

Minutes of AFT meeting September 17, 2015

Meeting was call to order at 1:08 pm by Olga Shewfelt (Chapter President) and lunch was served.

1. Welcome and Introductions

Members Present: Katy Kelly , Jack Ruebensaal, Mark Rose, Linda Alexander, Norma Barragan, Bonnie Blustein , Rudy Triviso, Gerald Ludwig, Faz Elahi, Matt Robertson, Ricardo Hooper , Michelle Funderburk, Yervant Boghos, Maria Yanez, Vered Mirmovitch, Bernice Filerman, Laura Peterson, Grace Chee ,Olga, Shewfelt, and Tim Russell

2. AFT Chapter President Report (Olga Shewfelt)

A. Process to select the new President of WLAC

The process to select the new president meeting started in July to create the committee according to the LACCD Board Rule Chapter X-Article III. The committee is reviewing the applicants and interviews should take place sometime in October. At least 3 candidates will be sent to the Chancellor by the end of October. The board will make the final decision.

B. Budget : DBC

- **2015-2016 Budget**

President Sprague spoke on the condition of the food service at WLAC. Café West is on the verge of having their contract terminated. Larry Packham and Iris Ingram found that the Lovebird's Café is in arrears and on 30 day notice. They have 30 days to get out of arrears; the clock started at the beginning of the semester. They are trying to negotiate getting out of their contract. Efforts have been made communicate with ASO to do the following:

1. Learn about issues surrounding the lack of revenue
2. Inform the community
3. What kinds of replacement options are available?

The big question for WLAC community is what to do with the food services for our campus if Lovebird's Café leaves. Different ideas will be discussed. The District Office is ok with leaving it open as an open space for students and faculty with uncertainty on what type of food service to offer. Currently there are two options available:

1. Offer food store options similar to PAWS.
 2. Obtain the same vendor for all 9 colleges.
 3. If vacant for two years , then we will continue to use the food truck option
- Larry and Iris are coordinating discussion on the long term and short term plans to best meet the needs of the WLAC community.

President Sprague also spoke about West's growth targets. We as a college need to look at the budget and the ability to grow above 3% that we have been assigned by the state. Student Services and Academic Affairs initially indicated that we had an ending budget of \$35,000 overage. After further analysis of revenue and expenses, we now have an overage of \$1 million.

President Sprague speaks on the different class size rates stating that having a class size of mid 30s is not great but still good. There is cost to add more sections, therefore increasing funding. We will receive additional funds to fund additional sections. In addition, we have hired Casey Hunter to go to the High Schools to recruit to help increase our growth rate. Since this is a year that we will get funding for growth; we as a college should definitely take advantage of the growth.

Questions that need further discussion: What can be done to grow over 3%? What will it take to grow each year to grow from a small college to middle size college? How to deal with fixed cost to run more effectively?

Vice President Iris Ingram-Budget Report 2015 – 16 (handout in the agenda package)

Sherriff contract –based on the percentage of our budget, there was proposal for one time funds to be paid the sheriff contract for the 9 colleges so that the expenses can be analyzed. The BOT put the decision off on this line item. The expense still continues for the colleges. Ms. Ingram went over budget's allocation, next time well have a precise amount.

Our normal base allocation is \$32 million has increased by \$5 million. New money comes with new cost; i.e. new Sheriff's contract, increase expense on benefits STRS and PERS for new hires. We always fully budget but not fully fund for all benefit cost. Effective June 30, 2015 our ending balance was \$1,043,428. (see page 3) . The cost of the Sherriff contract continues to be a WLAC expense not the District Office.

WLAC has to grow at least 3 % to keep the base. When you don't make base percentage then college has to pay District Office back. This causes schools to be in debt with the District Office. Cost needs to be balanced with expense. Through enrollment management the right classes can be chosen. Grow is not just getting student in the door. It is about persistence and increasing the number of students who are part time to full time

Summary from budget handout- LACCD 2015 – 2016

- The budget report the 2015-2016 Permanent LACCD budget is presented, on page 4.
- On page 5, the table shows the amount of funds that WLAC received.

