



West Los Angeles College
College Council Meeting
Approved Minutes
for Thursday, June 5, 2008
1 p.m., Winlock Lounge

Attending: S. Aggers, B. Anders, E. Crippens, L. Jarmon, F. Leonard, M. Long-Coffee, B. Regalado, M. Rocha, O. Shewfelt, B. Sprague, S. Stitch

Absent: A Hansen, JA Haywood, S. Jeter-Williams, R. Olivas (on jury duty), R. Patterson, P. Siever, P. Zolner

Call to Order: The meeting was called to order at 1:10 p.m. by Fran Leonard, chair. By consensus, the Council approved the meeting minutes of May 1, 2008.

Confirmation of the Agenda: The Council confirmed the agenda by consensus.

Public Speakers: There were no public speakers.

President's Report

- A. Dr. Rocha thanked everyone involved in planning, organizing and helping with West's memorable 40th commencement on Wednesday afternoon when graduating students, faculty and staff were given a lapel pin to mark the occasion.
- B. Mark then spoke about the action item of the Budget Omnibus Action Proposal, which now shows - and the Budget Committee Report by John Oester will verify - that the revised budget, which is shifting, now shows -\$571,038 as compared to -\$1,151,952. This is due to adjustments made and the May revise as well as news this past week that there might be a COLA and that there will be 1.7% for growth. Since COLA plus benefits is taken off the top, colleges with about 10,000 FTES are buffered from such changes. West will continue to monitor budget developments and make adjustments accordingly.
 1. Throughout this process, what is clear is that West has "nailed down" the principle of transparency, even with reassignments (the president passed out a "rough, rough draft" for "discussion only" of the 2007-08 Proposed Reassigned Time and Instructor Special Assignments, a result of ongoing consultation between senior staff and the people involved). While reassignments, an operational matter, do not require CC okay; nevertheless, open consultation and input has been the practice. Adjustments to reassigned time in many cases has been accomplished through attrition and reduced by as much as 1.0 FTE. The overall guiding principle is to move away from ISAs and consulting instructors, which are meant to be temporary but became "permanent" in past practice. Evaluations of ISAs are conducted by the appropriate supervisor, and as part of the Accreditation Midterm Report and the college's ongoing progress in addressing Recommendation 9, the Council chair will note the completion rates of scheduled evaluations of all faculty, staff and administrators. Also worth noting, during his visit to our college on April 29th, Chancellor Drummond recognized the health of West's governance practices and open consultation as examples of Best Practices.
- C. Mark then passed out to the Council the official declaration of our college's year-long 40th Anniversary Celebration and the 40th Anniversary Committee Composition as sanctioned by the CC Executive Committee. Included are representatives from each of the college constituents to be appointed by July 1st,

the College Organizing Staff with Michelle Long-Coffee as chair and honorary and community members. The list is not exclusive, and everyone interested in participating is encouraged to contact Michelle Long-Coffee.

The president noted that part of the committee's work will involve researching West's history to produce a photographic memoir to include the first graduating class members and significant people from West's past. The Council received the report. Constituents will appoint their representative to this committee by July 1st.

- C. The president supports a summer meeting hiatus, but the Executive Committee will meet on Thursday, July 10th, at 1 p.m. in the Winlock Lounge to develop the agendas for the fall and spring semesters.

Information Items

A. Highlights from Steve Aggers' report to the College Council - June 5, 2008

West Los Angeles College is a member of the California Community College Athletic Association and competes athletically in the Western State Conference. The Athletic Department undergoes a periodic and extensive "program review" to maintain our accreditation in the CCCAA and the WSC.

West and the Athletic Department were put on a one year probationary status on March 19, 2007 following the Program Review. The accreditation team identified numerous major and minor violations and suggested a course of action to improve our department and to come into compliance with state and conference rules. Betsy Regalado and Dr. Lawrence Jarmon set about the formation of a matrix that outlined the steps to be taken in becoming rule compliant and members in good standing of these two organizations.

The first order of business was to hire a full time Director of Athletics and a full time Athletic Department Academic Counselor to serve the needs of our 220 student-athletes in ten sports. Mr. Jawell Samilton was hired in September of 2007 as athletic counselor and Steve Aggers was hired in late October as the new Director of Athletics. The two of them began working and building a new team within the department to change the culture and better serve the needs of our students. Under new leadership and with a renewed vision and philosophy, the Athletic department made a considerable amount of wholesale changes and improvements. The goal was to correct long-standing problems and to form new policies and procedures leading up to the Program Review Revisit on March 21, 2008, by the same accreditation team.

