

**College Council Chair**  
Fran Leonard (16)\*

**Academic Senate**  
Adrienne Foster, PhD (16)\*  
Holly Bailey-Hofmann (16)  
Laura Peterson (16)  
Helen Young (16)  
Kevin Considine (16)  
(alternate)

**Administration**  
Aracely Aguiar\*  
Michael Goltermann  
Iris Ingram

**AFT Classified**  
Joann Haywood (16)\*  
Sheila Jeter-Williams (16)

**AFT Faculty**  
Richard Olivas (16)  
Olga Shewfelt (16)\*  
(alternate)

**ASO**  
Chris Mata (17)\*

**SEIU 721**  
Antoinette Simpson

**Teamsters**  
Rebecca Tillberg

\*CC Exec Member

**President, Ex-Officio**  
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 & Institutional Effectiveness**  
Rebecca Tillberg  
Carmen Dones  
**Resource Development**  
Aracely Aguiar  
Katherine Boutry  
**Technology**  
Aracely Aguiar  
Marcus Butler

**Minutes**  
**September 1, 2016**  
**1:00 p.m. – SSB 414**

Title	Name
Interim President	Robert Sprague
VP Administrative Services	Iris Ingram
AFT Classified	Olga Shewfelt
SEIU 721	Antoinette Simpson
Teamsters	Rebecca Tillberg
ASO President	Jesus Reyes
Academic Senate	Holly Bailey-Hofmann
Planning and Institutional Effectiveness	Carmen Dones
Academic Senate	Laura Peterson
Standing Chair, Accreditation	Kimberly Manner
Acting Dean of Student Services	Maria Mancía
Chair College Council	Fran Leonard
Guests	
Timothy Welch, English Faculty	

- I. Call to Order — the meeting was called to order at 1:15 PM.
- II. Confirmation of the Agenda — The agenda was confirmed as presented.
- III. Minutes of the November 1, 2016 Council Meeting – The minutes were approved as presented.
- IV. ASO Report — J. Reyes, the new ASO president, reported ASO has received applications for officers. ASO is meeting Thursday, September 8, to plan elections and explore outreach ideas. They expect to be able to provide increased student representation on campus committees within the next three weeks.
- V. Recommendations —
  - Re-establish the Enrollment Management Committee — Accepted by consensus.**  
The committee will be a standing committee chaired by a faculty member and a senior administrator, and it will report to the College Council.
  - O. Shewfelt noted this recommendation is already present in the education master plan and pointed out that the correlation between strategic

2016 Meeting Schedule: TBA 1-3 pm, SSB 414

**Vision** West – A gateway to success for every student.

**Mission** West Los Angeles College provides a transformative educational experience.



**College Council Chair**  
Fran Leonard (16)\***Academic Senate**

Adrienne Foster, PhD (16)\*  
 Holly Bailey-Hofmann (16)  
 Laura Peterson (16)  
 Helen Young (16)  
 Kevin Considine (16)  
 (alternate)

**Administration**

Aracely Aguiar\*  
 Michael Goltermann  
 Iris Ingram

**AFT Classified**

Joann Haywood (16)\*  
 Sheila Jeter-Williams (16)

**AFT Faculty**

Richard Olivas (16)  
 Olga Shewfelt (16)\*  
 (alternate)

**ASO**

Chris Mata (17)\*

**SEIU 721**

Antoinette Simpson

**Teamsters**

Rebecca Tillberg

\*CC Exec Member

**President, Ex-Officio**

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 &****Institutional**

**Effectiveness**  
 Rebecca Tillberg  
 Carmen Dones

**Resource Development**

Aracely Aguiar  
 Katherine Boutry

**Technology**

Aracely Aguiar  
 Marcus Butler

decisions and student success are powerful reasons to re-establish this committee.

H. Bailey-Hofmann requested clarification on staffing protocol. F. Leonard suggested a combination of volunteers and members recruited based on their roles on campus/constituencies, which was met with consensus.

Volunteers to serve: R. Tillberg, O. Shewfelt, M. Mancina, H. Bailey-Hofmann, C. Dones, and L. Peterson.

Additional members will be recruited based on their roles on campus.

