College Council Approved Minutes
November 3, 2011
1:00 pm - Winlock

Attending: Ara Aguiar for Rebecca Tillberg, Bruce Anders, Allan Hansen, Joann Haywood, Fran Leonard, Zulma Mena, John Oester, Betsy Regalado, Abel Rodriguez, Olga Shewfelt, Yvonne Simone for Adrienne Foster, Bob Sprague, Helen Young

1. The meeting was called to order at 1:00 pm by Fran Leonard.

2. The minutes of October 6, 2011 were approved with the following two corrections:

   Zulma Mena attended for Local 99 and there was a typo on page 3, last paragraph, “securities” should be “security.”

3. President’s Report
Bob Sprague reported on behalf of President Nabil Abu-Ghazaleh.

Construction Updates

Student Services Building – Bob Sprague reported on the status of this building. Move-in is anticipated to be January 2012.

General Classroom Building – furniture is being moved into the building and people are able to walk into the building without hardhats.
TLC - approval to start construction of the TLC building is not yet cleared. The Board has authorized the Chancellor to put construction on hold while they complete a review, and the college should be more certain about start dates for construction in December after they complete their review.

Dance, PE and Athletics – the Dance facilities and programmed improvements are on track.
Classrooms in D bungalows – Classes in the D Village are being moved to existing classrooms on campus to allow for the removal of D bungalows.
Classified and academic employees – the college is looking at A 8-11 and A 12-13 as possible spaces to relocate WISE, YBS, Development, and Extension.

4. Chair’s Report – Fran Leonard reported on the day’s activities for the Leadership Retreat on Friday, December 2nd on campus, which is also the kick-off for Achieving the Dream. The schedule and breakout session descriptions will be in WestWeek on Monday.

5. Items and Issues for Consideration/Action
A. Approval of Merged College Governance Proposal
The president has reviewed the composition of the College Council Executive Committee.

John Oester also submitted items for consideration. Fran will send out a redlined college governance proposal to College Council members for their review.

6.A. Accreditation - Fran reported that she received input on the self-study report from individuals including senators who volunteered to read the self-study. Alice Taylor is continuing to make final edits and there is some reordering of substandards. Updates made on the recommendations from the 2006 accreditation team visit were distributed and shared with College Council members. There was discussion of Recommendation #13– to condense into a user-friendly governance handbook as suggested by one member.

The ACTION ITEM to accept West’s self-study report has been postponed until an edited version of II.A is posted that responds to a number of items brought to the Council by Bruce Anders, including mention of how the Educational Master Plan meets the components of the mission, ongoing faculty discussions re. prerequisites. The list was shared with II.A co-chair Judith Ann Friedman and Alice Taylor, the report’s editor.

Wednesday, November 30th is the deadline for hard copies of the self-study to be in Yasmin Delahoussaye’s office at the District.

To prepare for action on the self study report, Council members should review self-study drafts posted. Another College Council meeting will be scheduled for Thursday, November 10th – at 1:00 pm with this one action item as the agenda.

The Planning Committee has been charged to review the college mission, vision and values statements in a six year cycle. The next review would occur in the spring of 2017, a year before the next comprehensive self evaluation for accreditation.

Staff Development – There are some funds for conference activities, some funded by grants, some funds for college tuition reimbursement, staff diversity fund, and specific allocated amounts in one or two grants that have been used for the Tech Fair.

6.C. Facilities - Emergency Preparedness – Allan Hansen is working with Ray Shackelford – for fire drills – looking at another drill probably this month. The committee will meet on Monday, Nov. 14th at 11 am in D8. Another drill will happen this month.


Updating college web pages – right now there is no one in charge of web page. Each office should take charge of their web pages. Training for front page is scheduled.
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College Council Mtgs. 2011-12 – Winlock Lounge
Usually, the 1st Thursday of each month from 1 to 3 p.m.
Sep 8, Oct 6, Nov 3, Dec 1, Feb 9, Mar 1, Apr 5, May 3, Jun 7

In January. This would be a good one for Tech Fair.

A recommendation to review all college webpages to insure they are accurate, clear, consistent in design and layout and lacking redundancy and to assist departments and divisions in maintaining their web pages, provide the necessary training passed with consensus.

Facilities Committee Charge was distributed to College Council for review and was approved by College Council today.

The College Council recommends that the president approve the charge of the Facilities Committee.

Facilities has lost two custodial supervisors.

A recommendation to hire a custodial supervisor was approved by consensus.

There are three positions, only one of which is currently filled. This position was recently vacated. This has no budgetary impact.

Reports from Learning Communities – Puente, UMOJA,
A report from Puente will be presented at the December 3 College Council meeting.

Agenda for future College Council meetings:
1. items that were recommended to President
2. Recommendations that have been made and the current status of each.

There was discussion of the $800,000 surplus which will be carried into next year. West will have a $1M deficit – next year will be bad for everybody except East and Pierce.

Michelle Long-Coffee conducted a survey of how many people view our college websites in every department. There was a review of who are students at West and discussion of the following three policies:
a student can enroll in up to 19 units - students can only repeat a course up to 3 times.
This policy will not take effect until July 1, 2012 East, Valley and Trade will have winter 2012 sessions.

Program Review – next meeting in November will be looking at SLO questions. The committee is working with Mary-Jo Apigo and Todd Matosic on this.

Technology Committee - VP Sprague reported that things are working well and are functional. He passed out a formal statement with four recommendations to the College Council for its consideration/possible action:
- The committee requests reports back from IT, Plant Facilities and the Sheriff’s Office so that the committee can review and disseminate the information to the campus.
- The committee requests a written report on the status of having wireless campus wide through the Facilities Committee.

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- The Technology Committee accepted IT’s report on the discussion points #10, #11 and #12 from Divisional Council, College Council and the Academic Senate. (See attachment.)

Resource Development Committee- VP Sprague presented a formal statement from the Committee to the College Council that the Revenue Enhancement Initiative produced approximately $2 million to the college’s operation budget for 2010-2011.

For the year 2010-2011 the Revenue Enhancement Initiative contributed approximately $2 million to the college’s general operating budget, primarily through salary transfers for regular employees to grants.

Actions from the Technology Committee meeting of September 20, 2011 to placed on the meeting agenda:

1. That the Technology Committee receive reports back from IT, Plant Facilities, and Sheriff’s Office so that the committee can review and disseminate them to campus.
2. That West look at a plan for a web-based content management system for multi-use including the staff that might be required for this. RECOMMENDATION – approved by consensus.
3. The Technology Committee will ask for a written report from Turner of the status of having wireless campus-wide through the Facilities Committee.

Regarding a proposed recommendation for Council consideration from Standard IV.A, Olga will provide the wording for this for the next Council meeting.

The meeting adjourned at 3:15 p.m.