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

**Present:** Steve Aggers, Aracely Aguiar, Celena Alcala, Michael Arata, Anna Chiang, Judy Chow, Isabella Chung, Linda Clowers, Nick Dang, Scott Feinerman, Adrienne Foster, Judith-Ann Friedman, Michael Goltermann, Allan Hansen, Eric Ichon, Darren Inana, Lawrence Jarmon, Lisa Kamibayashi, Fran Leonard, Michelle Long-Coffee, Mary McMaster, Russel Monroe, Vanita Nicholas, John Oester, Rod Patterson, Mark Pracher, Betsy Regalado, Mark Rocha, Sherron Rouzan-Thomas, Olga Shewfelt, Yvonne Simone, Barry Sloan, Robert Sprague, Buck Stapleton, Lloyd Thomas, Rebecca Tillberg, Jane Witucki

**Absent:** Abraha Bahta, Patricia Banday, Marcus Butler, Eloise Crippens, Mary Anne Gavarra-Oh, Betty Jacobs, Larry Packham, Abel Rodriguez, Jack Ruebensaal, Glenn Schenk, Patricia Siever, Kathy Walton

**Guests:** Leighton Hickman

The meeting was called to order at 12:17 p.m.

1. **WELCOME**

   a. **Your Items**

      i. **Computer Room Security Policy** (JA Friedman): The final draft was distributed. The committee will meet on Friday to finalize the document. It will be submitted to the College Council for its approval and be formally adopted as a campus policy. The committee will continue to meet on a periodic basis to update the document.

      ii. The issue regarding the full-time faculty hiring for fall 2010 was brought up. The College had been approved for six new faculty positions. The question on whether the hiring will follow the old or new FPIP method has been referred to the faculty senate for its decision. M. Rocha will consult with the senate president and vice president of academic affairs in making the final recommendations.

      iii. The JACDC January meeting will be replaced by an all-day Joint Council Retreat on January 21, 2010, from 8 a.m. to 5 p.m. It is important that everyone attends. If unable to attend, a substitute should be present.

2. **PRESIDENT’S OFFICE:**

   a. **Mission-Based Student Progress Map:** Input received from the Leadership Retreat was reported to the College Council that appointed the Accreditation Steering Committee to review the input further to be used in their work on revising the mission statement.
The Educational Master Plan Committee had reviewed the existing master plan and agreed to add an element on transfer. The Ed Master Plan will become the base for the other three master plans—Facilities, Technology and Student Services. The revised Ed Plan is scheduled to be completed by the end of spring.

M. Rocha talked about the iWest concept. With this approach the College can facilitate the students by providing them with a clear pathway that will help them move along toward a goal of transferring or completing a vocational program. L. Clowers will be leading up the task force groups that will look at the concept and examine the steps that will be needed for its implementation. She gave further details on the work plans, such as identifying divisions crucial to the process, looking at impact on counseling, assessment and placement processes, etc. She encouraged everyone to participate in the process.

b. **Accreditation**: The self-study will be presented to the LACCD Board of Trustees and the Accrediting Commission in March 2011. The accreditation team visit has been scheduled for March 2012. The self-study is a college-wide process, and everyone’s participation in the process is crucial for a successful outcome.

**Task**: A survey will be sent out for feedback. Everyone is encouraged to take part in the processes leading to the accreditation. Please contact Fran Leonard if you would like to participate or to recommend someone.

c. **Management Committees – Building, Enrollment and Grants**: The MSA Building and the new road completions are on schedule for spring ’10. There will be a special Building Management meeting on January 7 for the MSA Building residents. Enrollment and FTES are on target. The Grants Management Committee meeting dates have been changed to the 4th Thursday of the month beginning January 2010. Its next meeting will be held on December 17 at noon.

d. **President’s Office: Evening/Weekend Administration**:

**Meeting Room Manager** (New item): WEC had completed its recommendation. Once the policy had been finalized, the new software will be installed.

e. **College Development and Advancement (Fundraising)**: The fundraising and foundation website and activities continue to be in progress, and the prototype website will soon be ready for everyone to view.

Other updates: advertisement, funded by the bus program, will be done on billboards and cable TV. M. Long-Coffee is working on a high-profile alumni library that can be showcased on the web. Please contact her if anyone knows of a successful alumnus story. She also encouraged everyone to utilize the WestWeek for posting events or other information. More update on the searchable online schedule will be provided at the next meeting.

f. **Emergency Preparedness: Fire Drill**: The impromptu fire drill was successful. Briefing notes and concerns or comments list was distributed. Improvements will be done with the public
address system using the call boxes and the announcement scripts. The group will hold a meeting early next year to finalize the procedures.

3. **SAFETY AND SECURITY REPORT** (D. Inana): No significant incidents were reported. In response to the request on increasing the community based policing, the Sheriff has increased patrol in the various areas on campus, number of personnel and patrol hours. They also implemented the t-shirt uniform look to be more approachable.

4. **DIVISION REPORTS**

   a. **Academic Affairs Reports**: R. Sprague expressed his support for the work being done by L. Clowers in term of iWest and F. Leonard for the accreditation. He spoke about the plan for summer session. As directed by the Board of Trustees, summer session will begin on July 6. Summer classes will be primarily transfer-level courses. Prior to the summer session, stipends will be offered to faculty members who would like to develop the course materials to be available online, so students can access them prior to the beginning of the class. Work on mapping and sequencing for consistency in class offerings also continues to be in progress. February 16 is a non-instructional day, so there will be no instruction only. The college will be operational on that day.

   i. **Grants Management Office Report**: No update.

   b. **Student Services Reports**: Enrollment for winter session has already closed. Spring registration is in progress. Welcome days are scheduled for February 8-9, and activities will be held in front of the MSA Building to highlight its opening. Tour to the building will be coordinated by C. Alcala.

   H1N1 vaccine is still available, and the schedule was sent out via e-mail and posted on the WestWeek. The vaccine will be available to everyone beginning Thursday and throughout January until supplies run out.

   Scholarship booklet is in production and will be available online on December 16. A limited number of hard copy will be available in Financial Aid, ASO, and Student Services.

   Admissions and Records, Bookstore and Business Office will be open from 8 a.m. to 5:30 p.m. during the December break period.

   L. Jarmon’s retirement was announced. His official last day will be January 5, 2010.

   c. **Administrative Services Reports**: WEC will be sending its recommendations on the new Meeting Room Management policy to the president. Once the policy has been finalized, implementation and user training session will follow.

   To save money, electricity will be shut down in some areas of the campus during the break and winter session. Contact A. Hansen if any special arrangements are necessary.

The meeting was adjourned at 2:18 p.m.