### Academic Senate Committee Minutes

**November 12, 2013**  
**Los Angeles Southwest College**

**DRAFT**

**Meeting attended by:**  

**Absent from meeting:**  
Reggie Morris, Tamura Howard, Sioban Dillon, Linda Brady, Heidi Tatum, Catherine Azubuike

**Guests:**  
VP Trimble, Pres. Delahoussaye

**Date:**  
November 12, 2013

**Time:**  
11:25 am

**Location:**  
SSEC 310

**Minutes submitted by:**  
S. Turner-Odom

### Agenda

1. **Approval of Agenda** – Motion to accept agenda as amended to add time for Budget committee to provide a report - **Approved**
2. **Approval of Minutes – November 11th meeting** – **Approved**
3. **Treasurer’s Report** (J. Mrava) – Copies of report provided and a reminder given to submit payment for dues ASAP
4. **Project Management Office (PMO)** - 15 minutes presentation on Risk Management – **CANCELLED**

### Topics/Reports

5. **Budget Update** – VP Trimble, Pres. Delahoussaye
6. **Committee Reports**

#### Budget Update:

**Delahoussaye:** Budget committee would like to discuss their mandate by district to balance budget. Board has mentioned swapping out administration and bringing in new administrators. All debt must be paid back. Proposal to balance budget will be sun shined to the senate in an effort to practice shared governance.

**Title of Handouts**
- Questions, Analysis and Recommendations and 2013-14
- Budget Analysis and Recommendations

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{Template Update 05/21/12) XXX Committee Minutes, (Date)
**Trimble**: We are currently in deficit (2.2% of our budget) along with Valley College. Goal is to be fully balanced with a surplus. PPT with numbers is projected on screen. Goal is to hit our growth target + 2.0%, and we are on track to reach this goal.

Mission college’s budget is being compared with ours to find differences due to our similar size. Areas to explore is sheriff’s contract, M&O, full-time to part-time faculty ratio, WSCH/FTEF (Instructional Efficiency), number of program 100 administrators.

**Delahoussaye**: Faculty will be asked to advocate for more full-time faculty in order to balance the budget.

**Trimble**: The sheriff’s contract will be renegotiated. We will lease space to County Work Source Center in SSB in Fall 2014 due to administrative team moving to annex in Cox bldg. This is the start of dialogue. Updates will be forthcoming.

**President’s Report, A. Moore**

Plenary was last week and there was lots of discussion on accreditation. Our next visit is spring 2015. The district will be on one cycle and the plan is for all colleges to be visited at the same time. Goal is to get our follow-up report in on time. Result of visit appears to be arbitrary due to findings.

Rose Calderon agreed to serve as accreditation chair.

Sign-up sheet passed around for board meetings this academic year. LASC faculty need to be present at board meetings and let board members know we are present. Sign-up today to attend a future meeting.

We need to get familiar with board members to ensure they advocate for us when we need assistance. Board meetings are generally held in the afternoon around 2pm.

Faculty Summit on Nov. 1 had about 15 faculty members in attendance

3 issues faculty will focus on:
- distance education
- cleanliness of campus
- funding base raised

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20 mins
Accreditation recommendations were discussed. ACCJC can discover new findings when they visit in the spring and put LASC back on probation or warning.

Program Review report will be given by L. Brinson at the next meeting.

Faculty hiring committee will be reconvened once program reviews are updated. We are very behind and there are many disciplines with only one faculty member that has to do quite a bit of work in addition to all of the other responsibilities we have.

Question: Can we ask the library to extend hours on Saturday (8-12)? They should stay open for at least an hour after classes end. No library reps in attendance, but question will be presented to Dean Brasley and librarian.

Get you book orders in for winter intercession ASAP. Every course must have a textbook associated with the course.

Attend the town hall meeting on the budget, 11-19-13.

**Committee Reports**

Senate Vice-President – A. Callender

- Tuition reimbursement and travel expense request should be directed to Stephanie Burrus. Contact her via email with you request.

- Spring Flex Feb. 6 (Thursday before Spring semester begins)

- Staff appreciation May 15th

- There are committee consolidation issues. Some name changes must be revisited.

- Six Pac - Cox annex is ready for occupancy. Commission of building will take place on Nov. 21st. Library is on schedule – walk through was last Friday. Theater will be complete Nov. 2104.

- Health and Wellness Center is scheduled to be open to accommodate the basketball teams’ schedules

- Faculty meeting with custodians is being planned to discuss how we can help them keep our buildings clean. There was push-back from administration regarding this meeting, but faculty will proceed with planning the meeting.
Parliamentarian – P. Jones-Thomas
- No report

Student Success Committee – S. Turner-Odom
- Efforts are being made to keep the focus on students – SS committee collaborates monthly and came up with Major Talks – an event to help students explore majors. The first Major Talks was hosted by the Business department and was successful. Other departments are needed to host an event in February, March, April, and May.

Announcements
- Next faculty summit is Friday, Dec. 6th and every faculty member should commit to bring one person.
- Program review, Distance education, SLO, and Curriculum committees will report at next meeting.

Meeting adjourned at 12:35pm