



College Council Chair
Fran Leonard (12)

Academic Senate
Adrienne Foster, PhD (14)
Judy Chow (1)
Helen Young (1)

Administration
Bob Sprague
Betsy Regalado
Ken Takeda

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ASO
Gabriel Brown (13)

Teamsters
Rebecca Tillberg (1)

President, Ex-Officio
Nabil Abu-Ghazaleh

Standing Committee Chairs

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Minutes

Thursday, July 12, 2012

10:00 am

PCR

Attendance

Member	Present	Absent
Adrienne Foster	X	
JoAnn Haywood	X	
Fran Leonard	X	
Olga Shewfelt	X	
Bob Sprague	X	
Gabriel Brown		X

Guests: Nabil Abu-Ghazaleh, Allan Hansen, Sheila Jeter-Williams, Abel Rodriguez, Steve Sharr, Ken Takeda

1. Approve minutes, June 6, 2012. The following corrections were made to the minutes of June 6, 2012. Delete following items:
P. 2, "there needs to be a solid line stating what Sr. Staff recommends and what College Council Executive recommends."
P. 1, "Counseling and DSPS might be folded in with the Library."

The next Divisional Council meeting will be held Tuesday, August 7, 2012 at 12:30 p.m. in Winlock Lounge.

II. Accreditation – ACCJC Response, West’s Actions

President Abu-Ghazaleh shared with Council members the evaluation report letter from the Commission regarding their actions they have taken for the college. Fran distributed the letter from the Commission. The Commission acted to issue a Warning to West to correct the deficiencies noted by March 15, 2013. The Accreditation Task Force will continue to work on correcting these deficiencies and a written report will be presented to the Commission next March 15, 2013. Nabil stated Fran will be ending her term as Chair of Accreditation and an announcement will be drafted up for a new Chair.

There was discussion of restructuring of master plans for human resources and facilities. The Planning Committee will be restructured this summer. Discussion followed of how to change the process using a more formalized process to respond to the recommendations from the Commission.

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1st Thursday of each month from 1-3 pm

Sep 6, Oct 4, Nov 1, Dec 6, Feb 7, Mar 7, Apr (TBA), May 2, Jun 6



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WLAC Recommendation 6 – Library Collection Development and Security – improve quantity, quality, depth, and currency in Library resources and services. Nabil will work with Adrienne how to address this recommendation from the Commission. Need to look at standards across the campus as it relates to planning and program review, etc.

WLAC Recommendation 7 - Financial Resources – are we being efficient with our financial resources? This goes back to program review and planning.

V. Revisions/Additions to Governance Agreement – there will be a full review of the college governance handbook before changes are made. The college is changing the leadership of committees and may be adding co-chairs. Planning and the Budget committees can come together once a year. Nabil recommended to form recommendation committees to have a specialized focus on the grouping of each recommendation. Accreditation Steering Committee can look at these functionally. For example, on SLO’s (student learning outcomes), are we doing them correctly? Division chairs are to hold business of the divisions as division chair and are to include SLOs, curriculum, and Senate related matters.

There was discussion re: College Council recommendation of May 15, 2012 to the president regarding selection of software for a content management system. Motion was made by a member to send this recommendation back to Nabil with a confirmed date to have this software implemented by the beginning of the fall 2012 semester. MSP Technology Committee approved Kentico software system for the college after Nabil denied previous recommendation from College Council on May 3, 2012.

IV. Report on Construction Moratorium, Facilities Committee & College Administration – Steve Sharr, Director and Campus Construction Project Manager of build-laccd.org, presented a review of current construction projects and a review of the fall 2011 moratorium for projects on campus.

Current Construction Projects on Campus:

ADA – Americans w/Disabilities
Storm water – already have a consultant under contract in design phases now
Energy

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COLLEGE COUNCIL EXECUTIVE COMMITTEE

Active Projects:

- Lot 7 – where buses arrive and leave – repairs done – completed now – buses can resume fall 2012
- Upper Fire Service Road – completed by July 20, 2012
- College Blvd - second access college entrance road – done by next two weeks
- Bus turnaround – original plan to have done by fall 2012 – problems with bids – agreed to throw out all bids and redesign scope and rebids are due July 16th – start early in Sept. 2012 and be done by Oct. 2012. Campus parking plan will be in place before school starts.
- Project in front of Student Services building – traffic plan will provide accessibility to PE building also.

Facilities Committee – Maintenance and Operations – Allan Hansen, Facilities Manager, reported that the district established five tiers of maintenance for West’s buildings - per sq. footage to be cleaned and maintained by personnel. West was allocated \$363,000 for 2013– currently have some vacancies at the custodial supervisor level. An organization chart was distributed and reviewed which reflects current vacancies in Facilities. Allan reported that Facilities has lost one supervisor and has one supervisor overseeing 27 people. Funding is not categorical and West needs to act on reviewing list of qualified candidates for filling the vacant supervisor position. Ken Takeda asked Council members to act on this request today.

Daytime – Operations Manager – in charge of operations for both shifts
Nighttime is when the cleaning of the campus takes place -10 people each
Have one Sr. Supervisor in charge at night CC members moved to hire an additional supervisor using list of qualified people from District.
Inserting Measurable goals in Facilities Plan– recommendation from Accreditation Commission - Ken Takeda – create objectives that are consistent with Master plan and SEIR – will have to revisit Master Plan depending on the moratorium.

III. Budget Update. Ken Takeda, VP of Administrative Services, distributed a handout and discussed. Year just ended 2012 and year that’s starting – 2013 – monthly projections – fiscal year ended 6/30/12. Spreadsheet will be presented at Budget meeting on July 19th at 1 pm in SSB-414. Enacted state budget – \$50M could be added to district’s budget - if tax initiative passes.

Preliminary budget – May 2012

Tentative budget –June 2012

Final budget – August 2012

For West, the budget is unchanged from what was presented at Town Hall in May 2012.

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V. Revisions/Additions to Governance Agreement – Fran announced that changes and additions need to be submitted before CC Retreat meets on Aug. 9th – working session. Invite chairs of standing committees to CC Retreat Aug. 9th. Fran asked members when they could next meet for a planning session for CC Retreat Aug. 9th.

July 16th or July 31st – planning meeting for Aug. 9 retreat -Adrienne, Sheila, Olga, Fran could meet. Senate could connect to CC – share its reports so that CC can be a place where they are clearing and focusing on accreditation recommendations for next spring 2013.

The meeting was adjourned at 12:55 p.m.

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