

**COLLEGE COUNCIL**

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

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

**Administration**  
Phyllis Braxton  
Bob Sprague  
Ken Takeda

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

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

**ASO**  
Raymond McDaniel (14)

**SEIU 721 Steward**  
Abel Rodriguez

**Teamsters**  
Rebecca Tillberg

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

**Standing Committee Chairs**

**Accreditation**  
Alice Taylor  
Bob Sprague, ALO

**Budget**  
Ken Takeda

**Enrollment Management**  
Phyllis Braxton  
Marcela Hernandez

**Facilities**  
Ken Takeda  
Kevin Considine

**Planning**  
Rebecca Tillberg

**Resource Development**  
Bob Sprague

**Technology**  
Vidya Swaminathan  
Bob Sprague

College Council Approved Minutes  
November 7, 2013  
1 pm – SSB 414

Attending:

<b>Member</b>	<b>Present</b>	<b>Absent</b>
<i>Phyllis Braxton</i>	X	
<i>Judy Chow</i>	X	
<i>Adrienne Foster</i>		X
<i>Joann Haywood</i>	X	
<i>Sheila Jeter-Williams</i>		X
<i>Fran Leonard</i>		X
<i>Raymond McDaniel</i>		X
<i>Richard Olivas</i>		X
<i>Abel Rodriguez</i>	X	
<i>Olga Shewfelt</i>	X	
<i>Bob Sprague</i>	X	
<i>Ken Takeda</i>	X	
<i>Helen Young</i>	X	
<b>Ex Officio</b>		
<i>Nabil Abu-Ghazaleh</i>		
<b>Standing Com Chairs</b>		
<i>Alice Taylor, Accreditation</i>		
<i>Rebecca Tillberg</i>		
<i>Resource Development</i>		

1. *Confirmation of the Agenda* – VP Sprague chaired the meeting today as Fran Leonard had an emergency foot doctor appointment.
2. *Minutes of May 2, 2013* – the Council reviewed the minutes of the meeting of May 2, 2013. Where there were comments from Richard Olivas. – comments from Richard Olivas should be reflected in these minutes - item 2 – Richard sent some specific language to Fran Leonard and this language needs to be added to minutes of May 2, 2013.
3. *College Council minutes of October 3, 2013.* The minutes were reviewed. Helen Young reported that she was present at this meeting. The minutes will be corrected to reflect this and were approved as submitted.
4. Co-Chairs for committees– Bob Sprague encouraged the chairs to follow through on the established process for selecting co-chairs.
5. *For Discussion* -Consensus – voting - Judith Fierro will get an OK from Fran to email Matthew Lee’s document to Council members on how dissenting opinions are recorded before the next College Council meeting in December.

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

*Vision* West – A gateway to success for every student.  
*Mission* West Los Angeles College provides a transformative educational experience.



6. *Leadership Retreat* – November 15, 2013 – Clare Norris spoke on this. Researcher from the RP Group will be speaking on project about focus groups for students that she attended recently. Breakout sessions on the topic for student success will be held in the morning. Mental health will be the subject discussed in the afternoon session. Phyllis Braxton announced there will be a planning session for the retreat this afternoon.
7. *Achieving the Dream (ATD)* – Clare Norris handed out copies of the latest ATD newsletter. Supplemental instruction at West –Tim Russell is eager to get this started at West. ATD dates – ATD data coaches are returning to campus on November 18<sup>th</sup> and November 19<sup>th</sup> and will share their findings with the college for those who wish to participate.

New reform about student success – Olga Shewfelt is requesting a report to College Council on SB 1456 on how it impacts the college so that all can see the same information and ask questions. There was consensus from College Council members to ask for a monthly report on SB 1456. Helen Young stated that Patty Banday could attend and present on *West Ways*. Phyllis stated that we need to have more college wide discussions on student completion, retention, etc.

8. *Report from the President* – the President attended a District meeting at West this morning on enrollment and reported that West is doing well. We must keep an eye on enrollments and how we are filling our classes. West doesn't have a troublesome debt and this fall we grew our enrollment with a headcount at 2%. The college spent 12% on additional sections and is operating at 95% efficiency from last fall.

Other piece – State Academic Plenary Session luncheon in Irvine. Nabil was the only college president present at this meeting. The college is not done yet with SLOs. Colleges are being questioned at the national level on value – retention, persistence, completion, licensure, equity. We must set those standards and report on how we are doing on these standards. The next accreditation visit is in 2016.

Accountability Measures – the colleges were directed to balance their budgets and pay off their debts. The Board rejected the idea that for every college where there is an interim and/or a new president there will be one year's extension on balancing your budget and paying off your debts. Every college has to spend within their budget. Presidents will be held accountable. Fully accredited college.

9. *Standing Committee Reports*  
*Budget Committee* – VP Ken Takeda distributed the minutes of the last meeting. Olga Shewfelt was elected as new Co-Chair of Budget Committee at last month's meeting. VP Sprague reported that he received a very good compliment from Jeanette Gordon, the District Controller. West will be visited by the ACCJC in spring of 2016.

Alice Taylor has been reassigned at 0.8 this year as Faculty Chair of Accreditation. VP Sprague said we need to integrate accreditation standards into standing committees

*Enrollment Committee* – Phyllis Braxton reported that the committee is looking at goals

for marketing West and the schedule for students. They are looking at completion pathways and aligning schedule production, mapping and sequencing of courses.

*Facilities Committee* – safety was the major issue – there will be a report for the next College Council meeting on classroom safety – some phones to be installed in classrooms – issue of rentals for the college – what is the process – will be revisited – how we rent out surplus space on campus –Culver City Honda, Brandman College space with a proposed process that Ken brought to the committee. Will have discussion and action on recommendation to CC at next meeting.

*Resource Development Committee (RDC)* – VP Sprague reported that the committee will be looking at the charge of the committee. They are continuously reporting out to College Council on how the RDC contributes to the college and in terms of the contribution to the general fund.

*Technology Committee* – VP Sprague reported that Vidya Swaminathan is Co-Chair of the Technology Committee. Program Review has made great progress in the IT area and is comprehensive.

*Kentico* – IT has contracted with Zumwinkle who has provided technical support to Come up with rollout training sessions on how to use Kentico to set up web pages for faculty offices and divisions. West is asking for 30-60 -90 days of free access to their model. Cyrus Helf is the new online multimedia specialist and comes from Mission. He is very interested in collaborating with people.

Olga announced that this Saturday, November 16 the AFT Faculty Guild will host a workshop for all adjuncts of the District on how to get a fulltime teaching job in the District. Trustee Steve Vera is coming to West's AFT Chapter meeting on Thursday, November 21 from 1-3 pm in Winlock Lounge.

The meeting was adjourned at 3 pm.

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