

**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 (12)  
Olga Shewfelt (12)  
Bonnie Blustein  
(alternate)

**ASO**  
Gabriel Brown (13)

**SEIU 721 Stewart**  
Abel Rodriguez

**Teamsters**  
Rebecca Tillberg

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

**College Council Executive**  
Adrienne Foster  
Jo Ann Haywood  
Fran Leonard  
Gabriel Brown  
Olga Shewfelt  
Bob Sprague

**Standing Committee Chairs**

**Accreditation**  
Alice Taylor  
Bob Sprague, ALO

**Budget**  
Ken Takeda

**Enrollment Management**  
Phyllis Braxton

**Facilities**  
Ken Takeda  
Kevin Considine

**Planning**  
Rebecca Tillberg

**Resource Development**  
Bob Sprague

**Technology**  
Vidya Swaminathan  
Bob Sprague

**CC Executive Committee Final Minutes**

**June 20, 2013**

**11:00 AM – PCR**

Attending: Phyllis Braxton, JoAnn Haywood, Fran Leonard, Olga Shewfelt, Bob Sprague, Sheila Williams

Guest: Michael Goltermann, Ken Takeda

- Confirmation of the agenda** - the agenda was confirmed and the meeting was called to order at 11:06 A.M.
- Minutes of May 2, 2013** - Discussion of Richard Olivas’ objections that the college didn’t respond to the second part of Recommendation 13 on the issue of increasing trust which he feels is an ongoing issue.  
Bob Sprague suggested that the CC Exec invite Richard to a College Council Executive meeting this summer, a time to discuss what is trust, how do we measure progress in achieving greater levels of trust, and what are some ways we promote greater levels of trust?

Discussion included mention of the committee self-evaluation form on which we could prioritize trust, effectiveness, and level of participation as goals. Using the college surveys, trust could be addressed at future training meetings for College Council members. In the fall have questions in the survey to ask employees of the college what and how are some ways you would increase trust? JoAnn Haywood suggested having meetings where staff will feel confident in understanding and participating in meeting the goals of the committees on campus.

*By consensus, the CC Exec agreed to this wording for the minutes:*

“Richard’s specific objection was that he didn’t think the college responded to the second part of Recommendation 13 on the issue of increasing trust which, in his opinion, is an ongoing issue. Faculty leaders and others on the Council disagreed, maintaining that progress continues to be made in developing and cultivating trust, and cited as evidence the numbers of faculty serving on college and Senate committees as well as strong participation in college activities, such as the Semester Kick-Off, Welcome week, the poster showcase. In addition, committee chairs and co-chairs of the Academic Senate, the Faculty Guild and standing committees make a concerted effort to bring accurate, complete and timely information to meetings on agenda items of interest, for discussion and possible action, according to best practices.”

Further, the College Council Executive Committee has identified building trust as an item for training, specifically at the "super meeting" being called for Thursday, July 18th. While we know that many faculty are on 10-month assignments, we hope that faculty

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

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may choose to attend this meeting or send a designee. As discussed by the CC Exec, we want to learn more about: What is trust, and how is progress with regard to trust measured? Those who participated in the FELI will share their knowledge/experiences gained from that training to apply to strengthening trust.

We will report at the first Council meeting in the fall on the results of the super meeting. The Council commits again to continuing the work of building and further promoting trust throughout the college.

### 3. Report on Leases – Ken Takeda

Ken distributed and discussed a handout titled Presentation on Real Property Leases based on Ed Code 81378, (<http://www.leginfo.ca.gov/calaw.html>) and LACC-D Board Rule 7202.

- Examples of leases on campus were given such as Café West where the tenant has continuous use of property.
- Vending machines are under a lease rather than a service agreement since the vendor has exclusive use of the pads on which the machines sit.
- Permits are a license for non-exclusive use of college property like a catering truck – same as special events – athletic facilities – not fixed for a period of time – don't have exclusive use of property.

There was discussion of leases and permits.

- Permits for non-profits vs. permits for commercial use
- Relay for Life is a civic center permit for a non-profit charitable organization.
- Commercial organizations are charged for holding the events.
- Miller Toyota Lease in Parking Lot 7 – there is no academic use for the next two years and will go back to Parking lot 7 after two years if it is ready to be renovated at that time.
- Café West has a five year lease – where the maximum rent is estimated at \$40,000/year based on the percentage of sales.
- Brandman University has exclusive use of the college's offices for their faculty and non-exclusive permit for use of classrooms.

College Council Executive will review what the obligations of the college and rights of tenants are in terms of advertisement such as by Brandman. These should be spelled out in the leases.

The next College Council Executive meeting will be held Thursday, July 18, 2013, at 11:00 AM, to come up with guidelines for processing leases and rental income after it is discussed at the Facilities Committee on July 15.

A draft would be helpful and sent in advance prior to the next Facilities Committee meeting.

Lease for Pacific Oaks College – Currently, this is planned as a permit for non-exclusive use of classrooms and offices on campus. They have use of classrooms a couple of hours

before classes and one hour after. If they need exclusive use of offices, this would require a lease.

Ken Takeda shared enrollment growth for the college. Enrollment is projected into dollars, and the budget is based on the assumption that West would get a 2% growth allocation. The District announced at the June 19 DBC that it will reduce growth funding to 1.63% based on the enacted state budget. However, the District Budget Committee approved funding our colleges at 2% above state funded – at 3.36%, with the additional 2% funding coming from the District’s contingency reserve. This is to provide an incentive for the colleges to pursue enrollment growth to ensure capturing state-funded growth and to pick up growth that other districts are not earning which would be available for distribution to growth districts like LACCD. Bob Sprague stated West was at 13,000 students in 2007. College Council Executive will invite members from Enrollment Management Committee to the next meeting in July and ask for a draft plan from Phyllis Braxton for marketing and outreach from the Enrollment Management Committee.

4. **College Council Annual Evaluation form** - this document was distributed to members of College Council Executive. Fran asked members to review and think about the Council’s goals for the coming year.

5. **College Council training**

Olga Shewfelt addressed Council members on how to break the cycles of negativity when no solutions or goals are accomplished. How do we contribute to the college’s goals?

One suggestion is to hold a “super” meeting on July 18<sup>th</sup>. The first 1 ½ hrs. would be a meeting, followed by another 1 ½ hrs., including lunch, to focus on training. Possible participants include those who were involved in the FELI: Clare Norris, Adrienne Foster, Phyllis Braxton, Luis Cordova and Olga Shewfelt who could share what they learned at FELI that might be applicable to strengthening and improving governance. Members of the College Council are also invited.

6. **Standing Committee Co-Chairs**

Fran Leonard distributed a one page draft titled “Standing Committee Co-Chairs” updated on September 24, 2012 for review, consideration and possible action by the College Council. There was discussion on this.

Judith Fierro will modify and send out to all standing committees the standardized template for committee self-evaluations.

The meeting was adjourned at 1:00 PM.