- Page 6, presents facts about apportionment amounts. The increase on COLA increases the apportionment.
- Page 7, presents the base allocation for WLAC.
- Page 8, there are plans to restore some of the hiring of the classified staff. Recommendation was made to establish new procedures to hire classified staff.
- Enrollment Growth (Aracely Aguiar)

Where are we on Day 14 of the semester?

Ara summarizes the fall 2015 Credit enrollment Comparison as of 9/14/15 (data found on page 14 of the agenda handout)

In comparing enrollment vs section count there is a 10 % gap. In July and August, Academic Affairs cancelled 30 low enrolled sections. To compensate for the cancellations, Academic Affairs opened 40 sections of late start classes. The late start classes were identified by looking at the classes that traditional fill relatively fast within the first week of any given semester. Administration consulted enrollment management on the decision on which classes to offer as a late start class. The campus has made a commitment to fund the 40 new sections so they are closely monitoring there enrollment.

There were some importation questions regarding West's enrollment management and consultation:

Norma Barragan posed the question, "What was the consultation with Division chairs for the cancellation of classes before the start of Fall 15? Are the new sections only general education courses that were overfilled back in May? Ara responded, "Deans meet to discuss which classes to add to meet the transfer agenda. Chairs were allowed staff classes according to the seniority list. "

Another question was "If there is a tipping point for on-campus class enrollment vs online enrollment, it is important to look at the enrollment trends by divisions?"

If we attempt to grow greater than 3 % the classes offered during the intercessions would be extremely full. We need to make a concerted effort to consult with administration to be more effective in deciding on which classes to offer to increase the transfer and completion rates. Olga recommended that a procedure needs to be established to assist determining which classes should be offered or should be cancelled and how the consultation with the chairs is done. She is going to bring this issue to the meeting of the Divisional Council.

C. Politics:

- AFT Guild Student Interns were introduced:
 1. Valeria Garcia
 2. Laura Vasquez
 3. Sebastian Rodriquez
 4. Matthew McCracken
 5. Harpreet Singh
- USLAW supports the Iran deal
 1. The Guild e- Board approved the resolution to support the Iran deal.(Page 12)

D. Guild Strategic Campaign Initiative: Membership. 26 new faculty members signed up from WLAC

E. New Grievance Representative for WLAC: Timothy Russell

For the month of September, there were two grievances filed. One was in regard to the accrual of sick days for online instructors. This was a result of the MOU that was signed and effective August 2014. This matter was resolved at Step 1. The accrual of sick leave for online instructors has been corrected. The second grievance filed was in regards to a violation of Article 16. The appropriate VP has made the corrections in regards to the hourly seniority list.

3. Accreditation-Alice Taylor

Accreditation – Alice presented the accreditation preparation calendar 2015-2016 (page 15 – 16 in agenda handout)

The timeline is really tight. Binders were handed out to faculty members to become readers. Readers will be given flex time. What they are looking for is the absence of the standards that were written under duress. The feedback that is needed is more than proofreading we are looking for what is missed and what kind of evidence can we include.

Three things the readers need to be focused on:

1. Bachelors of Science Degree in Dental Hygiene
2. New program and system to improve SLO analysis
3. New student information system

There is a town hall meeting on Thursday 9/30 location (4th floor HLRC) to continue the Accreditation discussion. The chapter president offered paper copies of the draft of the self-evaluation to any faculty member interest in reading it to provide feedback.

4. Facilities Bond Construction Report: Kevin Considine (no report)

5. Work Environment: Matt Robertson

- Matt met with the new facilities person to discuss current work environment.
- Helicopter will be landing on campus at 930 am Monday 9/28
- Love Birds have 30 days to get their act together or vacate WLAC
- Smoking on Campus – student are not adhering to smoking policy neither is the faculty, Matt will send email to remind faculty
- There is a need for more bike racks on campus.
- There were some problems with flooding on the steps of the MSA and a student slipped and an ambulance was called to assist the student

Next WEC meeting will be on 10/12

Meeting was adjourned at 3 pm