are exploring how it could be staffed.

Motion was made to extend the College Council meeting for an additional ten minutes from 3:10 p.m. to 3:20 p.m. MSP

Mr. Oester went over the budget for the next fiscal year – 2011.

There was discussion regarding the numbering position order of four positions listed below the dotted line on the VP prioritized list, which was recommended to the Council by the Budget Committee at its May meeting.

ACTION: Motion to move positions 8, Data Management Support Assistant, position 9, SLO Coordinator, and position 10 Articulation Officer, to above the dotted line on the Budget Priority List. MSP

The meeting adjourned at 3:30 p.m.