Joint Administrative Council and Divisional Council Committee
Meeting Summary
Monday, October 12, 2009
12:00 p.m., HLRC 4th Floor


Vicky Nesia (Recording Assistant)

Absent: Patricia Banday, Marcus Butler, Eloise Crippens, Betsy Regalado, Abel Rodriguez, Jack Ruebensaal, Olga Shewfelt, Patricia Siever, Lloyd Thomas

The meeting was called to order at 12:12 p.m.

1. WELCOME
   a. Your Items
      i. Computer Theft in CE105A (A. Chiang): A computer was stolen from CE 105A, and the theft was able to decode the lock combination. To avoid repeating the incident in the future, the college needs to come up with a security procedure for computer rooms. Next year, I.T. will put the LoJack system to any equipment that costs more than $2,000.

         Action: Form an ad-hoc committee to come up with the college policy and procedure for securing the computer rooms.

         Progress: A meeting to discuss the issue has been set up.

      ii. Naming Convention Survey (M. Long-Coffee): The survey deadline has been extended to Wednesday, October 14. Everyone was encouraged to give a feedback.

2. PRESIDENT’S OFFICE:
   a. Building Program Update: M. Long-Coffee has sent out a survey on behalf of the Building Program Management Committee regarding the new building naming convention. The result will be presented to the BPMC.
The college continues working with the Home Owners Association (HOA) to remedy the effects of the campus construction projects. West is the only college in the District that has an MOU with the HOA, and it puts many restrictions to the college construction work. West had consulted with the District on revising the MOU to take away some of the restrictions and also mitigate the effects for the West community. Any new updates will be reported to the committee.

b. Linking Program Update: A handout on revising the unit plan was distributed. The four major master plans (Technology, Education, Facilities and Student Services) will be used as the basis in revising the college mission statement and strategic goals. The link between budget and the planning process needs to be clearly shown. In revising the unit plan, divisions should connect items to the mission statement and prioritize them for the budget purposes. Prioritized items that require budget allocation will be reviewed, and over time may be able to be funded.

c. Basic Skills Plan for 2009-2010: The Basic Skills Committee meets regularly and have continuing goals under the Educational Master Plan. One of them is to improve the program’s coherence.

A concern was brought up regarding the readiness of the K-12 students who are enrolled in the beginning Math classes. Many of the students are not doing well in the class. It was pointed out that these students are exempt from taking the assessment test and the prerequisite requirement.

Action: The issue is referred to the Enrollment Management Committee for further discussion.

d. Evening/Weekend Administration: The day-time operator switchboard message will be changed to improve effectiveness. The proposed draft was distributed for everyone’s review and feedback. Please send the feedback to V. Nesia.

e. Meeting Room Manager: The Work Environment Committee has completed its recommendation regarding the new software. The committee will work on finalizing the policies and procedures regarding the implementation of the software. It is scheduled to be implemented within two to three weeks.

f. College Development and Advancement (Fundraising): M. Long-Coffee is developing a website to organize fund raising activities and sponsorships that will run separately from the College Foundation activities as well as grants development. A draft of the website will be presented at the next meeting. Another project that is currently being developed is the new Alumni Association.

g. Leadership retreat, November 6th (F. Leonard): The basis of selecting the theme Tool Up and the break out topics is how can we improve, what are the strategies we can use and how can we use them effectively regardless of our roles. Division chairs were encouraged to get the word out to their faculty. The limit on the numbers of participant has been increased from 84 to 105 including the presenters.
3. **SAFETY AND SECURITY REPORT** (D. Inana): One minor incident was reported. Everyone was reminded that request for a guest parking permit needs J. Oester’s approval.

4. **DIVISION REPORTS**

   a. **Academic Affairs Reports**: 25 courses will be offered for the Winter 2010, and 50% of the classes will be offered online. On-campus classes will be scheduled in the D Complex. The projected 100 FTES generated by the winter session can be used to fulfill the college FTES goal for the year. The decision regarding the summer session has not been finalized; but the plan is to offer it in July, so it can be funded using the next year’s budget.

   Notification was sent out by the Academic Affairs to faculty who are delinquent in submitting their rosters. The instructors were reminded of their contract obligations, and a U Notice will be issued as part of their evaluation. Instructors can submit the rosters online. Signature page is no longer required.

   Emergency Preparedness meeting will take place in the next few weeks in preparation for the flu emergency. Faculty need to be prepared on how to use the online system for grades, etc., in case of a campus closure.

   i. **Grants Management Office Report**: Divisions are encouraged to brainstorm ideas for the pursuance of funding opportunities. Ideas can be discussed in the division advisory meeting to gain external support.

      - Verizon awarded $66,000 to the Student Services Division, and District Office and Mission College as collaborators, to work with 200 high school students who are considered at-risk. The students will receive assistance with their educational plan for finishing high school and continuing to a two-year college.

      - Department of Education awarded West with the Predominantly Black Institution (PBI) grant that will be used to increasing the number of African-American students in the Aviation Technology program.

      - Four new proposals were submitted last month in response to a grant opportunity from the following institutions: Office of Minority Health; National Science Foundation; Department of Labor; and a partnership with SEIU, Kaiser Permanente and the LA County.

      - Other activities that were going on: discussion to help support the UMOJA Program, discussion with the LAUSD and LAPD for a transition program to careers in public safety, attendance in a workshop sponsored by the United Negro College for a possible long-term funding, discussion with the CCUSD and Chapman University to create a 2+2 pathway in the arts in response to President Obama’s American Graduation initiative for community colleges, and discussion regarding opportunity from the Environmental Protection Agency.
b. **Student Services Reports**: The winter schedule will be done in a flyer format. The spring printed schedule will be ready by the end of the week, but there will be no mini version. The cost saving will be used to assist some other services.

Notification of Registration via e-mail would go out this week. Student who does not have an e-mail on file will receive a paper letter with a warning that this will be the last one. The STEP system will be eliminated as of January 1, 2010. The usage was down to only two percent district-wide last semester.

Title V issued a new 30-unit limit on remedial courses with the exception of DSPS and ESL students. The district was cited for not being in compliance. The 77 students who were considered in the danger zone haven been notified and given advice on how to proceed.

Representative from the UC, CSU and LMU campuses will be available in the Transfer Center to assist the students with their questions and applications.

Information regarding the H1N1 flu shots will be ready by tomorrow. October is Domestic Violence Awareness month, and instructors can contact S. Rouzan-Thomas if they would like to invite a speaker to their class.

The Student Health Center is on the waiting list for getting the H1N1 flu shot. Available dates will be announced. ASO will host a College Fair on October 29, and a fund raising event for the Rodriguez Memorial Scholarship on November 18. The ASO executive officers are Ebonea McAlister, president; Brandy Ruiz, vice president; Juanita Doris-treasurer and Jose Medina, chief justice.

c. **Administrative Services Reports** (J. OESTER): WEC made a recommendation to fill six of the custodial vacancies. The recommendation will go to the Budget Committee, College Council and then the president for approval. At the last Budget Committee, only two voting members were present. M. Rocha stressed the importance of members’ participation in the shared governance committees to give their input and consent so that things can move forward.

A leak problem in the HLRC elevator pit required the building’s water to be shut down. HLRC was put on fire watch status, and repair work is in progress.

The meeting was adjourned at 2:39 p.m.