

College Council Chair
Fran Leonard (18)*

Academic Senate
Holly Bailey-Hofmann (18)*
Marcela Hernandez (18)
Laura Peterson (18)
Anna Chiang (18)
Kevin Considine (18)
(alternate)

Administration
Aracely Aguiar*
Roberto Gonzalez
Iris Ingram

AFT Classified
Vacant (18)
Luz Nunez (18)*

AFT Faculty
Tim Russell (18)
Olga Shewfelt (18) *
Vidya Swaminathan (18)
Bonnie Blustein (18)
(alternate)

ASO
Stacey Perez(18)*

SEIU 721
Antoinette Simpson

Teamsters
Vacant

*CC Exec Member

President, Ex-Officio
James M. Limbaugh, PhD.

Standing Committee Chairs

Accreditation
Aracely Aguiar, ALO
Vacant

Budget
Iris Ingram
Olga Shewfelt

STUDENT SUCCESS
Michael Goltermann
Marcela Hernandez

Enrollment Management
Roberto Gonzalez

Facilities
Iris Ingram
Kevin Considine

Planning Institutional Effectiveness
Agyeman Boateng
Vacant

Resource Development
Aracely Aguiar
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Corey Williams, Iris Ingram
Aracely Aguiar

College Council Approved Minutes
December 7, 2017

1:30 pm
Winlock Lounge

Attending: Holly Bailey-Hofmann, Anna Chiang, Roberto Gonzalez, Iris Ingram, Fran Leonard, Jim Limbaugh, Luz Nunez, Stacey Perez, Tim Russell, Olga Shewfelt, Rebecca Tillberg

Guests: Agyeman Boateng, Ryan Cornner, Clare Norris

1. *Call to Order* – the meeting was called to order at 1:30 pm.
2. *Welcome* – F. Leonard welcomed College Council members to the last meeting of the semester.
3. *Minutes of November 2, 2017* – the minutes were approved as submitted.
4. *ASO Report* – S. Perez, ASO President, announced there will be an ICC Advisor Appreciation Luncheon on Friday, December 8, in the Fine Arts Courtyard from 2:30 p.m. – 4:00 p.m. Also, next week on December 13-14 from 7:45 am – 12:00 noon, ASO will be passing out materials like Scantrons, pencils, pens, and edibles for students to enjoy during finals.
5. *District Strategic Plan* –Dr. Ryan Cornner, Vice Chancellor of Educational Programs and Institutional Effectiveness, reported on the development of the District Strategic Plan for 2018-2023. There are four goals:

- Goal 1 - Access to Educational Opportunities
- Goal 2 - Premier Learning Environments
- Goal 3 - Student Success and Equity
- Goal 4 - Organizational Effectiveness

Dr. Cornner shared some questions with Council members he received from other colleges in the district:

- Where is the money? The district’s priorities will be established first – then the goals will be articulated and the funding sources will be identified. The target is to move up to 50%+ funding.
- Do we have to achieve the target that is in district’s strategic plan? – No, we don’t have to achieve the target that is in the district’s strategic plan.
- What is the colleges’ responsibility towards these different targets? Each college will be looking at how they can contribute their goals to the district strategic plan.

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Dual enrollment agreements - West has increased its high school outreach and will probably overachieve. There is a difference between each college and they should not all be treated the same. Each college will look at how they can contribute their goals to the district strategic plan. Next step is that the District Planning Committee will be looking at what we want to prioritize and then this will be brought to District Budget Committee. F. Leonard asked Council members if they were ready to approve the District Strategic Plan.

ACTION: There was consensus from Council members that the District Strategic Plan be approved. This recommendation will go forward to the President.

6. *Updated Enrollment Management Committee Charge (EMC)*– copies of the EMC were distributed to Council members. F. Leonard asked if Council members approved this charge.

ACTION: There was consensus from Council members that the updated charge and membership of the Student Success Committee, including dual reporting to both the College Council and the Academic Senate be approved. This recommendation will go forward to the President.

