

College Council Chair

Fran Leonard (15)*

Academic Senate

Adrienne Foster (14)*
 Judy Chow (14)
 Laura Peterson (14)
 Helen Young (14)
 Kevin Considine
 (alternate)

Administration

Phyllis Braxton
 Bob Sprague *
 Ken Takeda

AFT Classified

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

AFT Faculty

Richard Olivas (14)
 Olga Shewfelt (14)
 Vidya Swaminathan (14)

ASO

Raymond McDaniel (14)*

SEIU 721 Steward

Abel Rodriguez

Teamsters

Rebecca Tillberg

*CC Exec Member

Ex Officio

President

Nabil Abu-Ghazaleh

Standing Committee

Chairs

Accreditation

Alice Taylor
 Bob Sprague, ALO

Budget

Ken Takeda
 Olga Shewfelt

Enrollment Management

Phyllis Braxton
 Marcela Hernandez

Facilities

Ken Takeda
 Kevin Considine

Planning

Rebecca Tillberg
 Carmen Dones

Resource Development

Bob Sprague
 Kathy Boutry

Technology

Vidya Swaminathan
 Bob Sprague

FINAL MINUTES

April 3, 2014

1:00 pm

SSB 414

Attending:

Title/Role	Name	Present
<i>College Council Chair</i>	<i>Fran Leonard</i>	Y
<i>Academic Senate</i>	<i>Adrienne Foster</i>	Y
<i>Academic Senate</i>	<i>Judy Chow</i>	Y
<i>Academic Senate</i>	<i>Helen Young</i>	Y
<i>AFT Faculty</i>	<i>Richard Olivas</i>	Y
<i>VP, Academic Affairs</i>	<i>Aracely Aguiar for Bob Sprague</i>	Y
<i>VP, Administrative Services</i>	<i>Ken Takeda</i>	Y
<i>VP, Student Services</i>	<i>Phyllis Braxton</i>	Y
<i>ASO Representative</i>	<i>Raymond McDaniel</i>	N
<i>AFT Classified</i>	<i>Sheila Jeter-Williams</i>	Y
<i>AFT Classified</i>	<i>Joann Haywood</i>	Y
<i>SEIU 721 Steward</i>	<i>Abel Rodriguez</i>	N
Ex Officio		
President	<i>Nabil Abu-Ghazaleh</i>	Y
Standing Com Chairs		
Accreditation Steering Committee	<i>Alice Taylor</i>	Y
Resource Development Committee	<i>Katherine Boutry for Bob Sprague</i>	Y
Guests		
Distance Learning	<i>Eric Ichon</i>	
Enrollment Management Committee	<i>Michael Goltermann</i>	
Student Success Committee/ATD Core Team	<i>Clare Norris</i>	

1. *Call to Order.* The meeting was called to order at 1:10 p.m.
2. *Approval of Minutes-* the minutes of College Council of March 6, 2014 will be sent out electronically to Council members by F. Leonard for approval.
3. *President's Report -*
 The president spoke of community colleges, including West, entering a relatively positive period. Even as we come out of the recent downturn, we must plan for the next cycle/downturn. In fact, West "planned well," and the college was well prepared for the uptick by setting aside resources which enable us to grow. He mentioned thinking of some reorganizations around campus: Who's growing, who needs attention. Thinking of the strategic directions being worked on by the Educational Master Plan workgroup, we ought to be open to change and expansion. The president's feedback to the consultant is to incorporate more of the environmental scan to fulfill our mission and our community's needs. This

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“breaking something” includes breaking with tradition, the past, to work hard enough, fast enough. We must take risks to provide maximum service to our students.

- 4. *Recommendations from Standing Committees*
Accreditation Steering Committee recommends the SSSP workgroup should be reconstituted as a subcommittee of the SS Committee of the Academic Senate, and SS&SP workgroup membership should be established by the Academic Senate. There was discussion about this recommendation. F. Leonard asked how many members were willing to act on this recommendation. There weren’t enough members to act on 4.A. so this will be an action item on the Senate agenda for April 22, 2014.

The EMC recommendation to change the committee’s name and charge was discussed. The minutes of the EMC meeting of March 13, 2013 were sent out electronically by F. Leonard to members of the Council. There was not vote on this at the EMC meeting as it was a working meeting on March 13, 2014.

F. Leonard asked Council members if they were okay with moving forward with this recommendation. Additional work on the recommendation will be considered by the Enrollment Management Committee for presentation at the May 1st Council meeting.

Student Equity Workgroup-

A big function of this workgroup would be getting two reports up and running-student equity and SS and SP plan reports. A. Foster asked if all eleven of these are voting members who represent constituencies. The concern about workgroup non-voting members should be resources. This follows precedent on other governance committees.

Support Staff for Assessment Center

There was discussion about voting members-operational vs. policy. R. Tillberg suggested That the EMC meet with the Accreditation Steering Committee to work on refining the recommendation for the EMC name and charge.

CC members agreed to act on Recommendation A at the next CC meeting in May.

N. Abu-Ghazaleh stated it is important to look at the reality that there are workgroups that have administrative duties as functions and to bring workgroups into the structure of the committees.

IV.B. PIE Committee-

- 1. Prioritized list of resource requests using rubric includes 21 items.
The PIE Committee approved the proposed list and forwarded the list to the Council for discussion and action, then on to the President.
There was discussion of a request for classified staff and their list was not prioritized. As mentioned before, there is a need for an HR Classified Staffing plan for permanent non-faculty hires.
N. Abu-Ghazaleh stated that when there is a vacancy, the administrators should ask if there is something more urgent before considering filling the vacancy and focus on where the greatest urgency exists. There is a vacancy in the Business Office for Maureen O’Brien’s position as Associate Financial Officer.

After discussion, F. Leonard asked CC members if there was consensus of recommending approval of Prioritized List of Resource Requests. ACTION: There was consensus on the prioritized list of Resource Requests.

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V. Standing Committee Reports

V.A. Prioritized Resource Request – PIE - there was discussion on the lists and there was consensus of recommending approval of Prioritized List of Resource Requests.

V.B. *Accreditation* – A. Taylor reviewed the timeline for accreditation reports due in 2016. Writing will be done in 2014-2015 for 2016. Mid-term report will be due in one year with the comprehensive visit the next year. 75% of SLOs have been assessed. All our SLOs will be assessed in all our courses in a four year period. West is assessing at least a quarter of our SLOs. This is an inquiry process that consists of asking our own questions on how are we doing and developing our own answers, i.e. evaluating the results of SLO assessment and considering actions/strategies to implement, if greater effectiveness is indicated.

V.C. *Budget* – K. Takeda – Three budget supplements were made: \$6,516 for ATD Travel, \$26,117 for A&R supplies, \$21,000 for college advertising. As of 12/31/13, West’s projected ending balance for this year stood at \$758,711; 4 LACCD colleges projected negative balances. District Budget Committee recommended distribution of \$9 million in additional funding. In its Annual Fiscal report to the ACCJC, West shows the district’s accrued liability for retiree health benefits as \$617.2 million, of which \$575.8 million is unfunded.

The meeting adjourned at 3:10 p.m.