- VI. President's Report — President Sprague spoke about income from campus rentals. He clarified that rentals for filming and other activities are clearly secondary to the mission of the college, and if it interferes with college activities in any way, he will immediately resolve the issue to safeguard the college's principle objectives. He noted that income from rentals is a matter of public record, and he would like to further facilitate access to that record. L. Peterson pointed out that on-campus filming is providing employment opportunities for students. O. Shewfelt asked how much revenue the college was earning on rentals. President Sprague said Larry Packham will present a bi-annual report about rentals.

President Sprague reported on three campus successes:

- 1) There has been a 15% increase in enrollment, noting that it is the highest enrollment increase in the district. He attributes this to shared governance, transparency, and operational collaboration.
- 2) 2015-2016 degree and certificate awards have increased 54% from the 2014-2015 year. R. Tillberg pointed out that this reflects increased communication between departments and top-down commitment to reform.  
  
President Sprague recognized R. Tillberg for her role in this accomplishment.  
  
President Sprague recognized K. Manner for her work on accreditation and for completing a report for a four-year program in dental hygiene.  
  
President Sprague recognized F. Leonard's support and leadership, noting her key role in accreditation.
- 3) The facilities committee has several construction plans moving forward. A new soundstage is in DSA, and a new TLC facility will follow it in DSA. The dance studio will be renovated. With LAX expansion, the prop house will be relocated to campus.

2016 Meeting Schedule: TBA 1-3 pm, SSB 414

**Vision** West – A gateway to success for every student.

**Mission** West Los Angeles College provides a transformative educational experience.



**College Council Chair**

Fran Leonard (16)\*

**Academic Senate**

Adrienne Foster, PhD (16)\*

Holly Bailey-Hofmann (16)

Laura Peterson (16)

Helen Young (16)

Kevin Considine (16)

(alternate)

**Administration**

Aracely Aguiar\*

Michael Goltermann

Iris Ingram

**AFT Classified**

Joann Haywood (16)\*

Sheila Jeter-Williams (16)

**AFT Faculty**

Richard Olivas (16)

Olga Shewfelt (16) \*

(alternate)

**ASO**

Chris Mata (17)\*

**SEIU 721**

Antoinette Simpson

**Teamsters**

Rebecca Tillberg

\*CC Exec Member

**President, Ex-Officio**

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 &****Institutional****Effectiveness**

Rebecca Tillberg

Carmen Dones

**Resource Development**

Aracely Aguiar

Katherine Boutry

**Technology**

Aracely Aguiar

Marcus Butler

Regarding 10100, the campus is considering building a residence hall with rooms for athletes. It may also serve for homelessness relief.

President Sprague informed the committee that the district has approved a \$3.3 billion bond measure for the November 2016 ballot. The current priority for this revenue is a combined Learning Resource Center and one-stop center for comprehensive student services. This would replace the current library building, which would be demolished.

The president noted that growth and budget were the principle priorities for the 2015-2016 year, and informed the committee that student success is an important priority for 2016-2017.

The president recognized M. Butler for his work with the Black Scholar program that sent ten students to China.

The president recognized the University of West Los Angeles for assistance with logistics and costs.

The president recognized J. Reyes for his role as ASO president.

O. Shewfelt noted how well the institution works when transparency is implemented, and articulated the need to safeguard the transparency that has been achieved. She acknowledged President Sprague for his leadership. She pointed out the accomplishments the college has made during his presidency.

**VII. 2016-2017 Goals — 2015-2016 Self-Evaluation**

The committee reviewed the completed self-evaluation for 2015-2016, noting that the revised mission statement had been approved by the board.

F. Leonard proposed a motion to start future meetings on time — accepted by consensus.

President Sprague informed the committee that he believes 100% of resource requests for instructional priorities will be funded, following some amendments to separate athletic spending from academic funding and removing items that are not materials.

President Sprague informed the committee that the vice presidents have been charged with hiring three approved classified positions.

President Sprague noted that one automotive mechanic has been hired, and one or two more may be hired within the next year. He expressed his position that the college needs to increase hiring for classified positions.

