

West Los Angeles College
College Council Committee
Monday, February 26, 2007
2 p.m.—Winlock

Minutes

Present: Adrienne Foster (chair), Bruce Anders (alternate), Richard Block, Eloise Crippens, Lawrence Jarmon, Sheila Jeter-Williams, Arlene Moorehead, John R. Oester, Rod Patterson, Betsy A. Regalado, Mark Rocha (ex-officio), Abel Rodriguez, Olga Shewfelt, Patricia Siever, Robert Sprague, Paul Stansbury, Paul Zolner

Absent: Jo-Ann Haywood, Gregory Jennings, Elisabeth Jordan

Guests: Lowell Hendrickson, Fran Leonard

Meeting convened at 2:07 p.m.

- I. **Agenda:** The agenda was accepted by consensus as presented.
- II. **Minutes:** The January 22, 2007 minutes were approved by consensus as presented.
- III. **Public Speakers:** There were no public speakers.
- IV. **Action Items:** After discussion of the five Noticed Motions, one Recommendation and two Ratifications, the College Council members took the following actions.
 1. **Noticed Motion: M/S/P** by consensus.
The College Council agenda will be organized so that action items come after public speakers and before general reports and discussion.
 2. **Noticed Motion: M/S/P** by consensus as amended.
The College Administration's report to the College Council will be presented by the College President's designee, normally one of the Vice Presidents. As a member of the College Council Executive Committee, the College President ~~may need not attend Council~~ meetings and will report to the Council by request of the Council's Executive Committee.
 3. **Noticed Motion: M/S/P** by consensus as amended.
The College Council and other of its shared governance committees will adopt the ~~LACCD District~~ model for governance and the conduct of ~~its~~ meetings ~~that is used by the District Budget Committee and similar district committees~~ as follows: 1) Co-chairs of one faculty member and one Vice President appointed by the College President ~~with will~~ each ~~taking take~~ turns chairing the meeting. The ~~administrator~~ co-chairs will be responsible for support and minutes, etc. 2) The chairs(s) of the College Council and other governance committees will conduct the meetings by consensus by the order of the chair, rather than by stipulations and "Roberts Rules" style motions and amendments. The College Council will elect two co-chairs according to the College Council By-Laws every two years.

Discussion: 1) Is College President a Council member. The Council charter lists the College President as an Ex-officio, non-voting member. 2) **M/S/P** by consensus that Council should have a report as a place holder from the Executive Council. 3) If these are amendments; these are operational, not policy. 4) When Executive Council members come to the ECCC meeting, it is assumed that constituencies have been consulted. 5) Clarify language about conducting meetings. 6) Olga Shewfelt has an issue having an administrator as a co-chair and Eloise Crippens supported having classified management or VP as co-chair. VPs have access to certain information, information would be real rather than ceremonial and VP would be accountable and responsible. 7) We should have a process that are moving things forward so we can talk about issues instead of procedure.
 4. **Notice Motion: M/S/P** by consensus.
Members of the Executive Committee of the College Council discuss, vote, make decisions and set the agenda for the College Council. Each Executive Committee member may bring another person as a resource or consultant starting with the next meeting, March 12, 2007. The Executive Committee is an open meeting.
 5. **Notice Motion: M/S/P** by consensus.
The College Council will follow the guidelines developed by the Executive Council for the elections of the Co-chairs.
 - a. Send nominations to College Council Chair by March 19, 2007.
 - b. Names to be on the ballot will be sent out to College Council for the March 26, 2007 meeting.
 - c. Voting will take place at April 23, 2007 College Council meeting. Members may vote by proxy.
 - d. Chairs-elect will join the May 29, 2007 College Council meeting.

- e. 2007-2008 membership lists are also due to College Council by May 29, 2007.
 - f. June 25, 2007 meeting of the College Council will be an organizational meeting.
6. **Recommendation: College Planning Committee is to submit this Recommendation as a Notice Motion at the next Council meeting:**
 “The College Planning Committee is to work on the current program review instrument to improve it so that it is easier to abstract essential information about enrollment, retention and new program opportunities. Program reviews should focus primarily on enrollment and retention performance as this is indicated by the ARCC AB1417 data and other key data.”
 7. **Ratification: M/S/P** by consensus.
 The Executive Council reviewed and approved the accreditation Progress Report. The Report was submitted to the District for review and approval by the Student Success Committee and the LACCD Board of Trustees. Note: The BOT Student Success Committee reviewed and gave unanimous approval to West’s progress report on February 21, 2007.
 8. **Substitute Ratification: M/S/P** by consensus.
 The Executive Council reviewed and approved the ARCC (Accountability Reporting for the Community Colleges) Report data submitted February 12, 2007. In accordance with instructions issued by the Chancellor for each President to submit to the District a formal response, the College President prepared a draft and shared it with the Executive Committee and then submitted the college’s response to the ARCC (Accountability Report for Community Colleges) Report to the District and the State Chancellor on February 21, 2007. (copy attached)

V. Chair’s Report

VI. Standing Committee Reports:

- i. **Budget:** All departments and offices have submitted budget materials to Isabella Chung. They are roughly \$2 million more than projected revenue. The vice presidents are working hard to trim. It is due a week from tomorrow to the District.
- ii. **Planning:** The College Planning Committee has no report to submit. The Chair is working on the ABA accreditation for paralegal studies.
- iii. **Facilities:** On March 12, 2007 bring facilities report back to the next meeting and take it to the Executive Council of the College Council.

VII. Celebration Day, May 10, 2007

The day will celebrate three activities: 1) Presidential Inauguration, 2) HLRC Rededication and 3) Scholarship Ceremony. The Celebration Day Committee will meet tomorrow February 27, 2007 to draft a program; consider a proposal submitted by Event Solutions for the invitations, food, equipment rental; brain storm for a Master of Ceremony, speaker, entertainment.

VIII. Research Proposal Submitted by Academic Senate/AFT Faculty

M/S/P by consensus to submit the research policy proposal submitted by the Senate/AFT Faculty as a Recommendation to Executive Council. Discussion topics included:

- Are division chairs informing their respective divisions about how classes, programs are selected?
- Define distinction between research needs and research wants.
- Executive Council is to undertake this topic with the VP of Academic Affairs and bring forth to the College Council for discussion.
- Forming agenda reserve is not produced, it is resources success.
- Bob Sprague and Executive Council meet with VP of Academic Affairs and appropriate resources involved.

IX. Items and Issues for Consideration from College Council Member:

- The Executive Council should give a report to the College Council and report should be on the agenda.
- Article III of the Charter—Procedures from constituent groups should be placed on the agenda. This is the same as Issues and Priorities.
- The Senate and AFT should consider having a joint meeting with a speaker e.g. AFT Guild President Carl Friedlander, President of Santa Monica College.
- Place college ethics on the agenda.
- It is important to discuss topics. How do we organize conversation? How do we stat? How can we provide an opportunity for everyone to speak to a discussion?
- Training for Council members can begin if we proceed as indicated. Since we meet once a month, members need to have a conversation with their constituencies prior to the Council meetings.

Meeting adjourned at 3:38 p.m.