

West Los Angeles College
College Council Committee
Monday, September 25, 2006
2 p.m.—Winlock

Approved Minutes

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

Absent: Gregory Jennings, Elisabeth Jordan

Guests: Isabella Chung, Allan Hansen, Nikki Jacobson, Fran Leonard, Edward Pai, Frank Gonzales

Meeting began at 2:06 p.m.

1. Agenda: Agenda was confirmed as presented by consensus.
2. Minutes: The September 11, 2006 minutes were approved by consensus as corrected. Under #7, Student Equity Plan, third line, submittal year was corrected from 2005 to 2006.
3. Public Speakers: None.
4. President's Report (attachment: A Proposed MOU Concerning Effective College Governance Processes dated September 25, 2006.)
 - VP of Administrative Services John Oester will make a special presentation on the college budget. Factual revenue and expenditure information are contained in the report.
 - West must grow the enrollment; it is the key to reducing the college deficit. The College returned \$874, 619 because it did not reach 2005-06 its enrollment growth target and began with a \$560,000 deficit. For 2006-07 the College received \$800,000 growth funds to grow the enrollment by 2.5 percent. Funds will be returned unless we reach target growth. Salary increases will increase the deficit. The projected \$1.3 million deficit will become a projected \$2.1 million deficit if we do not grow revenues—the enrollment. It is critical to grow the enrollment in 2007 for Winter Intersession and Spring semester. Failure is not an option. President stated that he did not come to West to lay off employees and asked members to submit their own their constituencies' ideas and suggestions for enrollment growth.
 - President Rocha presented the MOU (Memorandum of Understanding) proposal and requested ratification from the Council. The MOU continues to strengthen consultation governance process and improves College governance processes. The MOU was prepared with broad and open consultation with college leadership, Executive Committee of the College Council, Academic Senate Executive Committee, AFT Faculty Guild, Planning Committee and College Senior Staff.
 1. Distinction between policy and operations: Policy is formed and developed through effective shared governance, and the outcome of the Council's work is the recommendations submitted to the college president. Operations occur when the college administration implements and executes the recommendations approved by the college president. The college administration is responsible for policy implementation.
 2. The college governance structure is outlined and identified.
 3. College will adhere to LACCD Personnel Guide Policy B456 when it conducts searches for administrative positions.
 4. The Academic Senate is responsible for revising and updating the Educational Master Plan by June 30, 2007.
 5. When College President and VP of Administrative Services sign off on operations in the building program, consultation with constituencies has occurred. Delays cost \$175,000/month and charged to the capital budget.
 6. The charge of the College Planning Committee is clarified; it links budget to planning. Facilities and budget committees serve as resources to the planning committee.

President Rocha asked Council members to discuss and ratify the MOU because they had the MOU for a week to review and discuss it. We need to move forward by representative accountability. When the Council ratifies the MOU, it will be a standing document until it is changed. Amendments introduced are to meet the spirit of the document.

After a lengthy discussion members made changes for clarification and specificity. The AFT Faculty Chair requested the MOU be examined and corrected to see whether the organization (AFT Faculty/Staff

Guild) or individual (AFT Faculty/Staff Chair) term is to be used where appropriate. Changes made in Ratification Process were:

B. Add Faculty and Staff

C. Add Administrative Resources; 1. remove Directors and add classified management; 2. remove divisional chairs; 3. add Student Services Council.

In the system of checks and balances, third line, change Title **V** to **5**.

Add E. Other Classified

Add F. Teamsters

M/S/P to ratify entire MOU with changes by vote. **Ayes:** E. Crippens, P. Zolner, P. Siever, R. Patterson, O. Shewfelt, R. Block, J. A. Haywood, S. Jeter-Williams, L. Jarmon, J. Oester, P. Stansbury, A.

Moorehead, R. Sprague **Nay:** A. Rodriguez **Abstain:** None

Discussion ensued about the Council's Senate membership, and it was recommended to submit the topic to Executive College Council for discussion. AFT Faculty Guild will select members at the September 28, 2006 meeting. Council Chair requested each constituent group to submit the names of its Council representatives and alternates for 2006-07.

5. Chair's Report: None

6. Standing Committee Reports: None

7. Special Budget Report Presentation: (Attachments dated September 25, 2006: Budget Analysis Memo, 2006-07 Projected Revenue Allocation Sources, 2006-07 Projected Expenses)

VP John Oester presented a budget report.

- The College began FY 2006-07 with (\$560,749) deficit. FY 2005-06 net unrestricted revenue (\$25,423,938) less the net unrestricted expenses (\$25,984,687).
- Projected deficit for is \$1.38 million for FY 2006-07 net unrestricted revenue (difference between \$27,405,233 revenue and \$28,786,218 expenses)
- Restricted general fund is comprised of Local programs, State funded programs and Specially Funded programs
- Included in FY 2006-07 are salary increases (steps/columns, COLA/related benefits)
- Opportunities exist to reduce the projected deficit are listed in memo summary

Some members asked if unrestricted categories were charged to restricted general fund in FY 2005-06; and if so, request a list of the unrestricted categories. Members complimented the newly hired VP Oester for his comprehensive knowledge of the college budget and for a thorough budget report presentation.

Meeting was adjourned at 4:07 p.m.