

**College Council Chair**

Fran Leonard (15)\*

**Academic Senate**

Adrienne Foster, PhD (15)\*  
 Holly Bailey-Hofmann (15)  
 Laura Peterson (15)  
 Helen Young (15)  
 Kevin Considine (15)  
 (alternate)

**Administration**

Michael Goltermann (Interim)  
 Iris Ingram  
 Aracely Aguiar (Acting) \*

**AFT Classified**

Joann Haywood (15)\* Sheila  
 Jeter-Williams (15)

**AFT Faculty**

Richard Olivas (15) Olga  
 Olga Shewfelt (15)\* )  
 Bonnie Blustein (alternate)

**ASO**

Sebastian Rodriguez (15)

**SEIU 721**

Antoinette Simpson

**Teamsters**

Rebecca Tillberg

\*CC Exec Member

**Ex Officio**

**President**

Robert Sprague, Interim

**Standing Committee**

**Chairs Accreditation**

Aracely Aguiar, ALO  
 Kimberly Manner

**Budget**

Iris Ingram Olga  
 Shewfelt

**SEAC**

Michael Goltermann  
 Marcela Hernandez

**Facilities**

Iris Ingram  
 Kevin Considine

**Planning**

Rebecca Tillberg  
 Carmen Dones

**Resource Development**

Aracely Aguiar  
 Kathy Boutry

**Technology**

Marcus Butler  
 Aracely Aguiar

**Approved Minutes**

**Thursday, March 3, 2016**

SSB 414

Attending:

Title	Name
Interim President	<i>Robert Sprague</i>
VP Academic Affairs	<i>Aracely Aguiar</i>
Academic Senate	<i>Adrienne Foster</i>
Academic Senate	<i>Holly Bailey-Hofmann</i>
Academic Senate	<i>Laura Peterson</i>
VP Administrative Services	<i>Iris Ingram</i>
Academic Senate	<i>Olga Shewfelt</i>
Academic Senate	<i>Alice Taylor</i>
AFT Classified	<i>Jo-Ann Haywood</i>
AFT Classified	<i>Sheila Jeter-Williams</i>
ASO	<i>Harpreet Singh</i>
Teamsters	<i>Rebecca Tillberg</i>

Chair, College Council	<i>Fran Leonard</i>
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**Guests**

*Bill Smith, Plant Facilities Director*

- 1. Call to Order.** The meeting was called to order at 1:20 p.m.
- 2. Confirmation of the Agenda** – the agenda was confirmed.
- 3. Draft Minutes of College Council Executive.** Minutes of February 4, 2016 were approved and College Council draft minutes of Dec. 5, 2015. The date of December 5, 2015 will be corrected to December 3, 2015.
- 4. President’s Report.** Bob Sprague reported that he has met several times on the request for an ASO advisor and recognizes this as a high priority.

College as a Whole – the agenda for the accreditation team visit next week is still in draft form but will be ready later this afternoon. The team will be on campus for two and a half days and more than likely will visit classrooms and offices.

The president reported he spent Monday at the District last week regarding building construction projects on campus. Post bond projects – possibility of developing a LACCD BOT-approved commercial development on the 10100 site, a LAX-funded prop house on lot 2 as part of the MPTP program, and immediately north of Watson, and a possible private enterprise developed residence hall

north of the parking structure or west of the parking structure.

Diana Johnson has agreed to support Kevin Considine and Iris Ingram to schedule three town halls to develop a vision statement for what West needs from a possible new bond.

Enrollment – Enrollment this spring is the highest percentage increase in the district. We are meeting West’s 6% goal, and we are at 9% so far this spring. West is growing and effectively managing enrollment. Casey Hunter is the new coordinator of the JumpStart program developing classes at the high schools and is showing a real connection with them. Buck Stapleton is doing the same coordination in ACT and with a slightly older population demographic, although all students are welcome.

Budget -West has a projected deficit and a solution for solving the deficit in the course of the spring semester 2016. The college is receiving \$700,000 from Adult Education Program funds right now, which is going towards creating new curriculum and more non-credit courses.

**Recommendations**

Classified Staff Hiring Plan– Rebecca Tillberg shared the latest draft on the classified Staff Plan for CC approval. Olga. Shewfelt reported that the Budget Committee reviewed this plan last week and fully supports it.

A Council member requested a name change of the Classified Staff Hiring Committee to the Classified Position Identification and Prioritization Committee (CPIP).