We just recently learned that West has been taken off probation and has passed the rigorous trials and scrutiny of the accreditation team with flying colors. We will continue to work toward a consistency of our efforts and continued positive results.

The five overarching benchmarks for our West LA Athletic Department according to Athletic Director, Steve Aggers are:

- 1) Academics are our number one priority
- 2) Rule Compliance
- 3) The student-athlete experience (student, person and athlete)
- 4) Competitive excellence
- 5) Fiscal responsibility with integrity and accountability

If anyone would like to see or read the Program Review Revisit document please contact Athletic Director, Steve Aggers.

- A. College Seal - Michelle Long-Coffee then shared with the Council three additional

iterations, based on input received. The first was a reworked version of the previously submitted seal featuring "West" in non-italicized type similar to the logo with a book and flame and no writing around the circular frame.

The second featured a drawing of the library tower with "West Los Angeles College" and "Opportunity & Achievement" written in the circle surrounding the drawing. The seal preferred by most College Council members featured "West" in the center of a circle set in the same type as the logo. The cross of the T connects to the circle frame and "West Los Angeles College" and "Opportunity & Achievement" appear in the circle frame.

V. Action Item - 2008-09 College Budget Omnibus Action Proposal

Eloise reported that the Academic Senate approved of the action proposal at its May 27th meeting. Olga shared with the Council the AFT Faculty Guild's approval with the following qualifications:

1. Note that number 4 ("Accelerate the land development process approved by the College Council on March 6, 2008. The college will move forward with consideration of the proposals for the development of the 10100 Jefferson parcel and the Lot 7 school parcel, the goal of which is to return up to \$3 million per year in annual operating revenue.") A question was raised regarding whether this will result in the loss of too many parking spaces. John Oester responded that the multi-story parking structures planned and under construction will provide nearly 1,000 more parking spaces than the pre-construction number of spaces, and perhaps 700 more than the new EIR (environmental impact report) will require.
2. Also note that number 6 ("Given that under SB 361, each college is paid for each incremental FTES enrolled, West will continue its enrollment growth policies. This will include continuing consideration and possible implementation of satellites at our LAX property and LACMA/Beverly Hills.") invites the college to sink money into a long-term lease that may cause us to lose money, and that it would be better to buy such properties, if they are needed. John Oester said that he agreed.
3. To number 17, ("Departments to schedule classes according to FTES/FTEF budget developed with [the] VPAA: Compliance with Article 12 of the Faculty Agreement for departments to achieve average class size of 34 and to restrict low-enrolled classes below 15.") "except for advanced classes."
4. To number 9 ("Hiring freeze for all faculty, staff, and administrators except those previously agreed upon with the Senate...") "and any other changes as a result of having to meet the Fulltime Faculty Obligation Number (FON)."

The Council approved the **Budget Omnibus Action Proposal** by consensus.

VI. Chair's Report

- a. Email Policy - After discussion, to move this item forward, the AFT Faculty Guild's Work Environment Committee chair, Jack Ruebensaal, will draft proposed language on implementation of the email policy to be considered by the College Council.
- b. Fran then passed out copies of the LACCD College Strategic Plan Self Inventory from Gary Colombo, which is to be submitted no later than Monday, August 4, 2008. Bob Sprague will take the lead on this with others assisting, including Lloyd Thomas who will address the section on SLOs.

Bob Sprague says that West should consider what our process will be to present an informed, clear and inclusive update, one that includes but is not limited to, for example, Senate input and review since the current Educational Master Plan was drafted by the Senate's Educational Standards and Policies Committee (ESPC). Olga suggested, and the Council agreed, to review a draft of the report at the CC Exec meeting scheduled for Thursday, July 10th, at 1 pm. The survey allows for additional activities/comments, as needed.

VII. Standing Committee Reports

- A. Planning - the update on the Educational Master Plan was discussed above in VI.b.
- B. Budget - John Oester passed out the current details of FTES, revenues, total revenues, expenses and other sources with the current Net Income (deficit) showing a reduction in the deficit from a previous estimate of -\$1,151,952 to -\$571,038. As previously explained, because of the property tax shortfall of -\$81,020, the budget continues to be monitored and adjustments made, as needed.
- B. There was no facilities report as Allan Hansen was not present.

The meeting adjourned at 3 p.m.

Note: The CC Executive Committee will meet Thursday, July 10, 2008, at 1 pm in the PCR.