2016 Meeting Schedule: TBA 1-3 pm, SSB 414

**Vision** West – A gateway to success for every student.

**Mission** West Los Angeles College provides a transformative educational experience.



**College Council Chair**  
Fran Leonard (16)\***Academic Senate**

Adrienne Foster, PhD (16)\*  
 Holly Bailey-Hofmann (16)  
 Laura Peterson (16)  
 Helen Young (16)  
 Kevin Considine (16)  
 (alternate)

**Administration**

Aracely Aguiar\*  
 Michael Goltermann  
 Iris Ingram

**AFT Classified**

Joann Haywood (16)\*  
 Sheila Jeter-Williams (16)

**AFT Faculty**

Richard Olivas (16)  
 Olga Shewfelt (16)\*  
 (alternate)

**ASO**

Chris Mata (17)\*

**SEIU 721**

Antoinette Simpson

**Teamsters**

Rebecca Tillberg

\*CC Exec Member

**President, Ex-Officio**

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 &****Institutional****Effectiveness**

Rebecca Tillberg  
 Carmen Dones

**Resource Development**

Aracely Aguiar  
 Katherine Boutry

**Technology**

Aracely Aguiar  
 Marcus Butler

President Sprague said the college needs to initiate a process for hiring classified employees for large divisions outside of the CCIP and outside other prioritization. He cited the expanded Language Arts as a division that would merit a classified position.

O. Shewfelt inquired as to how positions recommended by collective bargaining agreements would proceed. President Sprague said an 1121 would be launched by sending to the district for approval. The division chair or the vice president of academic affairs can initiate the process. O. Shewfelt requested a codified process to sort out warranted and unwarranted requests. F. Leonard suggested the collective bargaining agreement will assist in meeting this request and agreed that the process should be re-examined and clarified. L Peterson asked if there is a formula. K. Manner responded that article 17 sets it at 20 FTEF. R. Tillberg suggested that this can be included in a prioritization rubric. O. Shewfelt suggested divisional council as a good forum to develop a process.

F. Leonard called for recommendations to improve efficiency. H. Bailey-Hofmann recommended insuring all committees have confirmed and updated the information on their websites including posted minutes.

Committee goals for 2016-2017 —

The committee agreed by consensus that all accreditation goals will continue, and all committee chairs will embed accreditation goals into their committee process. A meeting scheduled at 3:10 p.m. after the Council meeting adjourns, will cover this with committee co-chairs.

## VIII. Standing Committee Reports —

- A. Accreditation — Next meeting: September 12 at 3:00 PM in Winlock Lounge
- B. Budget — Next meeting: September 8 at 3:00 PM in SSB 414. The district has approved a \$42 million budget. H. Bailey-Hofmann requested information about safeguarding against active shooters. I. Ingram clarified that the budget committee would not commit to funding door locking mechanisms do to a lack of evidence demonstrating their effectiveness in an active shooter scenario. The committee is working toward establishing a camera network and an alarm system. It is also exploring backup measures including email and voicemail notifications and loudspeakers. I. Ingram also pointed to a need for an active shooter plan for each classroom. She noted that there is a district level blue ribbon committee charged with making recommendations. That committee has not yet reported out.
- C. Facilities — No report.
- D. P.I.E — Next Meeting: September 7 at 12:45 in SSB 414. The committee is in the process of instituting modifications to meet the accreditation recommendations. There will be a program review in spring 2017. K.

2016 Meeting Schedule: TBA 1-3 pm, SSB 414

**Vision** West – A gateway to success for every student.

**Mission** West Los Angeles College provides a transformative educational experience.



**College Council Chair**

Fran Leonard (16)\*

**Academic Senate**

Adrienne Foster, PhD (16)\*

Holly Bailey-Hofmann (16)

Laura Peterson (16)

Helen Young (16)

Kevin Considine (16)

(alternate)

**Administration**

Aracely Aguiar\*

Michael Goltermann

Iris Ingram

**AFT Classified**

Joann Haywood (16)\*

Sheila Jeter-Williams (16)

**AFT Faculty**

Richard Olivas (16)

Olga Shewfelt (16) \*

(alternate)

**ASO**

Chris Mata (17)\*

**SEIU 721**

Antoinette Simpson

**Teamsters**

Rebecca Tillberg

\*CC Exec Member

**President, Ex-Officio**

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 &**

**Institutional**

**Effectiveness**

Rebecca Tillberg

Carmen Dones

**Resource Development**

Aracely Aguiar

Katherine Boutry

**Technology**

Aracely Aguiar

Marcus Butler

E. 'Manner asked how to support the need for a new position without a program review. L. Peterson noted there is a process for that.

F. Resource Development — No report.

G. SEAC — No report.

H. Technology — No report.

IX. Student Success — No report.

The meeting was adjourned at 2:15 PM.

2016 Meeting Schedule: TBA 1-3 pm, SSB 414

**Vision** West – A gateway to success for every student.

**Mission** West Los Angeles College provides a transformative educational experience.

