Joint Administrative Council and Divisional Council Committee
Meeting Summary
Monday, March 8, 2010
12:00 p.m., HLRC 4th Floor

Present: Steve Aggers, Celena Alcala, Marcus Butler, Anna Chiang, Judy Chow, Isabella Chung, Linda Clowers, Eloise Crippens, Adrienne Foster, Judith-Ann Friedman, Michael Goltermann, Darren Inana, Lisa Kamibayashi, Fran Leonard, Michelle Long-Coffee, Vanita Nicholas, John Oester, Larry Packham, Rod Patterson, Mark Pracher, Betsy Regalado, Glenn Schenk, Olga Shewfelt, Yvonne Simone, Barry Sloan, Buck Stapleton, Lloyd Thomas, Rebecca Tillberg, Jane Witucki

Guests: Leighton Hickman, Vidal Valle, Richard Block

The meeting was called to order at 12:13 p.m.

1. WELCOME

   a. Your Items:

      i. Honors Students Presentation: E. Crippens talked about West students’ participation at the annual Honors Transfer Council of California at UC, Irvine Research Conference. The four students were B students, who were mentored by faculty members, and were selected to do a presentation at the conference; and they did a great job.

      ii. Sexual Harassment: Division chairs’ assistance was requested in making sure that the adjunct faculty members in their division complete the mandatory Sexual Harassment training. The training is important as part of District’s legal obligation and to ensure a conducive to learning environment for the College.

2. PRESIDENT’S OFFICE:

   a. Foundation Fundraiser – June 5th: WLAC Foundation will hold its first fundraising gala on Saturday, June 5th that will include honoring Congresswoman Watson for her support and contributions to the college and her retirement. Faculty and staff retirees, outstanding alumnus and Male and Female athletes of the year will also be recognized at the event. M. Rocha had secured enough sponsorships to fund the event, so the entire proceeds from the ticket sell will go to the Foundation to be used toward expanding the college educational programs, e.g., tutoring, student services, curriculum development, etc. This will be in addition to the approximately $700,000 in scholarship fund that came from a bequest from a former Foundation member Robert Lench and the Osher Foundation match.

      Flyer and sponsorship information for the event were distributed. The ticket price will be tax deductible. A Host Committee will be formed to take on the role of giving input on the event and be the recommending body on the usage of the fundraising money. The invitation to join
the Host Committee was extended to the Joint Council members. The Host Committee will have its first meeting on Friday, March 19, at 10 a.m.

**TASK:** M. Rocha will send out the official announcement for the Host Committee by next week.

b. **LACCD/College Budget 2010-11:** Next year’s funding will be based on 7045 FTES which could bring the College to a projected $2 million deficit. Due to urgent priorities in enrollment and class sections, deficit was allowed this year; however, that would not be the case for next year. The College will have to start paying back deficits accrued from the previous years. For the coming budget, M. Rocha had requested J. Oester, I. Chung and the Budget Committee to prepare a budget recommendation that is close to a balanced budget. One solution to the budget situation is to grow revenue by increasing the International Student program participants, contract education, etc.

c. **College Committees – Building, Enrollment and Grants:** MSA move-in is scheduled for around spring break. Final work is being done around the building. The building and the new road are expected to be officially opened on Tuesday, April 6. An issue was brought up regarding the insufficient number of sinks installed in the dental hygiene lab (MSA 103). To pass program accreditation, the lab needs to have four sinks; and currently only two are installed. Another issue was the relocation of the nursing and pharmacy tech programs. A. Hansen will work with the division to resolve these issues.

In terms of enrollment for the upcoming year, sections will be reduced to get closer to the 7045 FTES that we are funded for, although the actual may be slightly higher.

For report on grants, see item 4.a.i.

3. **SAFETY AND SECURITY REPORT:** Traffic flow has decreased by 15%. A computer and a monitor were stolen from CE 100. The Sheriff asked for instructors to always make sure that door is locked prior to leaving a classroom to avoid the incident from happening. A request was made to put a yield or stop sign from the over flow lot into the structure.

**TASK:** Plant Facilities will put up the appropriate signage between the structure and the over flow parking.

4. **DIVISION REPORTS**

a. **Academic Affairs Reports:** Last Friday, West hit 13,000 headcount for the first time which brought the College to a medium size college level and larger allocation; however, there is a pressure from District for colleges to shrink. Summer offerings will be around 35 sections, and most will be held in the D Complex. At this time, there is no plan to offer classes for the winter session.

The Program Review Committee continues its work developing the diagram on linking planning and budgeting, tying up the four master plans, updating policies and process through EPSC, and preparing for new software to be implemented district wide to articulate the campus structure.
i. **Grants Management Office Report**: Updates on grant collaborations in contract education are as follows: ETP-unemployment insurance to train and provide job placement for displaced workers and other training programs with Live Nation, CVS, and LAX hotels. Discussion is in progress with the Worksource Center on an earmark proposal supported by Congresswoman Watson to submit a joint training project. A proposal will be submitted to the California Community College Foundation for a flight safety program, and funding will be used for supplies and equipment. New grants opportunities in the radar are as follows: the NASA-global climate change education, due in late April, extended to any discipline and the National Science Foundation in behavioral sciences area targeting community colleges’ students, curriculum development, and faculty research.

ii. **Accreditation**: The list of the Standard Committees was distributed. Memberships are still needed for Standard IV Committee. Student’s participation is welcome. Divisions need to review their 2006 comprehensive self study, look at the recommendations and do a progress report of things that have been done to date. Standard committee chairs will attend an ACCJC training at Southwest College on Friday, March 12, 2010; and information from the training will be shared with each co-chairs.

The College Council continues its work on reviewing and revising the college mission, vision and values. The process was started in the Leadership Retreat and had gone through the administrative and joint council retreats. The Accreditation Steering Committee reviewed all input and produced a draft. F. Leonard responded to inquiries regarding the language used in the draft statement. Based on the input, a revised draft will be circulated again to the college community and feedback should be sent to Fran Leonard by March 22. The new draft will be reviewed by the Accreditation Steering Committee at its March 25th meeting. A final statement needs to be presented to the president by April 8 before going for the Board of Trustees’ approval on May 26.

b. **Student Services Reports**: Student scholarship deadline has been extended to April 8, 2010. Information is available on WestWeek. Employee Assistance Program would host a Mental Health Fair on March 11 in HLRC, 4th Floor. Deadline for exclusion roster was March 15, online or in person. ASO and the Health Center will be moving to the D Complex around spring break. Important dates: Health Fair-April 13, Celebrating Excellence-June 3, and Commencement-June 5 at 5 p.m.

Due to the increasing number of student disciplinary cases, faculty members are encouraged to post the college policies on attendance, class drop date, academic integrity, and student conduct in their syllabus; so that students are made aware of the policies.

c. **Administrative Services Reports**: J. Oester will work with Plant Facilities and Turner to finalize the traffic flow and parking plan. Draft of the Supplemental EIR was released today. District had directed the colleges to put a link to the college Master Plans, draft SEIR, etc. on their website. There will be changes to the campus after spring break, i.e., new road will be completed and ready for test run, bus stop will be relocated from Lot 5 to Lot 7, etc. The deconstruction of the C bungalow has been postponed to the end of the semester upon DSA approval.

The meeting was adjourned at 1:58 p.m.