Joint Administrative Council and Divisional Council Committee
Meeting Summary
Monday, September 14, 2009
12:00 p.m., HLRC 4th Floor


Absent:  Steve Aggers, Celena Alacala, Patricia Banday, Marcus Butler, Eloise Crippens, Mary Anne Gavarra-Oh, Lawrence Jarmon, Michelle Long-Coffee, Vanita Nicholas, Jack Ruebensaal, Olga Shewfelt, Patricia Siever

Guests:  Leighton Hickman

The meeting was called to order 12:16 p.m.

1. WELCOME
   a. Your Items
      i. Job Offer from Local Companies to Vocational Students (A. Chiang): Are there any procedures, forms, or policies on job referral to students due to liability issues for the college/district? The LACCD policies on Student Records (Catalog, page 12) note restrictions on releasing student’s information. Instructors should not give out student’s information to any outside organization. Instructors also need to exercise caution in disseminating job opening solicitations to protect the students.

      Workforce Development would post job announcements only for employers that have a relationship with them. Dental Hygiene uses blogs to announce job openings to their students. Recommendation: to set up a career placement office on campus using grant money.

      ii. Accreditation, Program Review and College Council (F. Leonard):
          - Planning report for year 2009-2010 has been scheduled for Wednesday, January 27, 2010. There will be openings for co-chairs for four major standards and sub standards. Faculty participation is crucial to the whole process.
• Information Technology has helped acquiring software that can be used to gather and organize documents for the reports writing process.

• Program Review will be moving forward. The progress since the last accreditation team visit could be seen. Chairs were reminded about the importance of being well-informed and be able to explain as well as align information that will show West as a well-functioning institution.

2. **PRESIDENT’S OFFICE:**

a. **Building Program Update:** Everything seems to be on schedule. Math and Science (MSA) building will be ready in February 2010 for the spring semester. Fall classes that were scheduled in the MSA have been moved to the D buildings. Each room in the D buildings can seat 70 students, and all of them are smart classrooms equipped with a projector and a computer. The rooms will be utilized for at least three years to come. General classrooms and Student Services Building will be ready in the summer of 2010 or at the beginning of the fall semester. The new street that will connect to Jefferson Boulevard will also be ready for the spring semester.

b. **Budget Update and Actions:** West needs to look at ways to deal with the permanent decrease in funding in the areas of Basic Skills and categorical. We could try to tie the programs with grant initiatives, but most importantly will be trying to operate within the allocation.

c. **Basic Skills Plan for 2009-2010:** UMOJA is going great despite of the budget issues. L. Thomas will meet with R. Sprague to go over the specifics of the program, but it was ready to go.

d. **Evening/Weekend Administration:** Changes that will take effect beginning September 21, 2009:

   i. Linda Thompson, the evening college operator will begin her the day shift on Monday, September 21.
   
   ii. Weekend administrator will be on call, and the Sheriff Office has their contact information in case they are needed.
   
   iii. With the CE building being closed at 5:00 p.m., the evening administration station will be located at the Welcome desk in the Student Services lobby (A13). The administrator will be available at the station between 5:30 p.m. to 7:15 p.m.
   
   iv. The Office of the president will be responsible for the coordination of the evening and weekend administration.

   A radio, a flash light and the evening class schedule by building are made available for the evening administrator. Early class dismissals have been communicated to the divisional chairs. This should be made part of faculty evaluation. It is important for faculty to meet their contractual obligation especially with the District Office going through regular audit process.

e. **Leadership retreat, November 6th:** The Leadership Retreat will be held on Friday, November 6, 2009. All faculty, staff, and ASO representatives will be invited. This year’s retreat will be held on campus. Past event had shown positive results, and everyone’s participation was encouraged.
3. **SAFETY AND SECURITY REPORT** (D. Inana): The first two weeks of the semester were better than the previous year. Everyone was reminded that on September 14, the Sheriff will begin citing. The Sheriff will implement a new procedure on lost and found to avoid accumulation of items. Items will only be kept for 90 days. Contact M. Long-Coffee to post the procedure on West website. No significant crime incidents to be reported.

4. **DIVISION REPORTS**

   a. **Academic Affairs Reports** (R. Sprague): The first day of school went fairly well, and most students got assistance in finding their classes on the first day. The posted notices were helpful.

      i. **Grants Management Office Report**: M. Pracher would produce a list of grants, awards, proposals, and training programs on a regular basis. He will also work with Administrative Services and Student Services areas for grant development. Meeting dates for the new Grant Management Committee will be announced at a later date.

      L. Clowers will be assisting faculty and students related to teaching and excellence. She went over the Tech Fair brochures and highlighted several workshops.

      West received $50,000 SEMILLAS grant from Walmart Grant and $700,000 Black Institution Grant. We are waiting to hear from the Office of Congresswoman Watson regarding the $5 million grant opportunity for the new fiscal year that will begin on October 1.

   b. **Student Services Reports** (B. Regalado): Saturday, September 12, was the last day to add for traditional semester, so faculty should remind students to process any add slips to avoid in lieu. Students will be able to add online or in person for the second fall if there are seats available.

      Beginning September 21, the Student Services will be cutting their evening operation to only Tuesdays and Wednesdays. Categorical programs under the Students Services had suffered a 16 to 33% budget cut. As a result, the Student Services divisions will meet and prioritize services to students.

      Safety advisory information containing prevention and treatment of flu will be made available to students through flyer and on the website. 200 free flu vaccines will be made available to students. Vaccines for employees and the H1N1 vaccines were still being discussed.

   c. **Administrative Services Reports** (J. OESTER): There was no problem with parking during the first two weeks of the semester. By next week, the soccer field would no longer be used for parking.

      Budget Committee will be meeting on every Wednesday following the District Budget Committee (DBC) meeting. The meeting dates for the fall semester are as follow: 9/23, 10/21, 11/18, and 12/16. The main focus of the committee will be to come up with recommendations and prioritizations to minimize the $1 million deficit. It will be a challenge because across-the-board cut would not be considered as a solution. Another important issue relating to the accreditation is trying to link planning and the budget allocation process.
The meeting was adjourned at 2:00 p.m.

Respectfully Submitted by Vicky Nesia, Executive Assistant

Reviewed by Mark Rocha, President

Fall 2009 Meetings Schedule:  September 14, October 12, November 9, and December 14