B. Sprague thanked everyone who worked on this committee in working together and doing a great job on the classified staff hiring plan.

F. Leonard asked College Council members to approve the plan today.

**There were no objections. There was consensus on approving the Classified Staff Hiring Plan. This recommendation will be forwarded to the president for approval.**

5. **ASO Report** – ASO donated free food and water to students at the start of the spring semester. ASO is recruiting members and encouraged more students to form clubs on campus for more involvement on campus.

ASO is requesting a fulltime advisor for the students and it doesn’t have to be a dean. Any faculty member can serve as an advisor.

6. **PIE Recommendations** – R. Tillberg reported on the program review and prioritizing resource requests for 2015-16. Resource Requests for Non-Salary Resources by Category for 2015-16 and planning for 2016-17 were distributed along with the Prioritized List of Resource Requests for 2015-16 Planning for

2016-17 budget.

Some of the requests have gone to the Budget Committee for review.

A supplies budget will be centralized through each VPs area.

There was discussion of resource requests. Medical assisting requests were high volume and athletic requests were high.

New and continuing programs with substantial equipment and other needs should be referred for further review.

- Bachelors program- should stand on its own and use funds restricted for the bachelor's program first.
- IT Technology requests should be referred to the Technology Committee
- Facilities request to Facilities Committee
- Ongoing budget requests should be referred to Budget Committee/Budget Office

There was discussion about space for new faculty offices – there is currently no allocation for this. Iris Ingram reported that a dedicated line item needs to be created but it is controlled out of Administrative Services. A pot of money called Tech Refresh can allocate certain amounts of money every year for new faculty.

R. Tillberg requested that the college place money in a separate pot for new computers for new faculty as they should have the equipment they need.

A. Foster – had a question re: Item #6 - \$10,000 for funding for curriculum conferences and workshops. Discussion was held on this. A. Aguiar placed this in program review from a curriculum standpoint. We don't have a budget for curriculum and this competes against the Academic Senate funds. We should change name from CTE to professional development related to curriculum. Request #8 for Health/Kinesiology for \$5,000 has already been fulfilled. This will be removed from the list.

Fran asked if there were any objections to approving the prioritized list of resource requests. There were no objections. **The prioritized list of resource requests was approved by College Council by consensus. This will be forwarded to the president for approval.**

Discussion of ASO requests for \$10,000 for new furniture, TV, and microwave for the Student Lounge. Asking for general fund unrestricted funds for this. ASO collects fees from students to supply their own needs and this request should not be on the list.

S. Williams, representing AFT Classified Staff, stated she's in support of this as a line item for \$10,000. ASO has no home yet and has very old furniture.

Fran asked for consensus to move forward on the approval of the prioritized list

of resource requests. O. Shewfelt moved to approve process on making modifications on the prioritization process. There was consensus from College Council on approving this.

VPAA A. Aguiar shared with Council members that she just came from a District meeting of all the colleges this afternoon. West was reported to the most prepared for the site visit next week.

**Announcements**

K. Manner reported the site team will be here at West next Tuesday morning, March 8<sup>th</sup>. A campus tour will be given to the 13 team members at 9:00 a.m.

Wednesday, March 9<sup>th</sup> at 1 pm in FA 100 – Chinese Cultural performing arts group will be performing in FA 100 auditorium.

Open Forums– Tuesday, March 8 – 5:00 p.m. – GC 160 - one hour long. Students are also invited to attend these.

VP A. Aguiar stated she is getting a good sense from the team that they are supportive. The college expects reaffirmation with an 18 month follow-up from ACCJC.

**Facilities Committee** - VP I. Ingram reported that there will be some construction projects starting in June 2016 with the new Facilities maintenance office. There will be some parking issues but not until summer. Watson and TLC for next year will follow. A campus wide conversation will be held this spring about what the campus needs are for Facilities. Facilities Committee will launch into planning series of conversations that will be facilitated by the current project management staff. The Educational Master Plan (EMP) is the base that supports our Facilities Master Plan (FMP). This will be in the form of an updated discussion, not a formal Facilities Plan.

**Budget Committee** –I. Ingram reported that the 2016-17 college budget shows resources for the current fiscal year to be slightly lower – paid 2% growth. The college will have to make to do with what we have.

The meeting adjourned at 3:00 p.m.

West Los Angeles College

*COLLEGE COUNCIL*