

College Council Chair

Fran Leonard (18)*

Academic Senate

Adrienne Foster, PhD (17)*
Holly Bailey-Hofmann (17)
Laura Peterson (17)
Anna Chiang (17)
Kevin Considine (17) (alternate)

Administration

Michael Goltermann (Interim)
Iris Ingram

AFT Classified

Joann Haywood (17)* Sheila
Jeter-Williams (17)

AFT Faculty

Tim Russell (17)
Olga Shewfelt (17)*
Vidya Swaminathan (alternate)

ASO

Jesus Reyes (17)

SEIU 721

Antoinette Simpson

Teamsters

Rebecca Tillberg

*CC Exec Member

Ex Officio

President

James M. Limbaugh, PhD.

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

Vacant
Kathy Boutry

Technology

Vacant
Vacant

Approved Minutes

May 4, 2017

1:00 pm

SSB 414

Attending: Aracely Aguiar, VPAA, Anna Chiang, Academic Senate; Adrienne Foster, Academic Senate; Iris Ingram, VPAS; Holly Bailey-Hofmann, Academic Senate; Michael Goltermann, VPSS; Jesus Reyes, ASO; Olga Shewfelt, AFT Faculty; Vidya Swaminathan, AFT Faculty; Rebecca Tillberg, Teamsters; Sheila Williams, AFT Classified

Guests: Carmen Dones, Maria Mancina, Kimberly Manner

1. *Call to Order.* The meeting was called to order at 3:10 p.m.
2. *Minutes of March 2, 2017.* The minutes of March 2, 2017 were approved with the following changes: Olga Shewfelt’s comments will be revised.
3. *President’s Update.* Jim Limbaugh gave an update on the latest developments at the college. LACCD Retirement Incentive – he cannot go forward on this until the Board approves this next week on May 10, 2017. Dr. Limbaugh reported that only 80% of faculty retirees will be replaced. The rest will be replaced with adjunct faculty. He has expanded his Presidents Cabinet to include all the deans now as cross collaborating with each other on Monday mornings will be helpful. Carmen Dones will be attending all of these meetings to represent Workforce and CTE Collaborative in place of Mark Pracher.

The announcement for a permanent Vice President of Academic Affairs is posted now at the district employment website and the search has begun. The Vice President of Student Services has been selected and he will start here June 7, 2017. Dr Roberto Gonzales comes from Santa Monica College and has served most recently as a Dean with dual reporting responsibilities to both Academic Affairs and Enrollment Development. Workforce, grants, and pathways, don’t have structure now. The loss of a large percentage of classified staff retiring this fiscal year due to the retirement incentive will cause a halt in Admissions and Records. More staff are working longer hours and this is impacting all divisions at this college and in the district.

S. Williams reported that Admissions has one training for users that will be viewing and assisting students to enroll in classes. There will be another session conducted in June for faculty and staff.

Measure CC Update – Dr. Limbaugh held the second of two meetings on this. There will be a list of projects and he is not quite sure what it will be. The Board is taking the projects and arranging them based on categories. West’s role is to make a strong positive presentation to the Board to show that West is a growing institution and that we are asking only for one building.

Dr. Limbaugh requested College Council members to convene a study group or ad hoc group to help review and develop a recommendation for a grants process. The college has to have a grant process that aligns more clearly with institutional and academic programs. There has to be a way where grants are being reviewed in a transparent process. Dr. Limbaugh will be sending Council members a document to review as faculty and administrators with a deadline targeted at the start of fall. O. Shewfelt asked if there is enough time to review this grants process as there will be only one more College Council meeting in June and requested

F. Leonard to hold one more College Council meeting in early August.

4. *Discussion of Enrollment Management Committee (EMC) -*

Fran opened this topic up for discussion – O. Shewfelt addressed College Council members in the process of making our Union better by collaborating with the various college bodies through the shared governance process. O. Shewfelt reminded College Council members they have to be the guardians of the formation of enrollment management. The president has been amenable to accepting the recommendation as a shared governance committee.

F. Leonard stated that as a college we should continue the practices that have been successful and fold into our shared governance structure. The other part of shared governance part should be brought to College Council since it would be a standing committee of College Council. F. Leonard stated we don’t want something that is so onerous that implementation is bogged down. There needs to be a working group. B. Sprague had approved the recommendation from College Council some months ago and Dr. Limbaugh is working on his response now to College Council. F. Leonard will get the response from B. Sprague to College Council that was passed months ago and send to College Council members.

More discussion followed on the formation of an EMC. H. Bailey-Hofmann reported that other colleges within the district have formed enrollment management committees and are doing well and we should look at their models.

Ara Aguiar reported on the guidelines that Academic Affairs has to follow when adding, cancelling and retaining classes. EMC could create that

policy as a guideline for retaining classes, cancelling classes, etc. The EMC could establish some kind of criteria for adding classes. Operations and policy could be complimentary to each other. Scheduling is under the purview of the administration at the college and the class that's scheduled into it is under Academic Senate.

5. *ASO Update.* J. Reyes, ASO President, announced that he is graduating in June from West and is transferring with a full scholarship to UCLA.
Food Pantry – Professor Melinda Smith of Health and Kinesiology has formed an alliance with a food company that has a surplus of leftover fruits and vegetables every week. The Food Pantry will be picking up the food on Tuesday evenings to have them delivered on Wednesday. They will start with 40 pounds of food delivered on a weekly basis.
6. *Recommendations*
 - A. Approve Prioritized Resource Requests, P.I.E.
R. Tillberg reported that their initial requests totaled 240.
There was discussion of prioritization of requests. F. Leonard stated this item will be held over to the next College Council meeting on June 1, 2017 for action.
 - S. Williams addressed College Council about the problem of student workers supplanting work that fulltime classified staff could be doing in departments.
 - B. Recommendations 3 & 5.
There was discussion of Recommendation 5. Since Recommendation 5 is the classified staffing plan and is under the purview of management, this is a management decision based on district rules.
Recommendation #5 will be looked at by AFT Classified.
 - C. Objective 3.3.5 – Programs & Services Responsive to Student Needs – Create baccalaureate programs where feasible - from Ed Master Plan.
College Council cannot take action on this as it is not under the purview of College Council.
 - D. College Scorecard – Student completion rate at West is 37% below the district average and state average. West's completion rate is below all others. Persistence rate – students at West do a little better than others as students like West.
Transfer level rate – West's English transfer level rate is above others.
7. *Resource Development Committee.* F. Leonard stated the college will temporarily suspend RDC until a new Administrative Co-Chair is selected.

West Los Angeles College

COLLEGE COUNCIL

The meeting adjourned at 3:00 p.m.