West Los Angeles College
College Council Committee
Monday, September 11, 2006
2 p.m.—Winlock

Approved Minutes

Present: Richard Block, Eloise Crippens, Adrienne Foster (chair), Jo-Ann Haywood, Elisabeth Jordan, John Oester, Mark Rocha (ex-officio), Lawrence Jarmon, Sheila Jeter-Williams, Rob Patterson, Abel Rodriguez, Olga Shewfelt, Patricia Siever, Robert Sprague, Paul Stansbury, Paul Zolner

Absent: Gregory Jennings

Guests: Isabella Chung, Allan Hansen, Nikki Jacobson, Edward Pai, Lawrence Woods

Meeting began at 2:07 p.m.

1. Agenda: Agenda was confirmed as corrected by consensus. Student Services Initiative was included.

2. Minutes: The August 28, 2006 minutes were approved by consensus.

3. Public Speakers: None.

4. President’s Report (attachments: 9/11/06 Administrative Council Meeting Agenda; Job Announcement for Vice President of Student Services; LACCD Personnel Guide B456a Selection Administrative Positions Procedures; 9/07/06 Fall 2006 WSCH Enrollment Comparison, Active Credit Headcount Comparison; ACCJC Recommendations: A Proposed Template for Completion of Progress Report Requirements; WLAC Fall Open House flyer)
   - Administrative Council Retreat is scheduled Friday, October 13, 2006.
   - VP Student Services job announcement is publicized nationally and closes October 20, 2006. A selection committee will be formed according to Personnel Guide B456a. Anticipate candidate will begin Spring 2006.
   - As of September 7 enrollment is 96 percent for comparative date for 2005, and District is at 99 percent. Total class sections West is offering is 93 percent.
   - Detailed accreditation reports indicate we are making good progress. Met with recommendation committee chairs, had a constructive meeting and provided guidance on Progress Report template.
   - Ameresco submitted a proposal for the Photo-Voltaic Project to J. Oester, A. Hansen, R. Miller and B. Spencer. A recommendation on how to proceed will be forwarded to President.
   - John Oester will make presentation of the college budget to the Council September 25.
   - West will host the Board of Trustees meeting September 20, and the community Fall Open House is after the Board meeting. Music by WLAC JAZZ Ensemble, light refreshments served.

5. Chair’s Report:
• Send plans to Fran Leonard who will keep them and have them posted to the website. Compliance Officer Lawrence Woods will address the Council on the Student Equity Plan. The Council will receive SE plan and provide feedback to Woods and the President.
• The Executive College Council scheduled meetings on first and third Mondays at 12:45pm. Eloise Crippens will chair the September 18 meeting.
• The Consultation Digest form is to be used to submit recommendations to the Executive Council. Items not addressed in previous meetings will be on the September 18 agenda.

6. **Standing Committee Reports**: Chair did not receive any written reports from the standing committee chairs and other committee chairs.
   - **Budget**—Update was on developing a different report format, committee meeting schedule/first and third Wednesdays and September meeting conflicts.
   - **Facilities**—Update provided on Ameresco presentation on One Mega Watt project and Building Management will review proposal. Committee meetings are first and third Thursdays at 8:30am.
   - **College Planning Committee**—Update given on planning cycle and agenda. Committee meetings are first and third Mondays at 2pm.

7. **Task Force/Ad Hoc Committee Reports**
   - **Leadership Retreat**—Retreat is scheduled on November 3, 2006. Broad college participation is anticipated. Next meeting is September 12.
   - **Student Services Initiative Report**: Update provided on status of West forming a SSI committee and topic will be taken to the September 28 Council meeting.
   - **Basic Skills**—Acting VP Student Services Stansbury announced that West will receive $147,000 for basic skills (English, math, learning skills and ESL). At least $50,000 will be spent on SSI. A meeting to certify expenditures of funds and keep to the guidelines will be scheduled this week and report submitted to the District. Outcome is rooted in performance.
   - **Student Equity Plan** The 2005 student equity plan is an ongoing document; it cannot be changed; now West is to implement it with college-wide support. We achieved some of the plan’s goals. A report is to be submitted to the CCC Chancellor’s office at the end of 2006. Chair asked members to send Plan to constituent groups to review and provide feedback to college council representatives.
M/S/P by consensus to receive Student Equity Plan Report and for all College Council members to read report was approved. Discussion was to develop a frame for discussion of SEP, request for executive college council to make recommendations on what we will to do with the plan. M/S/P by consensus that the Student Equity Plan be taken to the Executive Council to look at integration with college planning process, accreditation progress report and student services initiative.

8. **Items and Issues**:
   - College Digest form is to be used to bring items to the College Council and Executive College Council. A process for recommendations for what happens to recommendations after they have been approved by the Council and President is being developed. West will celebrate Constitution Day September 17, 2006.

Meeting was adjourned at 3:09 p.m.