

APPROVED Minutes

Present: Bruce Anders, Richard Block, Eloise Crippens, Nikki Jacobson (College Planning Committee Chair), Lawrence Jarmon, Sheila Jeter-Williams, Fran Leonard (Chair), John R. Oester, Richard Olivas, Betsy Regalado, Mark Rocha (Ex-Officio), Abel Rodriguez, Divina Sevilla, Olga Shewfelt, Patricia Siever, Robert Sprague

Absent: Jo-Ann Haywood, Rod Patterson, Jack Waites III, Paul Zolner

Guest: Yvonne Simone

Meeting convened at 2:35 p.m.

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

2. **Minutes. M/S/P** The October 22, 2007 minutes were confirmed as amended.

In Present: delete Heather Richards

5.B.1: change \$675,000 to \$650,000. In the AYE vote: delete Robert Sprague; he had left the meeting prior to the vote.

II. **Public Speakers.** None.

III. **President's Report.**

A. Fall Leadership Retreat. President Rocha thanked 2007 Leadership Retreat Planning Committee Chair Fran Leonard, committee members for their hard work on the November 16 Leadership Retreat. The Retreat was a great success

- Dr. Rocha asked attendees to respond to the Retreat's evaluation survey Lloyd Thomas sent by email.
- A suggestion made at the Retreat: for the Leadership Retreat to be planned as an annual event at the end of the year, in November.
- Did tie back with one idea from last year's leadership retreat: The heart of a great college. At the heart of student success is great teaching. It is about supporting our faculty and the transformation that goes on in the classroom. "Save One and Many More".
- We are moving forward on Basic Skills.

B. Satellite Campus possibilities. Bob Sprague has diligently undertaken to develop a programmatic process to include enrollment, revenue and staffing for the potential 5757 Wilshire campus satellite.

- The programs to be offered at the Satellite will increase enrollment and will be a revenue generator. Satellite will be a contributor of revenue based on enrollment. A satellite will not be a financial drain on the campus resources. No agreement on leasehold has been reached.
- President Rocha has fully consulted with faculty and staff about a satellite who think it's a good idea to consider. We would continue to follow the governance process with broad participation and consultation to make an exploratory judgment. Mr. Sprague will share the exploratory document with the Council.
- If West is interested in 5757 Wilshire as a campus satellite, President Rocha will indicate this to the District at Closed Session and that West wants to continue the exploration process beyond the December response deadline.
- Olga Shewfelt suggested establishing a satellite committee, its role and purpose as stated in the AFT faculty contract. Chair Leonard asked Ms. Shewfelt to include in the Noticed Motion a citation of the contract for the members' ready reference. Ms. Shewfelt agreed to submit the Noticed Motion to Marie Montour by email.

Noticed Motion: (Olga Shewfelt/Patricia Siever) College Council recommends the President establish a Satellite Campus Committee to explore and analyze opportunities for a satellite site with collegiality and consensus.

IV. **Executive Committee/Chair's Report**

A. Accreditation Progress Report. Recommendation Committee Co-Chairs distributed handouts, presented, and discussed the committees' work on West's Recommendations 4, 14, 5, and 6, and answered

questions. Fran Leonard presented the District's Response to Recommendation 1/West's Recommendation 4 about the budget allocation to the colleges. In January 2007, the district adopted a new revenue allocation model and special consideration was given to colleges; it has been vetted by various members and committees. Co-Chair Yvonne Simone presented committee's progress on Recommendation 6. The March 2008 response focuses on office hours and staffing in student services. Included in the report are other departments' roles in student services. Document was presented at Academic Senate. With reference to online counseling, Senate President Crippens reminded everyone the Academic Senate is notified of new programs.

West Los Angeles College Unit Plan for 2008-2009. The Program Review and Recommendation 5 committees met weekly in October to develop the Unit Plan document for online implementation in Fall 2007. The West Los Angeles College Unit Plan for 2008-2009 instrument is linked to the Educational Master Plan's Overarching Goals of Academic Excellence and Student Success. Deadline to submit unit plan is December 13, 2007. The December 13 deadline date gives people in our governance model ample time to read and comment on the 2008-09 Unit Plan instrument. People who attended the workshop have said December 13 deadline would not be a problem. The 2008-09 Unit Plan will be on the December 11, 2007 Academic Senate agenda. These documents have been shared with committees and the Senate. The Unit Plan has been sent electronically by email to everyone.

