

West Los Angeles College
College Council Meeting
Monday, October 22, 2007
2:30 p.m.—Winlock Lounge

Minutes

Present: Bruce Anders, Eloise Crippens, Lawrence Jarmon, Fran Leonard (Chair), John R. Oester, Betsy A. Regalado, Abel Rodriguez, Olga Shewfelt, Patricia Siever, Robert Sprague

Absent: Jo-Ann Haywood, Sheila Jeter-Williams, Rod Patterson, Mark Rocha (ex-officio), Jack Waites III, Paul Zolner, Nikki Jacobson (College Planning Committee Chair)

Guests: Sholeh Khorrooshi

Meeting convened at 2:36 p.m.

I.1. **Agenda.** The agenda was confirmed as amended by consensus.
Move from Items from 2006-07, IV. C. Wilshire Satellite to III. President's Report because it occurs in 2007-08 academic year. Under Agenda item IV. renumber D. and E. to C. and D.

2. **Minutes. M/S/P** The September 24, 2007 minutes as printed were confirmed.

II. **Public Speakers.** None.

III. **President's Report.**

A. Wilshire Satellite. Instead of BMPT (Building Management Program Team) meeting, seven* individuals visited 5757 Wilshire. Visit was open to members of Council and BMPT.

- All visitors felt location could be a potential satellite with renovation and that more data was needed before a decision could be made. Renovation funds would be from Bond AAA monies.
- December 31, 2007 is the deadline for West to inform Chancellor Drummond if college is interested in 5757 Wilshire as a satellite. If the College gives him a negative response, Chancellor Drummond will give this opportunity to another college, probably City.
- The college will research another site which may be for sale, Daniel Murphy High School. It is located three blocks from the Wilshire site.
- What academic programs would be offered at the satellite to make it viable? A proposal has to be prepared soon to submit for the bond initiative.
- Bond monies would be used to pay for the renovation of Wilshire or acquisition of the high school site.

* Eloise Crippens, Allan Hansen, Steven Jacobson, Bob Miller, John Oester, Olga Shewfelt, Alice Taylor

IV. **Items from 2006-07**

A. Ethics Statement from 2006 Leadership Retreat. At the November 2006 Leadership Retreat, one of the breakout groups developed an Ethics Statement for the college and staff to observe. The Ethics Statement and A College Code of Ethics for WLAC (recommended amendment to the Ethics Statement) were submitted. Discussion centered on Council review and using Statement to:

- develop standards and practices representative of the Council Committee and the College,
- use it as a model for other committees
- implement consequences for those who do not observe the ethics code,
- develop and adopt an ethics policy for the College,
- consolidate it with the District's to create one for the college,

Ethics Statement may overlap what has already been accomplished: District has adopted an ethics code for the faculty and classified staff. The Academic Senate also has an ethics code, and ASO (Associated Students Organization) may have one also. College Council will consider its own standards of practices.

An ad hoc committee will be formed. Ethics statement was not approved today because it has not been shared with constituencies.

Comment [CM1]:

B. College Council Members' Terms & Training. Fran Leonard asked organizations to submit term limits for the Council members. Abel Rodriguez stated he will continue as a member and that Terry McGee will be the alternate member.

C. Research Agenda. A proposal was made to the Senate to have the college find out how people acquire strategic needs and individual needs for research for a Strategic Plan and Standard of Practices. The

goal is to have an annual Strategic Plan with the answers about research that people and the college seek. We need to identify what kinds of things we need research for, ask for products and receive them, prioritize specific products of those that were produced. Input and advice from the researcher representing agenda needs to be brought back to the table. The data book is on the web site under Office of Institutional Effectiveness where you will also find program review. URL is <http://www.wlac.edu/oie/index.html>.

President wants a research Analyst position to be filled. Colleges must have job descriptions for the college researcher specific to their needs such as have good practices and request policy for practices and ways on use. Perhaps it is some procedural standard of practice on how they prioritize research requests.

E. Educational Master Plan (EMP). On September 19, 2007 at its meeting, the Board of Trustees recommended West's Educational Master Plan as a model. This particular EMP is used for the unit plan and set aside initiatives. The Educational Master Plan is on the website, and everyone should become familiar with the document.

M/S/ (EC/PS) For the next meeting, College Council make a decision whether or not to support and endorse the revised Educational Master Plan.

Discussion focused on disseminating the EMP to constituencies and bringing feedback to the Council's November meeting. The EMP was brought to the Council before, and the Council did not approve it.

The Senate needs research that measures the attainment of goals and objectives. These measures would form a baseline for tracking a three-year perspective. The research must have practical application and usefulness for faculty and staff who work with students. Bring it as a consultation digest. We cannot be postponing this.

M/S/P (PS/ Move that we approve the Educational Master Plan because it has already been presented to the Board of Trustees. The motion was unanimously approved by vote.

AYE: Bruce Anders, Eloise Crippens, Lawrence Jarmon, John R. Oester, Betsy A. Regalado, Abel Rodriguez, Olga Shewfelt, Patricia Siever, Robert Sprague

5.B.1. Campus Safety and Security. VP Oester has shared the Campus Safety Report with campus offices, and AFT faculty. \$675,000 is from Prop A/AA. Statements made were on

- the recommended budget to update the safety and security of the campus,
- methods of communication after and during an emergency,
- how to distinguish a false alarm from a real emergency,
- the technology recommended and available,
- technology will continue to improve and be cheaper,

M/S (OS/PS) Recommend the Council approve the Campus Safety Report provided dollar amount be refined to maximize Prop A/AA funds.

Discussion centered on Sheriff's Office personnel needs. The Report recommends the hiring of a second security officer for B Shift (graveyard), 9 p.m.-7 a.m. for \$65,000 plus benefits for one year.

M/S/P (OS/PS) Recommend that Campus Safety Report be forwarded to Work Environment Committee. The AFT Chair to work in concert with VP of Administrative Services John Oester regarding allocation of funds and that dollar amount be refined to maximize Prop A/AA funds. The recommendation was approved by vote.

AYE: Bruce Anders, Lawrence Jarmon, Olga Shewfelt, Patricia Siever, Robert Sprague

Nay: John R. Oester, Betsy A. Regalado

Abstain: Abel Rodriguez

Eloise Crippens did not vote because she had left the meeting.

D. Leadership Retreat, Friday, November 16, 2007. Imagine what could be included in the bond! Envision what a satellite campus would entail! The theme is "Imagine what West could be in the future!" RSVP to Lorraine Patriarca by Tuesday, November 13, 2007. The retreat will be held at Pepperdine University Offices, at Howard Hughes Center. Parking will be validated. Plan to arrive by 8:15 a.m. and get to know your colleagues. The next committee meeting will be held Tuesday, October 30, at ATA-116 at 2:30 p.m.

VI. **Standing Committee Reports**

A. Budget. No budget report given; nothing has changed.

B. Planning. No planning report; committee chair was absent on personal emergency.

C. Facilities. November 15 is start of construction of parking structure.

VII. **Items and issues for consideration from College Council members.**

A. Work Environment Committee and the Building Management Program Working Committee

Bruce Anders stated the topic was covered in the September minutes.

B. Announcements.

Olga Shewfelt—Community College Initiative—a committee is being formed for fundraising and political activities. There will be a fundraising event on Thursday, November 29, 4-7 p.m. at a nearby location. We seek support from constituencies for the Initiative.

Patricia Siever—Media release from Sacramento coming October 24, *Practices with Promises*.

Meeting adjourned at 3:55 p.m.

Approved