7. *Creative Leadership Retreat* – F. Leonard announced this will be held at the start of the spring semester on Friday, February 9, 2018. This retreat will focus on the creativity initiative proposal that is the brainchild of Katherine Boutry of Language Arts. There will be a session on Guided Pathways and F. Leonard encouraged Council members as ambassadors to share this with their faculty.

ACTION: There was consensus from Council members that the Leadership Retreat, in collaboration with Creativity Studies, the Spring Summit (ATD Data Team, and the Student Success Committee. to be held on February 9, 2017) be approved. This recommendation will go forward to the President.

8. *Standing Committee Reports*

Accreditation – no one was present

Budget – I. Ingram reported that there are programs that have yet to submit budget plans for their SFP categoricals. Everyone should submit their plans as soon as possible for the general fund 10100. West is projecting a positive fund balance for the general fund. Any campus that is showing a negative balance must be covered by reserves. West will not be receiving any more money and cannot save the district. The district is extremely concerned with the loss of enrollment due to a number of factors.

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9. *Enrollment Management* – H. Bailey-Hofmann reported that at the last meeting, the committee elected Jo-Ann Haywood of AFT Classified Staff as co-chair.

10. *President’s Report* –J. Limbaugh arrived to the meeting and reported that the new SIS system presented some enrollment issues. Enrollment is the all-encompassing topic at West now and stated we will most likely make our enrollment target for winter. West is building high school outreach back up.

11. *Facilities Committee* – I. Ingram reported they are on track with all projects and are completing other smaller paving projects. ADA accessibility projects – Lot A, lots 1 and 2 and the pathway between MSA and parking structure will be taken out of commission. The sound wall or blanket along Freshman Drive that separates the college from the homeowners cannot be removed due to district policy. It is extremely expensive to repair this blanket. The committee is trying to attach the repair of this work to the construction work of the TLC and Watson Center. When they are complete, part of the construction money will be used to take down the entire sound blanket but this will not happen for another two or three years.

12. *PIE – Program Review* –F. Leonard announced that R. Tillberg will be retiring at the end of the month as Dean of Research and Planning and as co-chair of this committee. On behalf of the Council, F. Leonard thanked R. Tillberg for her outstanding service to the committee and was presented with a certificate of appreciation.

A. Boateng reported on the new program review process and will be available to meet with anyone who wishes his assistance with this. Due date for submitting each division’s program review is March 2, 2018.

13. *Student Success* – C. Norris reported that the revised committee charge was approved by Student Success Committee at their last meeting. A motion was made to approve the revised charge of the SS Committee.

ACTION: There was consensus that this revised committee charge will go forward as a recommendation to both the Senate and the President for approval. This committee will be meeting the second Wednesday of every month next year.

14. *Technology* – I. Ingram reported that the college is in a district wide contract with Measure J. The college is looking into upgrading some of the classrooms that have no SMART technology. The district has moved to a base called Utology for AV equipment. It is the next generation and all nine colleges as well as district office will move to the Utology platform.

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Measure J dollars will be used to install equipment where technology is old and breaking down and a plan is being worked out for the installation of this equipment with L. Calderon and N. Dang.

Due to the retirement incentive, there will be 19 vacancies at West as of January 2, 2018.

- 37% of our FTES are in Distance Learning – combination of online and hybrid
➤ 74% of enrollment growth is based on online programs
➤ 351 hybrid and online sections – fall 2017
➤ West was ranked #2 as the best online school in California
➤ West has agreements with 11 high schools
➤ Working on a satellite campus at Dorsey High School
➤ POPP generates over 100 FTES a year and is located at the LAPD Ahmanson Recruitment Training Center in Los Angeles.
➤ West has been a leader in the state on how to become a college that offers bachelor degrees.
➤ Allison Tom-Miura has been building adult education courses off site.

F. Leonard announced she will be retiring at the end of June next year.

The meeting adjourned at 2:50 p.m.

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