The set aside of \$250,000 links the Educational Master Plan and Senate's Educational Master Plan. The College Council Executive Committee meets December 17, 2007 and January 21, 2008. Consider taking the unit plan document to both committees and formulate the action this body agrees to take. Items which are not identified or listed in the Unit Plan should be eligible for set aside funds and should be addressed by the Council Executive Committee. A majority of Council members will be attending the January 28, 2008 meeting. The Council Chair will present and explain the Unit Plan document and set aside to the Academic Senate Executive Board at 12:45 p.m. meeting in the President's Conference Room.

- B. College Planning Committee Chair Vacancy. The College Planning Committee Chair Nikki Jacobson submitted her resignation as CPC chair effective the end of the Fall 2007 semester, December 20, 2007. An announcement to fill the position will be forthcoming.
- C. Student Services Strategic Plan. Vice President of Student Services Betsy Regalado presented and distributed to the Council the document, "West Los Angeles College, Student Services, 2008-2011 Strategic Plan, Revised November 2007." The Plan aligns the goals of student services division with the goals of the college in support of the College's Educational Master Plan. The six Goals and Objectives identified for 2008-2011 are: 1) Streamlining Enrollment Process, 2) Undeclared Majors, 3) Academic Probation, 4) Transfer Students, 5) Academic Preparedness and 6) Awareness and Utilization of Services. This document will be used when prioritizing needs. The Strategic Plan was well received by the Council members.

V. Number V. was not listed on the agenda.

VI. **Standing Committee Reports**

- A. Budget. Budget cut is status quo. Colleges were asked to plan three scenarios, and West will prepare and submit them to the District.
- B. Planning. The College Planning Committee ended early. The Unit Plan document is a draft and was submitted prematurely. The planning committee and academic senate are meeting to discuss it.
 - 1. Report on the 2006-07 \$125,000 set aside: College Planning Committee Status Report on the 2006-2007 Growth Initiatives dated November 6, 2007 from CPC Chair Nikki Jacobson to College Council. Six proposals were approved for funding: 1) College to Career in Business & Real Estate, 2) Phone Bank Program, 3) WLAC Monthly E-Newsletter for Prospective Students and the Community, 4) Customer Service Training for Fox Hills Mall, 5) Save General Subject Tutoring, and 6) Marketing WLAC through Newsstands. Four were implemented, #3 was placed on hold and not implemented because of the District's plan with the College Website, and #4 was never implemented.
 - 2. 2008-09 Unit Plan & the \$250,000 set-aside. Criteria will be established and a process for evaluation of the proposals submitted for the \$250,000 initiative. Proposals will be considered for implementation in Spring 2008. Only items in the unit plan will be considered. Plan is to align the program review document with the budget and educational master plan. This is an attempt to integrate process. Deadline is December 13, 2007 to submit Unit Plan for 2008-2009. Are the initiative proposals for implementation in 2008-2009? We can put the \$250,000 in the 2008-2009 budget; we did not want the funds to be a duplicate of specially funded items.

C. Facilities. Construction has begun, parking Lots 8 and 8A are closed to staff and student parking. Spaces for staff parking have been designated in Parking Lot 7. Look for construction report on the website.

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

Announcements.

1. College Council Membership. AFT faculty officially announces Richard Olivas will replace Robert Sprague on the College Council. Dr. Olivas' term ends June 30, 2008.

2. Leadership Learning Community Project Proposal. Sheila Jeter-Williams announced that Patricia Banday and Glenn Schenk, among others, brought this proposal to the Basic Skills Committee for possible consideration. There is also a district-wide initiative to tie outreach, networking and a support system to increase African American cultural awareness to increase the number of enrollment and graduates among African Americans, especially males. The next meeting is next Friday.

The Basic Skills Committee is under the auspices of the Academic Senate, and the Senate is to study the proposal and Basic Skills Committee guidelines.

3. Reforming Budget Committee. Different committees have talked about reforming the budget committee to close the gap in an institutional way. College should consider the Budget Committee's function and member composition, meeting schedule and minutes, and the chair's position/duties. It is time for West to reconstitute the budget committee.

4. The FPIP committee is meeting now to prioritize the full-time faculty positions for hiring, and there is no budgetary decision making in this process. The President and Budget Committee decide the number of faculty positions to be funded.

Council Chair Leonard asked everyone to read and review these documents:

- accreditation progress report
- Unit Plan for 2008-2009
- Recommendation 6
- Strategic Plan for Student Services Division
- 2006-2007 status report on the \$125,000 Growth Initiative

VIII. Adjournment. Meeting adjourned at 4:18 p.m.