

College Council Executive Committee Approved Minutes  
Monday, August 8, 2011  
PCR – 11:00 am

**College Council Chair**  
Fran Leonard (11)

**Academic Senate**  
Adrienne Foster, PhD  
Judy Chow  
Helen Young

**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**  
Scott Stamlar

**SEIU 721 Stewart**  
Abel Rodriguez

**Teamsters**  
Rebecca Tillberg

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

**Standing Committee Chairs**  
**Budget**  
John Oester  
**Facilities**  
Allan Hansen  
**Planning**  
Rebecca Tillberg  
**Accreditation**  
Fran Leonard

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Attending: Celena Alcala for Betsy Regalado, Adrienne Foster, Judith-Ann Friedman for Bob Sprague, Michael Goltermann for Rebecca Tillberg, Joann Haywood, Fran Leonard, John Oester  
Guests: Aracely Aguiar, President Nabil Abu-Ghazaleh

- I. Call to order and confirmation of the agenda - the meeting was called to order by Fran Leonard at 11:00 a.m.
- II. Draft minutes of the July 25, 2011 meeting were distributed to members.
- III. Fran Leonard had members of College Council Executive Committee introduce themselves to President Nabil Abu-Ghazaleh. President Abu-Ghazaleh announced that he would be addressing two items to the committee at this meeting.
- IV. College Council Retreat  
Fran distributed a packet of documents for College Council Executive members that will be the agenda at the College Council Retreat on Monday, August 22, 2011. The retreat has been rescheduled from August 18<sup>th</sup> to August 22<sup>nd</sup>, from 9 am – noon to better accommodate the president’s schedule. Documents included the College Council Proposal dated July 8, 2005, the MOU dated September 26, 2006 concerning effective college governance process, and the participatory governance chart. The retreat will be a working meeting affording members the opportunity to review, discuss and update these key documents as well as assess the effectiveness of the Council and its standing committees, using the self evaluation templates. Based on this assessment, the College Council Exec Committee will set the goals/plans for this year. [Since this meeting, please note correction to date/time of retreat – Tues., Aug. 23, 10:00 am to 1:00 pm]

Adrienne Foster, Academic Senate President, informed the Executive College Council that the membership listed on page 8 of the 2005 document indicates that the Academic Senate and AFT Faculty Guild are entitled to have four members on the College Council. John mentioned the concern expressed by the supervisors’ union regarding “Other Classified Unit Collective Bargaining Unit” in the Council membership. At present, Abel represents all, including the supervisors’ unit.

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V. Annual Fall Leadership Retreat  
Fran announced that the Fall Leadership Retreat will be held on the Friday before Thanksgiving holiday week which is Friday, November 18, 2011. She will soon set up the meeting schedule for the Retreat Planning Committee and call for volunteers, as is customary, to help in choosing this year's theme and speakers/activities for this important professional development day.

VI. Items and Issues for Consideration  
President Nabil Abu-Ghazaleh addressed one item to College Council Executive members. Lisa Kamibayashi, Chair of Allied Health and Dental Hygiene, is on 50% leave. Carmen Dones will be acting Chair of Dental Hygiene and is a fulltime faculty member of dental hygiene. Her current assignment is .50 as director and .50 as chair of dental hygiene.

Nabil explained to College Council Executive members that he received requests for hiring two limited fulltime instructors for Dental Hygiene at West. He will accept one request for hiring one limited Dental Hygiene instructor at West.

A motion was made to support one limited full-time position for Dental Hygiene on a semester by semester basis for a one year assignment. The motion was seconded. Adrienne noted that it's important to consider other pressing, high priority staffing needs, among which are articulation officer, curriculum and transfer. After discussion, the committee reached consensus on the following:

**Recommendation from College Council Executive to President: To fill one limited fulltime instructor position for Dental Hygiene on a semester to semester basis for one year.**

VII. Average Class Size and FTES Scenarios for 2011-12  
The president shared a handout titled "Average Class Size from Fall 2005-Fall 2010 and FTES Scenarios for 2011-12. He estimates the cost of one FTES to be approximately \$1,000 and that translates to about \$450,000 that the college paid for sections it was not funded for. The typical class costs roughly \$5,000 at West. There will be at least a 6.2% workload reduction for 2011-12. West has already cut 5.5% for fall 2011. If spring 2012 is reduced by 7%, West would be at 7,010 FTES. That would still leave about 150 FTES above our current funded cap for 2011-12.

The president also reported to Executive College Council members that there is a strong likelihood of a mid-year cut next spring 2012. West would have to prepare for an additional 1% or 2% cut which could require spring reductions of 9%. Since the spring Schedule of Classes is

ready to go to the printer, we want to print one that is as accurate as possible. One way to deal with that is to take 1% of annual offerings and put them into the summer session. Another option is to offer summer classes and offer them partly in fiscal year 2011-12 and partly in 2012-13. A third option is not to cut that deeply. The average class size at West is 42 and West has reached its capacity. Nabil noted this decision is one that he must “own.”

Another point: At some point, West will need to add courses, and it’s best to prepare for that eventuality now.

VIII. 10100 Budget Projects

VP of Administrative Services John Oester shared a spreadsheet of 10100 budget projections with Executive committee members. VP Oester explained that the structural situation for next year would leave West with a \$1.1M deficit because West is operating below the breakeven point at current enrollment levels. As we drop below a certain size, the FTES student funding doesn’t cover the basic overhead for staffing.

The deans in Academic Affairs stated that they have been focusing on the 7% reduction in sections with an alert to plan for a 9% cut and are waiting for directives to cut significantly. Doing a 9% spring reduction or cutting from spring and putting into summer is based on the idea there will be a mid-year cut. It would be at least 2% of our budget. If there is a mid-year cut before spring 2012 starts, West may be compelled to cut classes for spring. West has to re-evaluate programs and units that are required for certificates. Class schedules will more accurately reflect a 7%-9% cut. Dean Aracely Aguiar reported that 90% of all classes offered in the Career Technical Education area are down to the core. Dean Aguiar has reviewed electives and is now expanding a one year program into a two year program.

President Nabil Abu-Ghazaleh advised the college to consider how to modify those courses that need to be aligned with transfer and employment needs, and then consider reducing some of the excess classes.

The meeting was adjourned at 12:30 pm.

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