

West Los Angeles College  
**College Council Meeting**  
Monday, September 24, 2007  
2 p.m.—Winlock Lounge

**Minutes**

Present: Eloise Crippens, Jo-Ann Haywood, Fran Leonard (Chair), John R. Oester, Betsy A. Regalado, Mark Rocha (ex-officio), Abel Rodriguez, Olga Shewfelt, Patricia Siever, Robert Sprague

Absent: Bruce Anders (alternate), Lawrence Jarmon, Sheila Jeter-Williams, Rod Patterson

Guests: Nikki Jacobson

Meeting convened at 2:41 p.m.

I.1. **Agenda:** The agenda was confirmed by consensus.

2. **Minutes:**

II. **Public Speakers:** There were no public speakers.

III. **President's Report**

- **Polling place**—Rod Patterson is proposing College becoming more involved as a local political site. Official training for poll takers will be offered October 18, 2007.
- **Leadership Retreat**—The retreat is set on November 16, 2007 and is open to everyone at the college.
- **Board of Trustees Meeting**, September 19, 2007--The Trustees were impressed by us; thanks to everyone for participating.
  - West officially presented to the Board copies of its revised Educational Master Plan. Trustees saw West's EMP as a model.
  - Admissions & Records "Westies" were recognized and awarded a certificate of appreciation.
  - Director Patricia Siever presented an update on ACT (Accelerated College Transfer) program.
- **Educational Master Plan**—The revised Educational Master Plan was approved by the Academic Senate and will now be submitted to the College Council for review. Council can make this a living document. Academic Senate President Crippens sent a copy to everyone.
- **Campus Safety Report**—The Report is the official document from the Campus Safety Group (CSG); worked from the Spring semester through August. Group would like to submit report to the Council for review and recommendation. This Report is important for campus to update its safety and security.
- **Building Program Management Team (BPMT)**—This is an operations group with faculty representatives from the Senate, AFT, Divisional Chairs. The Committee meets every other Thursday and makes recommendations.
  - The construction program has begun with the haul road and building construction to begin by November 1, 2007. Trailers are in lot 8A; tractors and equipment are visible.
  - Moving forward with a bid and award for General Classroom building within 30 days with projected tentative date of Fall 2009.
  - The construction program began with the haul road and building construction is to begin by November 1, 2007. Trailers are in lot 8A; tractors and equipment are visible.
  - The General Classroom building is moving forward with a bid and award within next 30 days.
  - **For Your Information—Proposed Satellite**—Committee took up an issue of a proposed satellite or outreach center for West Los Angeles College. West has one at L.A. Airport (LAX); Hollywood CPR (Cinema Production Resources) is there. Bob Sprague is working on a grant. Chancellor's office initiated and conducted a district-wide survey for a location of a new campus satellite. Of the nine colleges, analysis determined West was the best candidate to have a satellite/center on the Miracle Mile. The Board of Trustees approved a consultant to conduct Chancellor's survey. There is no predisposition or fixed decision made about this site. We want full participation and review of this proposal from everyone.
    - NAI Capital presented a possibility of a lease at Museum Square of 21,000 sq. ft. at 5757 Wilshire. The building is next to La Brea Tar Pits and LACMA (Los Angeles County Museum of Arts). Leasehold is clean, with parking, would house 15-20 classrooms and small staff services. It is a great location. College has to prepare a general use business plan to get 500 FTES which equals to \$1.5 million. Additional revenue above cost would return to the college. Satellite would serve a new student body that would not be served otherwise.
      - BPM Team will continue to explore this opportunity for West and review site.

- Proposal will go to the Senate as a recommendation to explore it and will then come back to the Council.
- Chancellor Drummond would like West to make a decision by the end of this year if we want to have 5757 Wilshire as a satellite campus center or not. Proposed satellite will probably be offered to another District college if West chooses not to move forward with this opportunity. It is in West's territory. President Rocha is comfortable with either decision. President cannot let Chancellor's deadline expire without input from appropriate constituencies.
- According to the MOU, this is operational. The space is empty, and the landlord probably wants to rent it.
- Relationship between BPMT and WEC (Work Environment Committee). How do these two groups reach a decision? Policy is already set by the September 2006 MOU. Representatives need to go back and take information back to their constituencies and come back quickly with constituencies' input. The Council is a recommending body and has three options to make about recommendations:
  - 1) recommend,
  - 2) not to recommend
  - 3) recommend something else.

Siever added to the discussion that BPMT manages the Prop A/AA construction program. Turner is the construction manager which brings decisions to be made to BPMT. BPMT is a working committee, and Facilities is a college committee. Members discussed possible current and new transfer and certificate programs for the new satellite, conducting a demographic profile, survey of employees' educational needs in surrounding companies.

#### IV. **Items from 2006-2007**

A. College Council Self-Evaluation (see attachment on CC Accomplishments). A list of the College Council's accomplishments was shared at Flex Day, August 30, 2007. Council had a very productive year: set-aside funding of growth initiatives to increase enrollment, MOU, leadership retreat, Senate's revision of Educational Master Plan. Per the Council's charter/agreement, Council is to evaluate itself and consider ways how it could be more effective. The Council Chair presented a comprehensive proposal on criteria for Council to evaluate itself.

Discussion focused on the Council's list of accomplishments.

- Who should receive recognition for the accomplishment: The Council who approves the accomplishment and makes a recommendation to the President or the bodies who actually performed the work?
- Were MOU and revised Educational Master Plan presented to constituencies for input?
- MOU tells us what our charge is as a college council. We all agreed to align our calendar with the other District colleges.
- Need to review MOU and Council charter/agreement, line by line to review Council's role as a body and where we can make it operational; incorporate charges of MOU; identify gaps, duplications, and omissions; update membership.
- Council should be a body which confers and debates college-wide issues, look at structure.
- Charter states there would be training for new Council members during the summer, and training has not taken place yet.
- We need to review list of accomplishments. These were college accomplishments, not College Council's.
- According to the Brown Act, someone from the college can come and debate once a meeting starts. Debate is among members.

Chair will send by email the URLs for the Charter and MOU for members to study, bring forth motions and potential, concrete recommendations.

**M/S/P** Move to discuss self-evaluation and other Council items for 5 to 10 minutes more and process them in an institutional way.

**M/S/P** Council to review and compare Charter and MOU at its next meeting for Council's self-evaluation to be conducted in accordance with the Charter and MOU.

#### V. **Chair's Report**

2007-2008 Goals. Educational Master Plan is coming to the College Council. What is the Council to do with it: make it operational, implement? recommend, accept, approve it or disagree? Members were asked to review documents and come with recommendations to the next Council meeting.

Leadership Retreat is planned for November 16, 2007.

#### VI. **Standing Committee Reports**

A. Budget. Nothing to report.

B. Planning. The Committee Chair gave recommendation to College Council Executive (CCE) a new rationale and charge for College Planning Committee. The Council Executive will present it to the

Council as a whole. At the last meeting, CPC recommended to the College Council that the Academic Senate establish criteria that defines what an academic program is.

**Moved and approved by consensus** that Council accept the recommendation from the Planning Committee by the timeline.

When items are not on the agenda, they are to be brought as a Noticed Motion. It is noticed.

C. Facilities. Haul road is under construction, trailers arrived, grading baseball and soccer fields, planting trees. A newsletter about ongoing construction will be sent to everyone in a few weeks.

Meeting adjourned at 4:20 p.m.

APPROVED