

West Los Angeles College  
**College Council Committee**  
Monday, November 13, 2006  
2 p.m.—Winlock

**Minutes**

Present: Bruce Anders, Richard Block (alternate), Eloise Crippens, Adrienne Foster (chair), Jo-Ann Haywood, Lawrence Jarmon, Elisabeth Jordan, John R. Oester, Rob Patterson, Mark Rocha (ex-officio), Patricia Siever, Robert Sprague, Paul Stansbury, Jack Waites (alternate), Paul Zolner

Absent: Gregory Jennings, Sheila Jeter-Williams, Arlene Moorehead, Abel Rodriguez, Olga Shewfelt  
Guests: Isabella Chung, Allan Hansen, Eric Ichon, Nikki Jacobson, Fran Leonard, Edward Pai

Meeting convened at 2:06 p.m.

1. **Agenda:** The Chair asked to add the October 9, 2006 minutes to the agenda for approval.  
**M/S/P** The agenda was accepted by consensus as corrected.

2. **Minutes:** The October 23, 2006 minutes for the Committee of the Whole were approved by consensus.

The Chair pointed out paragraphs 4 and 5 on page 2 of the October 9, 2006 minutes were the same. Paragraph 4 was the stated friendly amendment for the college SSI Committee membership, and paragraph 5 was an interpretation of the stated motion. Both paragraphs were read and discussed.

- Eloise Crippens—motions cannot be interpreted and must be written as stated.
- Patricia Siever—motion should reflect the discussion's main topics; motion cannot be interpreted.
- Other members agreed motion cannot be interpreted.

**M/S/P** by consensus to strike out paragraph 5 and leave in paragraph 4, the stated friendly amendment.

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

4. **President's Report:** Dr. Mark Rocha distributed two memos:

November 13, 2006 memo, Subject: Report of the President and Items for November 13, Meeting  
a. Enrollment:

- 6,488 is the 2006-2007 FTES target for the college to make base allocation enrollment.
- President shared Chancellor's memo with faculty leadership, Executive Boards of the Academic Senate and AFT in which he states he has grave concern that West would not meet its base enrollment target.
- West needs to increase enrollment by 447 FTES in 2007 Winter Intersession and Spring
- President proposed to AFT and Academic Senate a college leadership team to have an extraordinary session, undertake action plans
- Outcomes of leadership meeting will be taken to the Chancellor at 9 a.m. on December 12, who will be visiting West to make sure college has a plan to meet base enrollment target.
- West will take a pretty big hit in the 2007-2008 budget if we do not meet our enrollment target.
- Time is of the essence; it is critical.
- Project Turn-Around Now (PTAN): First Ideas for Achieving Base Enrollment Target in 2006-2007 was distributed today. Not listed is this question: Are we going to schedule classes when students need them?
- Paul Stansbury asked for specific classes and asked for us to construct a schedule to increase enrollment. The State Senate wants students to enroll in 16 units of a major. Increase student transfer to CSU, UC, four-year educational institutions. UC wants community colleges to teach and concentrate on having a complete general education program in the class schedule.
- Nikki Jacobson asked if college has guidelines for fulltime faculty choosing to teach only evening or online classes. To make a schedule better, the goal is not to fix an individual problem but to meet enrollment target by doing basic things right.
- Richard Block said not to schedule classes by faculty's personality. Now faculty are given class schedules when and what they want to teach. Faculty are here to assist students with lifetime learning, acquire basic skills and to transfer to four-year educational institutions.
- At Flex Day Chancellor Young said West needs to increase by 447 FTES, or we will have a categorical effect.
- Abraham Farkas said Division Council needs to be a part of the leadership meeting.

b. Activity Plans

Robert Sprague stated activity plans are ever evolving. West should focus on Project Turn-Around Now (PTAN) short-term objectives for this year. PTAN should be distributed broadly today.

c.. Student Success Initiative (SSI) Committee President Rocha's November 8, 2006 memo, Subject: Student Success Initiative (SSI) Committee outlined the following:

- Concurred with the Academic Senate recommendation to establish the initial College SSI Committee
- Identified membership and asked Council to recommend new members to President. Discussion followed and individuals below were added.
  - Patricia Siever, member of district steering committee.
  - Cathy Froloff, Library.
  - Elisabeth Jordan, Learning Skills and Tutorial
  - Ed Pai, Research
- The charge of the SSI college committee is to be the same as that of the LACCD SSI Initiative Steering Committee
  - “The District-wide SSI Steering Committee recommends that each college establish an SSI Taskforce that will meet regularly to address issues of student success and engage all campus constituencies in an on-going dialogue meant to improve student success outcomes. More specifically, local college-level taskforces should do the following as part of their overall charge:
    - Identify obstacles to student success
    - Implement immediate actions to address/remove obstacles
    - Develop long-term action plans/interventions for improving student success
    - Participate in District-wide SSI activities
    - Establish clear local definitions and measures of student success
    - Establish specific success goals or targets for current academic year
    - Gather and monitor college student success data
    - Report back to SSI Steering Committee on progress”
- SSI college committee is a Taskforce, it is not a formal shared governance committee
- SSI College Taskforce will meet regularly and report to the President
- Taskforce chair will report regularly to the Council
- President will meet with SSI Taskforce as soon as possible to formally charge it.

