

Minutes of Meeting  
August 5, 2010  
Winlock Lounge

**College Council Chair**  
Fran Leonard (11)

**Academic Senate**  
Adrienne Foster, Ph.D.

**Administration**  
John R. Oester  
Betsy Regalado  
Bob Sprague

**AFT Classified**  
Joann Haywood (11)

**AFT Faculty**  
Olga Shewfelt (11)

**ASO**  
Ahmed Mohsen

**President, Ex-Officio**  
Rose Marie Joyce, Ph.D.

**SEIU 721 Stewart**  
Abel Rodriguez

**Teamsters**  
Rebecca Tillberg

**Standing Committee  
Chairs**  
**Budget**  
John Oester  
**Facilities**  
Allan Hansen  
**Planning**  
Rebecca Tillberg  
**Accreditation**  
Fran Leonard

Attending: Bruce Anders, Judith Fierro, Adrienne Foster, Fran Leonard, John Oester, Betsy Regalado, Sherron Rouzan, Olga Shewfelt, Bob Sprague, Rebecca Tillberg

Guest: Maureen O'Brien, College Financial Administrator

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The meeting was called to order at 10:00 am by Fran Leonard, Chair.

One guest was introduced by V.P. John Oester, Maureen O'Brien, who is the new College Financial Administrator. Isabella Chung will be retiring in mid-October and we plan to throw a party for her at that time.

John Oester handed out a current projection of the college's financial statements for 2009-10 and 2010-11. According to the District Office, the college had a \$228,026 surplus last year. We cannot yet validate that number, but we are close.

We currently project a \$1,459,000 deficit for the new year before we address the question of the VP Priority List. The Governor's budget calls for a 2.21% growth fund which would be worth approximately \$700,000 to the college. If we receive these growth funds, it would appear as if West has a \$750,000 deficit.

VP Bob Sprague announced that Linda Clowers is leaving West in two weeks and is going to another position as dean at a private institution, Pacific Oaks College. As background, her position was funded 50% by grants and 50% by Program 100, although this was a regular position designed to be Program 100-funded. Bob reported the need to request to fill this position as soon as possible. To fast track the position, it will be proposed to the Vice Presidents, the Budget Committee, and the College Council as SFP so that it will have no negative impact on the college's projected deficit.

With regard to the State-funded 2.2% growth money, if it is awarded: If, for example, there is \$500,000 in growth funded added by the State, and if classes maintain high enrollment, West will have to spend approximately 40-50% more money for instructor salaries. Therefore, the impact on the projected budget deficit is roughly half of the growth fund augmentation. Half of the \$500,000 would go to adjunct salaries, and half could go to the deficit.

John Oester proposed to the Executive College Council the hiring of one Learning Skills instructor and two custodians. Olga Shewfelt proposed hiring two learning skills instructors and one custodian. In response to a question from Rebecca Tillberg, Bob Sprague reported that there is no



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grant money that has been identified to fund the learning skills instructors at the moment.

John Oester amended his proposal of hiring two custodians to hiring four custodians for the campus due to the new buildings on campus.

Olga Shewfelt proposed hiring four custodians and two learning skills instructors.

Curt Riesberg and Tim Russell are still involved this summer with learning skills students.

Fran asked Executive College Council for a motion to vote on hiring four custodians and two LSK instructors. The motion was seconded and passed.

**ACTION: The Executive Committee of the College Council recommends that West fill positions 1-7 on VP Priority List. Some are fully funded.**

Betsy Regalado, acting President, reported that West has approximately a \$124M deficit in Bond projects. Betsy announced that the SEIR has a time limit of construction to be completed on campus by 2013 which is a critical factor.

Olga endorsed these five principles to guide West in addressing this problem:

1. Educational Master Plan
2. Mission of the college
3. Purpose of Measure J (to create jobs)
4. Need for transparency through the process
5. SEIR Regulations w/regard to time limit of Dec. 2013

Fran asked for consensus on these.

