



College Council Meeting APPROVED Minutes
for
April 16, 2009
4th Floor, HLRC

Present: Bruce Anders, Richard Block, Judy Chow, Isabella Chung, Fran Leonard, John Oester, Richard Olivas, Betsy Regalado, Bob Sprague
Absent: Ara Aguiar, Eileen Gnehm, Allan Hansen, Joann Haywood, Lawrence Jarmon, Sheila Jeter-Williams, Rod Patterson (excused), Abel Rodriguez

- I. The meeting was called to order at 1:15 p.m. The Council confirmed the agenda and approved the minutes of March 12, 2009.
- II. Public Speakers - Richard Block asked members to attend and publicize the Transfer Honors meeting scheduled for Tuesday, April 21st, from 1:00 pm to 3:00 pm in the PCR. With Eloise Crippens, the group will discuss expanding honors throughout transferable classes and possible approaches to and types of honors work.
- II. President's Report
 - A. Celebrating Excellence, an afternoon dedicated to Faculty/Staff Recognition and honoring our outstanding students, including scholarship recipients, is scheduled for Thursday, May 14th, starting at 12:30 pm. Turner Construction has graciously agreed to provide food for the occasion. The committee planning the afternoon held its first meeting on Monday, April 13th, at 2:30 pm, and discussed the location, the schedule of the day's events and other details. The next meeting is scheduled for Monday, April 20th, at 2:30 pm in CE-205. Publicity is scheduled to begin Monday, April 20th in WestWeek.
 - B. Smart Classrooms/Learning Studio are prototypes that Angela Randall is working on with faculty input, to be located in the CE bldg. Faculty will be trained this summer to train fellow faculty. West is at the vanguard of making the latest technological tools universally available for instruction. The goal is to make every classroom and meeting room up to this standard with technological capability, reducing the amount of paper used, etc. Citing the Tech Fairs, whose presenters are faculty and whose audience is faculty, Bob notes that this is in tune with our college's culture.
 - C. Technology Information Committee - the Senate is forming this committee, having completed the Technology Master Plan.
 - D. Grants Management Committee. Dr. Rocha shared the template for this with the Council, a new component to the governance system at West and one that is consistent with plans for revenue enhancement efforts, especially important with 94% of the college's budget dedicated to salaries, benefits and fixed costs and new buildings moving quickly toward completion. With a membership that is majority faculty, the committee's 1st agenda item is to consider revenue-generating opportunities for West and to direct writers on particular grants. Olga pointed out that this idea came from wanting more eyes to oversee the grant process, one that Dr. Rocha says "moves at the speed of light."

Bob added that training leading to jobs fits well with stimulus-package strategies, so as an example, a micro-convention center funded by grants enables the college to offer courses in events management and planning and can also enhance training of currently employed hotel workers in the area around LAX.

Olga plans to put this item on the agenda for next week's AFT Faculty Guild meeting. This will be an action item for the next College Council meeting, May 7th.

III. Chair's Report

- A. Because May 14th, Thursday, is the Celebrating Excellence day, the College Council Executive Committee agreed to move the College Council meeting, which had been scheduled for the 14th, to Thursday, May 7th instead, replacing the CC Exec mtg.
- B. Fran shared the report from Gary Colombo on the "Cityside Colleges" (ELAC, LACC and LA Trade Tech) from each of the college's accreditation visiting teams. Observations included recognizing the level of student engagement and moving from a teaching to a learning institution. Recommendations focused on assessment of SLOs for program improvement, a "succession plan" at LACC "to guarantee adequate staffing to support critical functions," governance issues and administrative turnover at LATTC and counseling commensurate with enrollment growth at ELAC. Noteworthy for West as we move closer to our comprehensive self study: integrated planning, which links program reviews/unit plans to resource allocation. District recommendations continue: GASB (post-retirement employee benefits), effectiveness of decentralized processes and also delineation of District/College functional relationships.
- C. Culture, Communication and Conflict Resolution Workshop
Fran shared results of the participants' evaluation of the workshop held on March 24th and sponsored by the Faculty & Staff Diversity Committee. On the strength of the positive feedback, Part 2 of the workshop is scheduled for Friday, May 1st, from 10:00 am to noon in ATA-116. The workshop includes a review of conflict-resolution strategies, practice in use of "I" statements and role-playing three work scenarios. This announcement will appear in WestWeek.

IV. Standing Committee Reports, Discussion

- A. Planning Committee. Rebecca Tillberg reported that the reconstituted Committee held its first meeting on March 23rd. The entire meeting focused on the mission/charge of the committee and resulted in a noticed motion, which she read to the Council. The committee's work will focus on developing "vital signs," i.e. a dashboard of effectiveness measures related to the college's Educational Master Plan. This is consistent with the District Planning Committee's activities, focusing on the District Strategic Plan.
 - 1. The ad hoc Program Review Committee, under Planning, has met with Nick Minassian, the software engineer, to discuss improvements/enhancements to the current online program review instrument, including generating reports that will help units, divisions and services increase their effectiveness.
 - 2. A coordinated planning/budget calendar, which John Oester said could be accomplished by overlaying the program review/unit plan timeline with the current budget preparation process timeline.
 - 3. The Planning Committee would also monitor surveys and their Results, such as the campus climate survey through ModernThink and in conjunction with the Chronicle of Higher Education's Great

Colleges Program, useful not only for accreditation, but also to compare to other colleges across the nation.

Discussion followed on what constitutes "planning."

The next meeting is scheduled for Monday, April 27th, at 1:30 p.m., location to be announced.

- B. Budget. John Oester reports that there is nothing new except waiting for May 15th's May Revise to see if there is a mid-year adjustment. The college has a \$1.1 million deficit. If there is no adjustment, West will still have a small deficit. He had passed out to the Council the revenue sources on the restricted side.
 - C. John also reported on a weekly meeting for anyone interested on updates related to construction. Layton of Turner will hold these.
 - D. Parking permit process for West's guests. Please contact John Oester by email prior to the visit. He then emails the Sheriff's Dept., which issues a green guest parking permit.
West does not honor non-District permits.
- V. Items and issues for consideration from CC members.
- A. Richard asked about the 66-year lease on the property on Jefferson. Olga responded, saying that that is the standard for such leases. Most lessees do not want anything less than 50 years because they may construct buildings on the site. Four proposals have been submitted and pending approval (or not).
 - B. Bruce asked whether the College Council is covered by the Brown Act.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,
Fran Leonard, Chair