Joint Administrative Council and Divisional Council Committee  
Meeting Summary  
Monday, November 9, 2009  
12:00 p.m., HLRC 4th Floor


Vicky Nnesia (Recording Assistant)

Absent: Abraha Bahta, Isabella Chung, Scott Feinerman, Eric Ichon, Rod Patterson, Abel Rodriguez, Sherron Rouzan-Thomas, Jack Ruebensaal, Olga Shewfelt, Barry Sloan

The meeting was called to order at 12:24 p.m.

1. Welcome
   a. Your Items
      i. Computer Room Security Policy (JA Friedman): A draft of the Classroom Security policy was distributed for everyone to review, and any feedback is to be sent to JA Friedman.

         Task: JA Friedman will collect everyone’s input and provide the revised policy at the next meeting.

2. President’s office
   
   • Campus Retreat, November 6, 2009: M. Rocha thanked the Leadership Retreat Committee members for the hard work and made it a great success. Survey monkey will be sent out to get feedback that will be used toward planning for next year’s retreat, self-study and program review.

   • Planning and Program Review: College Council continues to work on the planning and budget linking concept. On the Program Review side, the College Council and Program Review
Committee will work together in trying to incorporate the SMART Goals from the retreat into the division’s Program Review.

- **Basic Skills Plan for 2009-2010:** M. Rocha illustrated and addressed his vision on a new Basic Skills mapping concept that can assist students with certificate or degree achievement as well as increasing the transfer rate. He would like to begin the discussion for coming up with a model that will work for the college.

- **Management Committees – Building, Enrollment and Grants:** M. Rocha gave an overview of each of the management committee and its function. The three management committees make recommendations on related issues based on the discussion. The meetings are open to anyone who would like attend.

- **President’s Office – Evening/weekend administration and Meeting Room Manager:** Evening administrator is now provided with the key to the A13 Building. The EA route list gets forwarded to Dean Friedman who will share the information with the respective division chair.

  The draft policy and procedure on the new Meeting Room Manager is currently being reviewed and discussed by the WEC. The new application is estimated to go live in the spring semester. A training session will be provided to those who will do data entry. **Update will be provided at the next meeting.**

- **College Development and Advancement (Fundraising):** The creation of the Office of Development webpage is in progress. The page will include information on fundraising and donor opportunities, alumni connection that is currently available through Facebook, etc. A third-party vendor will be contracted to manage the online donor feature. **Please send any feedback to M. Long-Coffee.**

- **Emergency Preparedness – Drill, Callbox System, Phone Tree:** 27 new wireless callboxes have been installed in the various places on campus and parking lots. They can also be utilized as a Public Address System in case of an emergency.

  The College planned to hold an unannounced fire drill before the Thanksgiving holiday, so everyone is encouraged to review the emergency plan on the website. Faculty should update their students’ phone tree, so they can keep a contact with their students in case of a college shut down.

3. **Safety and security report** (D. Inana): No significant incidents were reported. The Sheriff’s Office has been working with L. Thomas regarding the necessary steps in case of an active shooter on campus. They put together a list of steps that will be distributed to everyone.

  Last week while attending an off-campus meeting, D. Inana got a call regarding a possible gas leak. He asked everyone to instead contact the Sheriff’s Office at 4314 in case of an incident, so that the situation can be handled immediately.
Task: J. Oester will create a draft of the Public Address script for the committee’s review and approval.

4. Division reports

- **Academic Affairs Reports:** The deans of Academic Affairs invited division chairs to attend a meeting regarding the scheduling process and procedure. The meeting is scheduled for Tuesday, November 10, at 2:30 p.m. in HLRC, 4th floor. A new concept to be introduced is the mapping of programs and the class schedule. This will help with the student success efforts.

  R. Tillberg handed out the degrees and certificates report showing data for the last six years. Certificates have increased by about 50% over the last 4 years; and in terms of degree, the highest number is in Liberal Arts.

  i. **Grants Management Office Report:**

      - Not discussed.

- **Student Services Reports:**

  - Important dates:

    The date for the 2010 commencement ceremony is June 8, 2010, at 5:00 p.m. in the Athletics Field. The Commencement Committee will meet soon to start with the planning. Anyone who has any feedback on the commencement speaker to please send it to Celena Alcala.

    The deadline for the UC and CSU Transfer application for the Fall 2010 is November 30, 2009.

    - A. Saryan, District I.T. staff, gave a presentation on the new Online Alert Roster application. Faculty members are encouraged to use the new system that will go live in the Spring 2010. The new program will be made available in January 2010 for faculty to familiarize themselves with the features.

- **Administrative Services Reports:**

  - A. Hansen gave an update on the repair work on the HLRC elevator pit. The total cost is approximately $40,000, and he is working to get the District insurance company to cover it.

  - The request for six additional custodial staff has been approved; however, with the new campus expansions, the college will still be understaffed. Plant Facilities is working with the WEC and the Budget Committee to anticipate any future needs.
• R. Monroe’s last day is December 31, 2009. His retirement party has been scheduled for Friday, December 11, 2009. Official invitation will be sent out soon.

5. **Odds/Ends (added)**

• M. Rocha congratulated P. Siever for being elected as a member to the Board of Culver City Unified School District and thanked her for her service to the community.

• M. Rocha mentioned a case of student behavior discipline that had occurred recently. He expressed his disapproval of student misconduct and its effects on the college learning environment. The administrators will work with faculty leadership to come up with campus policies for dealing with student misconduct.

  **Task:** J. Oester and D. Inana are assigned to review the procedure and upgrade the community based policing.

  B. Regalado will develop a document for faculty.

• International students program is up and running.

  **Task:** M. Rocha will meet with the people who are involved in the program for an update.

The meeting was adjourned at 2:16 p.m.