

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

Approved Minutes

October 3, 2013

Winlock Lounge

1:00 pm

Attending:

<i>Member</i>	Present	Absent
<i>Bonnie Blustein</i>		
<i>Michael Goltermann for Phyllis Braxton</i>	X	
<i>Ken Lin for Judy Chow</i>	x	
<i>Kevin Considine</i>	X	
<i>Adrienne Foster</i>	X	
<i>Joanne Haywood</i>		X
<i>Sheila Jeter-Williams</i>		X
<i>Raymond McDaniel</i>	X	
<i>Richard Olivas</i>		X
<i>Laura Peterson</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	
Ex-Officio <i>Nabil Abu-Ghazaleh</i>		X
Standing Com Chairs		
<i>Alice Taylor, Accreditation</i>	x	
<i>Rebecca Tillberg</i> <i>Resource Development</i>	X	
Guests <i>Douglas Newby, Consultant,</i> <i>West Edge Architect</i>	x	
<i>Steve Sharr, CPM</i>	x	

I. *Call to Order.* The meeting was called to order at 1 pm.

There was discussion about looking at the current college's policy of removing (disabling) retiree's names from the West email. Also how to activate new faculty email addresses and create a work order system. This request would fall under alterations and improvements (A & I) and a discussion followed of requests for prioritization. Council members agreed that this issue needs to be addressed with the three VP's to discuss with their staff and make sure they are submitted in their program reviews.

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.



Program Review – facilities requests go thru prioritization process in program review.

Resource requests for A & I are in Program Review but already in the works for this month. Resource requests will probably be in next year.

There was discussion about new building costs for the construction projects on campus. Alice Taylor stated there needs to be a more transparent process for informing the college what grants are being used towards what projects and identifying them. It was confirmed by VP Ken Takeda that grants are not considered in the college budget as grants are complex and categorical.

Olga Shewfelt stated there needs to be an official policy developed for communication and safety issues for the college. Olga has presented this issue to Nabil and to the Work Environment Committee. They have a subcommittee.

A discussion followed about a student's right to privacy.

Phyllis Braxton, VP of Student Services, reported they are developing an emergency team to deal with threats and whether or not they are actual threats or potential threats.

2. *College Council draft minutes of 9-5-13.* The following corrections were made: replace "Invited Guests" with "Guests" on membership on first page. Item VI. Facilities Committee Proposal – second paragraph – correct to "Allen Hansen walked the committee through the construction master plan proposal dated 9-16-13."

3. *Reports from Standing Committees*

A. Accreditation

Alice Taylor distributed a one page summarized report that was part of Dr. Nathan Tharpe's dissertation at Cal State Sacramento that summarized the similarities and differences between various colleges who passed and failed accreditation.

Fifteen minutes was devoted to this report by Council members to provide feedback on this. The following was reported back by Council members:

- External driven problems
- Internal driven problems
- How we want to form the Steering Committee
- Budget will work on budget
- Leadership will work on leadership

B. Budget

Ken Takeda shared his report on a Budget Committee summary 2013-14 financial projection presented to District last week. Actuals generated at \$2.47M carried forward to this year FY 2013-14 projections – 2.5 to \$756,000

C. Enrollment Management

Phyllis Braxton announced to Council members that Marcela Hernandez is Co-Chair of Enrollment Management Committee that meets from 1-3 pm the Second Thursday of every month in SSB 414. They have now collected data from the last Fall Kickoff:

- Library should open the week before semester starts – textbooks – online classes.
- Online adds and helping Distance Ed with processing of classes first week of classes.
- Headcount and students– there was a big drop in high school students – looking at building on Jump Start for comprehensive student group.
- Looking at bringing back students back to West - April 19-26, 2014
- Financial aid, early assessment.- give discounts for bookstore
- SB 1456 – college completion model – comply with regulations – how to flow students through and trying to get all data captured.

D. PIE Committee

Rebecca Tillberg announced the meeting time for the committee has been changed by fifteen minutes and will start at 12:45 pm the first Wednesday of each month.

- Get prioritized resource requests into tentative budget next May 2014
- Two major projects underway – if you are having a problem with your program review please contact Rebecca.
- Critical to FPIP if program review is not submitted on time. If you need more time to work on, ask your validator to reject it and it will be returned to you.

E. Technology Committee

Bob Sprague reported that at the September meeting there was discussion about recent of thefts of 22 MacBook laptops on August 28, 2013. This was brought up in WEC last Friday, September 27.

Scheduled Maintenance - District Tech Managers have agreed to have a Common maintenance window in advance to take systems down during the period to do scheduled maintenance of IT systems – Friday 12 noon

Saturday 6 am.

IT will announce in advance for specific weekends – and not every Friday. There was discussion of the status of Kentico and the hiring of webmaster. Technology Committee recommended some positions as West lost one multimedia person to Harbor.

- F. *Leadership Retreat Planning.* This group has been meeting Mondays at 1 pm. Fran Leonard announced that the college will hold a half-day leadership retreat on Friday, November 15, 2013. A guest speaker will be coming and the retreat will focus on building the educational master plan around who the students are. At the end of spring 2014 the college is planning to hold an entire day devoted to a Leadership Retreat. They will be featuring people from FELI and what they might have learned from the FELI conference.

The meeting was adjourned at 3 pm.
