

West Los Angeles College
College Council Committee
Monday, March 26, 2007
2 p.m.—Winlock

Minutes

Present: Adrienne Foster (chair), Bruce Anders (alternate), Richard Block, Eloise Crippens, Jo-Ann Haywood, Lawrence Jarmon, Sheila Jeter-Williams, John R. Oester, Rod Patterson, Betsy A. Regalado, Mark Rocha (ex-officio), Abel Rodriguez, Olga Shewfelt, Patricia Siever, Robert Sprague, Paul Stansbury,

Absent: Gregory Jennings, Elisabeth Jordan, Arlene Moorehead, Paul Zolner

Guests: Fran Leonard, Edward Pai

Meeting convened at 2:07 p.m.

- I. **Agenda:** The agenda as amended was accepted by consensus.
Add WLAC President's Report after II. Public Speakers.
- II. **Minutes:** The February 26, 2007 minutes as corrected were approved by consensus. In Noticed Motion #3, text was inaccurately reported in the draft minutes and should have been deleted also per motion as indicated in 1) below.
 3. **Noticed Motion:**
The College Council and other of its shared governance committees will adopt the model for governance and the conduct of its meetings as follows: 1) Co-chairs of ~~one faculty member and one Vice President appointed by the College President~~ will each take turns chairing the meeting. The co-chairs will be responsible for support and minutes, etc. 2) The chairs(s) of the College Council and other governance committees will conduct the meetings by consensus by the order of the chair, rather than by stipulations and "Roberts Rules" style motions and amendments. The College Council will elect two co-chairs according to the College Council By-Laws every two years.
- III. **Public Speakers:** There were no public speakers.
- IV. **WLAC President's Report:** We have had a successful year.
 - Athletics: Commended Jo-Ann Haywood, Lawrence Jarmon and everyone in the athletic unit for the work performed on Athletic Program reaccreditation package. College plans to add women's baseball in 2007-08. This is a result of Supervisor Burke and other individuals' support. The year marks the anniversary of Jackie Robinson's debut in major league baseball.
 - Nominations for College Council Co-Chairs: Have spoken with Academic Senate President and suggest nomination period be extended to resolve issues of eligibility, and election guidelines.
 - Accreditation Progress Report: The Commission team will visit West on Thursday, March 29. The Report is a testimony of our working together and cooperation of your work with the administration.
 - Budget: The College will receive \$977,000 increase in revenue because of enrollment growth and prudent expenditures. We still need to meet our target goals for late Spring and early Summer session.Issues:
 - a. Divisional Realignment What student learning outcome would be served from this action. We will follow the process.
 - b. Open Hour with President: Several faculty attended and discussion was excellent. Prefer complaints for it gives us something to work on. When no calendar conflicts arises, President's Open hour is at 12:30 p.m., president's conference room, on Thursdays and at 5:30-6:30 p.m. on the fourth Thursday.
 - c. Class Schedule: West strives to have a student centered schedule so students will be able to get full time course schedule. Of 8,600 students, West has 762 full-time students. We need to improve course sequence, communication loop, invite divisional council to administrative council.
- V. **Action Items:**
 - A. Nominations from the floor for College Council Chair: Discussion centered on postponing nominations until May 2007, co-chair must be a member of College Council and forming an ad hoc task force to develop a process of electing a co-chair. Executive College Council Committee is to clarify terms of process at its April 9 meeting. The Executive Committee meets at 2 p.m. on the second Monday of the month.
- VI. **Standing Committee Reports**
 - A. Budget: West will receive \$977,000 increase in revenue. College picked up enrollment in current year. We will not be in deficit; we will be in the black as long as the enrollment for the second half of Spring and Early Summer enrollment goals are met. We project 425 FTES first Summer Session. Surplus funds will carry over and be available next year if we achieve 425 FTES in Summer. VP Oester estimated increase will be greater than 360.
 - B. Planning: VP Stansbury stated Chair at curriculum discussion; there is no committee action.

- C. **Facilities:** During Spring break, College plans for SCE to shut down electricity throughout the entire campus on Wednesday, April 4. On Thursday, the south side of campus will not have electricity. Electricity should be restored Friday, April 6. SCE cannot tell us definitively these are the dates.
- Generators will provide electricity for A13/Admissions and Records, B6/training lab and areas with refrigeration needs such as the Bookstore, A8.
 - Inform all unit employees of plan.
 - Employees can take vacation during this period; Friday is half-day holiday.
 - Employees who plan to work will be located in A13 or B6 or area with electricity.
 - Employees to coordinate their plans with their supervisors.
 - Clear refrigerators of all perishable food and beverage.
 - Unplug electrical devices to avoid power surge.

VII. Celebration Day, May 10, 2007

Three events are planned for Celebration Day: President's Inauguration, Rededication of HLRC/Library, Student Scholarship Ceremony. Two bids have been received for refreshments and other activities. Final drafts for Inaugural invitations building plaques have been approved and submitted for to MWW/Prop A/AA public relations group. Mailing lists have been approved and submitted for mailing. Fund raising letters were mailed Friday, March 23.

VIII. District-wide Student Survey

Of 140 survey packets distributed to randomly selected classes to survey about 3,000 students, 104 have been returned. Survey will tell us about students' demographics, our services, identify trends, etc. Survey were due March 23, 2007.

IX. Student Success Initiative Taskforce Report—VP Student Services Regalado

The Student Success Initiative Committee will meet Thursday, April 12. The student centered schedule and student engagement are primary focus. The District SSI Committee is hosting a workshop April 15-18 at Trade and is open to everyone.

April 16 workshop will be at West as part of the WLAC Tech Fair, April 16-19, 2007. Workshop is sponsored by West and Harbor Title V Cooperative grant.

Basic skills self-assessment is a district wide effort and part of SSI. Basic skills data will have to be updated. Motion at Senate made to schedule persons from key college committees to make a formal presentation. West will have a wide representation of the college at the District SSI workshop.

X. Registration Dates—VP Student Services Regalado

A letter will be sent to students who submitted an application the three past semesters and did not enroll in a class to inform them of specific registration dates for April 16 Spring classes, Summer Session and Fall 2007 semester. The letter will remind students to register today for summer and fall on the web site. Summer/Fall 2007 class schedule available April 9 after Spring break.

All District colleges sent class schedules to the printers at the same time. There will be a priority continuing universal registration period, dates of application for entire district colleges. Student will select a District college to attend. April 16 is the first summer priority date and also Spring II registration date.

XI. Proposed Change to WLAC Academic Calendar--Discussion

The Senate has formed a committee to review the proposed change to the WLAC Academic Calendar to consider the academic calendar followed by the other eight District colleges. A decision has to be made in early May. Changes will be five-week Winter Intersession, back-to-back Summer Session instead of overlapping. West is a week behind other eight colleges in start dates for Fall and Spring semesters.

XII. Items and issues for consideration from College Council Members

- Weekend College will get a Noticed Motion. This is a method of delivering classes, it is not a program. College Council received the Weekend College report, and the College Council supports it. Need report from Academic Affairs.
- Code of Ethics to be placed on the agenda. Constituent groups had not addressed it. Appeal sent to how topic sent and how comments are received. Any Council member can suggest agenda items. It will be taken to the Executive College Council Committee.
- No. 3 Accountability consultation charter leaders were to develop agenda and minutes. Charter for procedures should be developed by constituent group leaders and brought back to the College Council. Members need to follow through and formalize it. Ad hoc Senate will take leadership: Patricia Siever, Eloise Crippens, Rod Patterson.
- Executive College Council discussion and action items will be taken to College Council.

Meeting adjourned at 3:10 p.m.