**ACTION: The College Council Executive Committee reached consensus on recommending these five principles for the college in any and all efforts to repair the \$124M deficit.**

#### II.A. 3. FON (Faculty Obligation Number)

- 3 counselors
- 1 child development instructor
- 1 physics instructor
- 1 dental hygiene instructor
- 1 fire tech instructor
- film, broadcasting, motion picture and television production, theater arts or multi media instructor

Seven are in process and one fulltime instructor has been hired already for the fall.

Final interviews are underway for dental hygiene and counseling. There is a slight delay with child development and fire tech. Note: This was approved some time ago.

#### II.A. 4. Young Black Scholars MOU

Betsy Regalado stated that this MOU should go through the governance process and to make sure everybody is aware of the expenditures for this organization.

Kathy Walton, Associate Dean of West Los Angeles College Institute for Student Excellence, distributed a document titled Revenue Enhancement Partnership with Young Black Scholars, 100 Black Men of Los Angeles, which summarized the purpose of this organization and spoke to the long-term development of this proposal over a number of years. At the College Council meeting of September 23, 2010 there will be a motion on the Young Black Scholars proposal.

Sherron Rouzan spoke to the importance of the partnership, which has been on the campus for

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over 12 years, with strong experience in supporting a diverse student body. The partnership enhance and brings YBS expertise in (1) creating a college Black Scholars program; (2) developing joint grant proposals to foundations, which do not normally work with community colleges, to support student success initiatives and scholarship development; (3) expanding partnerships with middle and high schools; and (4) joint programs to improve student success outcomes for under-represented students.

II. B. Leadership Retreat – John Oester reported that the date for this retreat will be Friday, November 19, 2010. John reported on other possible venues other than the UC Pepperdine campus. The breakdown of costs for holding the retreat at USC campus would be \$90 per person for 110 participants, which would include breakfast, lunch, and a snack. Cost for four breakout rooms would be \$500 and there would be no sales tax on parking. USC has availability dates of November 12, December 10, and December 17. There was discussion of using West as the venue for the retreat. West could highlight/showcase the new Math Science Allied health building and utilize the new classrooms for the breakout discussion groups and eat lunch outside the new building in the plaza courtyard.

**ACTION: By consensus, the Executive Committee of the College Council recommends West as the venue for the Annual Retreat on Friday, November 19, 2010.**

Fran invited the Executive College Council to work with her in planning for the retreat, including a theme and related presenters/workshops/breakout sessions. Suggested theme - Focus on Accreditation/self study to generate interest and enthusiasm - Betsy Regalado. Bob Sprague volunteered to participate on the Retreat Committee

II. C. Proposal to Rename the Grants Management Committee to Revenue Enhancement Management (REM) Committee

Grants and revenue enhancement activities – Mark Pracher

Mark reported that the current title of the Grants Management Committee leaves out certain areas and would like to bring in contract education opportunities and training from outside funds and give everything a home. This would make this committee more inclusive. The Grants Management Committee has met five-six times this year and has developed some sense of grant proposals. Olga agreed with Bruce Anders' point of having a proposal to extend the charge of the GMC which put an umbrella overall revenue enhancement projects at West.

Bob Sprague remarked that if the committee is expanded, contract education will have a home and there will be a place to start dialogue about new developments in contract education. In addition, there are about ten possible or likely college partnerships that bring a number of assets to the college, and an expanded committee would allow for review and discussion of partnership development, too. The committee could be the place to review the steps in the development of an additional foundation for grants and partnership development. Bob stated that it is a good idea to rethink the expansion of the grants management committee to include partnership development and contract education along the line of the original Revenue Enhancement Initiative proposal that went through shared governance and that was approved.

Kathy Walton stated this gives an opportunity for reps from divisions to share their ideas for new developments and improvements and to identify the needs for their divisions.

**ACTION: The Executive Committee will consider a proposal to rename the Grant Management Committee at the next College Council meeting in September.**

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### III. G. Composition of Shared Governance Committee membership

Olga is in the process of streamlining college committees with Adrienne Foster for the shared governance process. The Standard 4 Committee meets the first Wednesday of every month at 1:00 pm in the PCR.

This committee deals with governance and leadership and relations with the district.

