

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 Final Minutes
December 5, 2013
1 pm – Winlock

Attending:

Member	Present	Absent
<i>Phyllis Braxton</i>	X	
<i>Judy Chow</i>	X	
<i>Adrienne Foster</i>		X
<i>Joann Haywood</i>		
<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>Vidya Swaminathan for Bonnie Blustein</i>	X	
<i>Bob Sprague</i>	X	
<i>Ken Takeda</i>	X	
<i>Helen Young</i>		X
Ex Officio		
<i>Nabil Abu-Ghazaleh</i>		
Standing Com Chairs		
<i>Alice Taylor, Accreditation</i>	X	
<i>Allan Hansen, Facilities</i>	X	
Guests		
<i>Holly Bailey-Hoffman</i>	X	
<i>Michelle Long-Coffee</i>	X	
<i>Michael Goltermann, Enrollment Management Committee</i>	X	

1. *Confirmation of the Agenda* – the meeting was called to order at 1:15 pm.
2. *Minutes of November 7, 2013* – the minutes of November 7, 2013 were approved.
3. *President’s Report* – President Nabil Abu-Ghazaleh could not attend today’s meeting due to other commitments. His report to College Council was distributed.
4. *Standing Committee Reports*

Enrollment Management Committee - Phyllis Braxton, Co-Chair of the Enrollment Management Committee distributed copies of the Committee’s self-evaluation form. She reviewed and discussed the past year’s work and goals for next year with College Council.

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.



Michael Goltermann spoke on pre-requisites. Math, English and Computer Science are currently being enforced. Pre-requisites have to be in DEC, have to be course aligned with the course outline system and aligned with the schedule. Pre-requisites for dental hygiene and math will be in the system once these three items are in place. There are issues with the District with wrap around support services incorporating data from ATD such as improved tutoring, updating the Enrollment Management Committee (EMC) plan and linking with other plans. Academic Senate and the AFT were concerned about how decisions were made re: enrollment at West. If the charge is not to be an operational committee, which direction are we going at?

Fran announced that Allan Hansen and Michelle Long-Coffee were invited by Ken Takeda to College Council today so the agenda items will be out of order.

VP Bob Sprague spoke to the charge of the EMC Committee and what would be the process to change the charge of the committee? College Council should think about developing guidelines about committees who wish to change their charges and how to channel the changes that are being suggested. As a standing committee of College Council, it would have to come as a recommendation to the Council and to be acted on by College Council. Olga Shewfelt suggested that each committee propose their own language so that College Council can review. They could bring as a draft to College Council to develop guidelines. College Council Executive will meet in January 2014 with this as an agenda item.

Facilities Master Plan Update – Nabil reported that the Board of Trustees Facilities Master Planning and Oversight Committee approved West's 2013 construction master plan and will be presented for review by the full board on January 15, 2014. New date is January 15, 2014 for Board approval. The Facilities Leasing Project is postponed until Adrienne Foster can be present. Adrienne will send a representative to Facilities Committee as early as December 16, 2013.

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5. *Campus-wide Security Projects* – College Council discussed the slide report that was projected on screen. Plans are being made to install emergency phones in every classroom. Reviewed the one-card access control which is a District initiative coordinated by District IT. The college will have single card readers issued to all LACCD employees replacing all keys. There was discussion about the security of classroom doors and office doors on campus. Facilities has installed about 85% of phones in the classroom. The PEC building, FA 100 and the FA gallery have not been addressed yet.
 6. *EOC Progress* – Emergency EOC –they have been updating the existing template which was handwritten. Moving through and made some progress. They are creating check lists and running a scenario of typical emergencies such as chemical spills and identifying various supervisors for the EOC plan.
 7. *Kentico Update* – Michelle Long-Coffee shared the good news that Kentico has covered every problem and is on track. Training on templates starts in February

2014. Faculty will have their own web pages at West. Michelle gave a summary of how the college led up to the decision to go with Kentico from Omni Update. The college will migrate pages from Omni Update to Kentico May 1, 2014. URLs will stay the same unless some have changed their names. Please save the date of Saturday, April 19, 2014 for an Open House at West where the community is invited to tour and attend information sessions on majors and services.

Technology Committee – Bob Sprague, Co-Chair, reported that IT has made notable efforts to get an application for compatible units for the I-Phone, loading up variations on a basic application that will hold basic information and allow Athletics (for example) to take over a piece of the application. This will be noted on the self-evaluation of the Technology Committee. Ken Takeda forwarded to Vidya Swaminathan, Co-Chair of Technology Committee, a list of the District's standards for types of technical equipment for switches, servers, desktop computers, laptops. This list will serve as a benchmark for colleges to use as a replacement cycle to plan for the technical side when colleges will have to budget district-wide. District Technology Committee will be working on this for at least two years to take to each college's Technology Committees.

8. *Accreditation Timeline* – Alice Taylor gave an update on the schedule for the accreditation visit in spring 2016. The college may have a mid-term visit from the accreditation team in spring 2015 but is not confirmed yet. The next meeting of the Accreditation Steering Committee will be held Monday, December 9, at 3 pm.
9. *Budget Committee* – Ken Takeda went over the College Projection and District Projection for 2013-2014. Other financial reports and projections for current revenue were shared and discussed.
10. *Educational Master Plan Update (EMP)* – Holly Bailey-Hoffman distributed a one page update. This group will be drafting the major foundation of the EMP at a spring retreat on February 7, 2014. A Leadership Retreat will be combined with Spring Flex Day and morning and afternoon workshops will be held. Holly summarized the EMP document and the group is working hard and seeing results. The EMP workgroup will meet next Wednesday, December 11, 1-3 pm in SSB 414,
11. *Resource Development Committee update* – Bob Sprague reported they will elect a faculty Co-Chair at their next meeting on December 10. The committee has proposed to change their charge.
12. *SSB 1456 Report* – Student Services is obligated to collect SIS data. The District is on the verge of finalizing the screens in DEC and have prioritized the students into the following order:
 1. DSPS, EOPS student, veteran student, foster youth students, CalWORKS
 2. Continuing students in number of units obtained
 3. New and returning students - unprioritized

Adrienne Foster reported that Academic Senate is interested in discipline advising and linking faculty to orientation. Adrienne would like to add onto the current orientation the SOAR flyers to distribute in classrooms.

University PREP Academy is at the proposal stage and currently there is no AA degree in liberal arts – maybe an IGETC certificate could be granted for this. New students apply at front counter to obtain online orientation, assessment and a student I.D.

ATD Update – Clare Norris gave a brief update on the work the ATD Committee has been doing. She announced to Council members that today is our college wide faculty and staff Happy Hour from 4:30 - 7 pm at the Bottle Rock Wine Bar in downtown Culver City.

VP Sprague commented on the fact that the accreditation team members were extremely impressed with the progress the college has made on their return visit to campus on April 16, 2013.

The meeting was adjourned at 3 pm.
