Joint Administrative Council and Divisional Council Committee
Meeting Summary
Monday, October 11, 2010
3:00 p.m., HLRC 4th Floor


Guest: Mary-Jo Apigo

The meeting was called to order at 3:02 p.m.

1. Welcome

2. IT Presentation: N. Dang gave a presentation on IT Vision of the Future focusing on what might happen in the next two years. A copy of the presentation was distributed. Included in the presentation were the following: scope of current construction infrastructure project, general goals and solution components. Further discussion would be done during one of the break-out sessions.

3. Building Program Management Committee
   a. Space use inventory: A study on space use inventory will be done and completed in the next few months. The study will look at programs and spaces. The study is initiated so the college can ensure that the “orphan” programs will have permanent location. The study will be done with feedback from stakeholders, administration and the divisions.

4. College Budget: R. Joyce announced that the college is projected to be in $1.6M deficit. In addition, there is a shortfall in categorical funding. The District has not determined where to allocate the $73M carried-over money. The college needs to deal with the shortfall issue. More update will be given in early November.

5. Grants Management – new direction: Approximately $1.5M grants money is used to support college general funds, so planning for the future is crucial especially with the anticipated budget deficit. The grants management committee charge and name will be reworked, so the committee will have a broader scope that will include grants, contract education, revenue enhancement, etc. R. Sprague will be asked to share grants information at the next Joint Council meeting. A proposed new name for the committee is Resource Development Committee.

Other grant updates are as follows:

- West received one Title V grant in collaboration with LA City College. This was the only Title V grant awarded to LACCD colleges this year.
- $1M FIPSE grant was awarded for the Book Rental program. The money will be used to establish and institutionalize the program. It is also the first grant developed as a joint partnership
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between Academic Affairs and a student support area.

6. **Vice President Reports:**

- **Student Services:** Everyone was reminded to check WestWeek for up-to-date postings of student activities. Faculty were encouraged to use the alert roster as one way to communicate with students.

- **Administrative Services:** Deputy Inana reported on a fire incident that had occurred on PXP property on the hillside east of College Road. Fire department quickly put out the fire and no injury had occurred. He reminded faculty members to keep classroom doors locked to ensure the safety of equipment.

  J. Oester and A. Hansen will be working on updating the college emergency preparedness plan. Ray Shackelford, a faculty member, will be invited to take the lead in the effort.

- **Academic Affairs:** A substantial cut will be expected for spring. R. Sprague appreciated divisions’ cooperation with the process.

7. **Break-out sessions topics:** 20 minutes break-out session was followed by group report.

  a. **Follow-up on IT presentation: Questions, comments and clarification (Wireless):** The process of updating IT is quite complex. IT plans to standardize the technology on campus and build a central control system. West has been given additional personnel support by District to assist with the infrastructure update. There will be an opportunity in the future to give input on the technology update.

  b. **Tech Fair and staff development needs:** West’s Tech Fair is ahead of other colleges in the district. There are over 92 sections available for faculty and staff with additional training time slots to be scheduled to accommodate adjunct faculty’s schedule. New to Tech Fair is the idea of opening a few trainings to students such as the ePortfolio that is being used in classrooms. Tech Fair will also try to expand beyond staff development and start looking at other areas such as student success.

  c. **JACDC format/topics:** The break-out session is a good idea as a means of increasing interactivity; however, the reporting aspect should not be left out. Other suggestions for the meeting format include the following: Q&A, problem solving, and input. Example of topics that can be used for group discussions are as follows: any big changes in the three major areas—student services, administrative services and academic affairs; emergency procedure update; grants; learning communities; budget; classroom management; who are our students, etc. Having lunch as part of the meeting is also a good opportunity to interact and catch up.

  d. **Q&A on Building Program:** Bond projects budget summary and causes of budget over commitment were explained. Building Program Management Committee and College Council have been working on recommendations to the president such as building the Teaching Learning Center, cancellation of several contracts and project prioritization. The president has been and is still in communication with District and Build-LACCD regarding the building program.

8. **President – Absence:** R. Joyce announced her scheduled absence from October 18 through October 27. She will be checking her email and phone messages during her absence. The vice presidents will be responsible for their respective areas while she is gone.

The meeting was adjourned at 4:39 p.m.