**Noticed Motion:** M/S/ SSI College Taskforce, membership list submitted and new members added are approved by consensus.

d. Master Calendar:

The Office of the President will take responsibility and accountability for the calendar. President recommended:

- Committees meetings be scheduled on specific days, weeks. A cycle of meetings is to be established to avoid conflicts of major committee meetings.
- Any committee that is not a standing committee be brought to the Council because the Council is the body which has the authority to create committees.
- Move standing committees to meet on a Monday and roll into the Council meeting. Being discussed is for the College Council to meet once a month instead of bi-monthly.
- Academic Senate, Divisional Council meet on Tuesday, and AFT meet on Wednesday or Thursday

5. **Chair's Report:** Chair circulated a membership roster with the newest members and alternates. Alternate is to sign in the space provided for the Council member being represented. For those who have not submitted names of alternates, Chair asked constituencies to submit the names by the next meeting.

6. **Standing Committee Reports:**

Budget Committee:

- The budget committee meets this Wednesday, November 15.
  - Presentation will have three ways to reduce \$1.2-1.3 million of college expense because of additional resources available.
  - \$900,000 deficit amount continues to assume we will keep growth monies.
  - Deficit will grow to \$1.7 million if we do not get target enrollment.
- Discussion followed and centered on faculty reassigned. Last year it was \$1.4 million of release time. Elisabeth Jordan requested a more current list. Paul Stansbury stated release time may change for the Spring 2007 semester.

**M/S/P** (Siever/Jordan) Motion was approved by consensus that Specially Funded Programs (SFP), reassigned time and replacement costs be added to the agenda of the budget committee meeting on Wednesday.

College Planning Committee: The planning committee submitted and distributed College Planning Committee Report, dated Monday, November 13, 2006. The CPC Chair submitted a written report which listed three recommendations:

- 1) Planning Goals for West for 2006-2007
- 2) Criteria for prioritizing facilities request projects  
Correction to 3.g.7., "...stripe a parking—\$5,500."
- 3) \$50,000 per academic year be spent on maintenance and up-keep of campus facilities

The CPC Chair stated the Council need not take any action on the recommendations in report. The recommendations and facilities projects were not listed in any priority order. Discussion followed on some of the items listed in the three recommendations. President has made it clear what the charge for the planning committee is in the MOU: linking budget to planning. The college master plan states what the planning committee's duties would be. Is this contradictory with the MOU? Right now there is no conflict. The CPC Chair invited Council members to attend the next planning committee meeting on November 20.

**M/S/P** (Crippens/Oester) Motion was approved by consensus to receive the College Planning Committee Report.

Facilities Committee: There is no written report. The facilities committee does not report to the college planning committee, meets only if an issue or major repair has to be addressed. These are now being addressed in the work environment committee. Elevators in HLRC and Fine Arts have been upgraded. Prop A/AA: A trench is being dug across parking lot 5 because Sheriff's Department is moving there.

7. **Student Success Committee** The membership of the Student Success Initiative (SSI) Committee in the President's report was discussed. Members will be added as indicated in 4.c Noticed Motion. AFT and Senate got together and send an email message to faculty and classified soliciting members for the new committee.

8. **Accreditation Update:** The Progress Report draft goes to Senate November 14. Draft will be posted to the website. Copies will be made available at the accreditation office, president's office. Also taking Progress Report to meetings scheduled. Invite written comments and input be submitted to Fran Leonard. Charge to recommendation committees was to identify action plans.

#### 9. **Master Calendar**

**Noticed Motion:** M/S/ Recommendation from the College Council Executive Committee to have a master calendar developed for the college.

- Master calendar is to be of college meetings.
- Committee meetings are to be scheduled on a regular basis.
- College Council is to define number of meetings for subcommittees.
- Committees are to bring its charge back to the Council for review

**Noticed Motion:** M/S/ For College Council to meet only once per month on a Monday instead of bi-monthly.

#### 10. **October 9, 2006 Minutes, Paragraphs 4 and 5.**

**M/S/P** (Crippens/Jarmon) Motion was approved by consensus to reconsider the rescission of motion (paragraph 4) for SSI committee membership.

**M/S/P** (Crippens/Siever) Motion was approved by consensus to reinstate the deleted paragraph 5 of October 9 minutes.

**Paragraph 5 is reprinted with additional membership:**

M/S/P Friendly amendment: Adopt Action Item #1. Expand the Student Success Taskforce membership *to include at least one member from each of these areas:*

- 1) Behavioral & Social Sciences, Language Arts (English) and Math, Matriculation, counseling;
- 2) Basic Skills Committee, Transfer Task Force, Strategic Enrollment Management; and
- 3) academic affairs and student services divisions to implement the committee's charge.

**11. Item and Issues for Consideration from College Council Member**

TAMOR will be meeting December 12-13, at 9:30 a.m. in president's conference room. Taskforce is considering holding One Stop Registration Day for two days.

Meeting adjourned at 3:29 p.m.

Approved