### IV. A. Program Review, Phase I update

Rebecca Tillberg, Dean of Research and Planning, reported that program review is a college wide effort. West intended to do a summer pilot project but wasn't able to perform this pilot project this summer which is in two phases. However, efforts continue as follows:

Phase 1 - has been signed off downtown. Mary-Jo Apigo and Rebecca are continuing to review the instrument, but it's not ready to roll out just yet. The plan is to schedule training in September so people can start working on the new online program review in October.

Phase 2 - was supposed to be ready in September but since Phase 1 isn't ready, this is not expected to be ready in September. Rebecca is working for approval of Program Review on Sept. 18, 2010. Fran thanked Rebecca for her hard work in developing and working on this project for the college.

### Suggested theme for retreat- Continuous Improvement - Based on Assessment

#### II. E. Alternate members for committees

John Oester reported that there are problems with obtaining quorums at meetings when members are missing. Executive College Council needs to assign alternate members to all committees. Olga endorsed recommendation to CC Exec. Committee to assign alternate members to committees

Olga and Adrienne announced that there will be a workshop session on committee participation for faculty on FLEX Day, Thursday, August 26.

#### III. A. Selection of the interim president of West Los Angeles College

Betsy Regalado announced there may be an announcement of the new interim president for West on Wednesday, August 11 at the Board of Trustee meeting.

#### III. B. Flex Day for Faculty - Welcome Back Day

Adrienne Foster, Academic Senate President, announced that she needs all materials for FLEX day submitted by August 12<sup>th</sup>. Please send her materials electronically and she will put on CD's. Olga announced that her orientation for adjunct instructors will be held on Monday, August 23 on the fourth floor of the HLRC from 5-7 pm. This is a joint effort with the Academic Senate and the AFT Guild specially designed for adjuncts and the objective is to have this orientation last for 1 hour and thirty minutes plus time for dinner. Adrienne will present lists of course updates needed to all division chairs to share with their faculty in the afternoon division meetings and is asking chairs to cooperate with Senate in that regard.

#### III. C. Think Tank - Comprehensive Foundation Skills Plan

Rebecca reported that the writing team will probably be meeting for the last time today at 12:30 pm in HLRC-218. The group will have two more regular Think Tank meetings this month. They have a rough draft of what people would like to do and have a recommendation to start a new committee this fall.

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### III. D. Update on comprehensive self study progress

Standard I has been meeting through the summer and has been adding to the draft. Will be looking at meeting minutes to substantiate the sense of how West operates as an effective institution with such groups as the Foundation Think Tank and this group is using Google Docs. Standard I is having good participation throughout the summer.

### Standard II.B. Student Learning Programs and Services

This committee is continuing to massage the outline and talk to people on campus.

### Standard III.D. - Financial

This group reported that they have written a large portion of the report but will be updating to reflect the final numbers and to reflect the small surplus.

### Standard IV – Leadership and Governance

Fran reported that the comprehensive self study report will cite improvements/progress made re. governance and college leadership at West since the 2006 self study.

### IV. Committee Reports/Items

The Distance Ed Committee has a chair and a co-chair and will be a fully functioning committee in fall 2010. The Chair is Alice Taylor and the co-chair is Vanita Nicholas.

#### Transportation Committee

Betsy Regalado went to the City of Culver City to request the return of the Culver City buses on campus. John Oester and Betsy Regalado are addressing the matter of providing a tram for the transport of persons with accessibility problems around the campus. There is a problem of who will drive the trams on campus. Adrienne Foster stated that students with disabilities will need assistance in accessing classrooms from the D Village and other locations on campus.

John reported that we will have only one tram. Two persons will be needed to do two shifts.

Adrienne requested an update on the Foundation Board and its composition.

John Oester reported that the foundation is self-perpetuating and elects their own membership and has recently added two new members to Board.

There was discussion of the Foundation Board.

Olga Shewfelt stated that the Foundation Board should become institutionalized.

Olga stated to flag this as an agenda item for future meetings.

Grants Management Committee recommended that the college consider creating a new academic division - Applied Technology. Olga stated she wants to get her input from the AFT Guild stating that any academic change should be proposed at the start of the academic year. This action will have consequences to the faculty and the role of the AF T.

The meeting adjourned at 12:00 p.m.

Note: The College Council meets Thursday, September 23, 2010, at 1:00 pm in Winlock.

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