Los Angeles Southwest College
College Council Committee Minutes
Monday, November 5, 2012

Meeting attended by: Dr. Leonard Apenahier (Academic Senate President), Dr. Tangelia Alfred (AFT Rep), Dr. Sandra Lee (Aft President), Ms. Lynn Bebelle (Supervisors Unit rep), Mr. Danny Brown (ASO President rep), Dr. Elmer Bugg (Acting VP of Academic Affairs)

Absent from meeting: Academic Senate Reps (3), LaShawn Brinson, Darren Cifarelli, Jerome Robinson, Nick Crown, Chris Ozan, Classified at Large rep., Teamsters Rep.

Guests: Dr. Jack Daniels

Date: Monday, November 5, 2012
Time: 1:30 pm
Location: President’s Conference Room
Minutes submitted by: Ms. Cassaundra Walker

<table>
<thead>
<tr>
<th>Agenda Topics (Agenda Attached)</th>
<th>Duration/People Responsible/ Deadline</th>
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<tbody>
<tr>
<td><strong>Topic #1:</strong> Call to Order – Dr. Apenahier</td>
<td>Duration:</td>
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<tr>
<td>Title of Handouts</td>
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<tr>
<td>None for the meeting</td>
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<tr>
<td>Discussion Process</td>
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<td>Conclusions</td>
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<tr>
<td>Not enough people for a quorum.</td>
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<td>Action Items</td>
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<tr>
<th><strong>Topic #2:</strong> Review of Last Minutes</th>
<th>Duration:</th>
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<tr>
<td>Discussion Process</td>
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<td>Conclusions</td>
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<tr>
<td>No minutes from last meeting.</td>
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<td>Action Items</td>
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<tr>
<th><strong>Topic #3:</strong> Open Comments</th>
<th>Duration:</th>
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<tr>
<td>Title of Handouts</td>
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<tr>
<td>Discussion Process</td>
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<td>Conclusions</td>
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<tr>
<td>There are no open/public comments</td>
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<td>Action Items</td>
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### Topic #4: Review of Membership

**Discussion Process**
Dr. Daniels read the composition of the committee –
1 Academic Senate President, 3 Academic Senate reps, 1 AFT President, 3 AFT reps, 1 AFT 1521a President, 1 Classified at Large rep, a ASO President, 1 Building and Trades rep, 1 Local 99 rep, 1 Teamsters rep, and 1 Supervisors Unit rep.

**Conclusions**
- Dr. Daniels informed the committee that since they only have 6 people, the committee did not have a quorum. They could only discuss items, they could not vote on anything. The committee can only function if its members show up. This committee is the last point before recommendations go to the President.
- per Dr. Daniels, since the EVP, Trudy Walton is out the acting VP on the College Council will be Mr. Ferris Trimble, VP of Administrative Services since he is a permanent employee.
- Dr. Lee and Dr. Apenahier will encourage committee members to attend the future College Council meetings.
- Dr. Daniels suggested that they should see if meeting time is a reason people are not showing up.
- Dr. Apenahier stated that someone asked if they could get Flex Time for attending the meeting. Dr. Daniels said he would be willing to sign off on Flex Time for meeting attendance.

**Action Items**
Dr. Apenahier has 1 Academic Senate rep lined up and will work on getting 2 others.

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### Topic #5: Solicitation Process of Concerns

**Discussion Process**
- Dr. Apenahier asked what is the current process
- Dr. Lee explained that it is the way information flows up to College Council. The Council accepts any recommendations from campus committees.
- Ms. Bebelle stated that items presented to the Council do not necessarily come from a committee; it can be presented by an individual as long as it is an issue that affects everyone.
- Dr. Apenahier asked for an example and Ms. Bebelle gave an example of the Strategic Planning committee sending an item/recommendation to the Council for review. Dr.
Apenahier inquired as to how information gets from the Council get to other people and vice versa. Ms. Bebelle stated that some committees were not reporting or making recommendations to the Council. Dr. Daniels stated that academic issues (i.e. Curriculum, Program Review) do not come to the College Council to be reviewed or voted on, only institutional issues.

**Action Items**
- Dr. Daniels suggested that the Council Co-Chair speak with other campus committees so it is clear how the information should flow.

**Topic #6:**
**Identification of Committees including Reduction**

**Discussion Process**
- Dr. Apenahier stated that the same people are serving on campus committees.
- Dr. Lee inquired if the college had identified the committees to be collapsed.

**Conclusions**
- Dr. Apenahier stated that the Strategic Planning Committee was looking into.

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**Topic #7:**
**Committees Report/Actions**

**Discussion Process**
- Dr. Apenahier stated that all committees should give a standing report to the College Council.
- Dr. Lee stated that the Quarterly Report/Faculty Hiring Report should be discussed as well as any Classified needs.
- Dr. Daniels stated that the 2013-2014 hiring Prioritization should be done by now, in spite of our budget issues.

**Action Items**
- The following committees will be contacted to give reports: Student Services, Distance Education, Program Review, Curriculum, Staff Development, Strategic Planning, Budget, Human Capital (HR)

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**Topic #8:**
**Accreditation – Dr. J. Daniels**

**Discussion Process**
- Per Dr. Daniels there was an update meeting on November 1st. Recommendations are on point and moving forward. The 1st draft framework is completed. We asked for and the Board agreed to $279,000 budget toward our Accreditation needs, such as software (scheduling, tutoring) and technical writing. Update meetings are held bi-weekly.
- Dean Bugg stated that we have a vendor on board for the revamping of the college website. He will be sending the new
college logo and tagline out electronically to the campus for review and input before it is submitted to the College Council for review and make recommendation to Dr. Daniels.

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<th>Topic #9:</th>
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<tr>
<td><strong>Budget Overview – Dr. J. Daniels</strong></td>
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<td><strong>Discussion Process</strong></td>
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<td>-Dr. Daniels stated that the Quarterly FTES meeting was held November 1st. We are projected to have a $3.1 million deficit based on the Quarterly report ending September 30, 2012. One of the reasons for the deficit is that we have no control over step and column costs and benefit costs. The biggest issue is our hourly costs. Dr. Daniels is working with the Deans and Department Chairs to make base. We need between $200,000 and $600,000 to cover adjunct salaries. We have shifted some classes to non-credit and we need to recapture some of that FTE</td>
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<td>-Dr. Lee suggested that the District Office should assume step and column costs. Per Dr. Daniels the issue with that is that our budget could potentially be reduced by the amount the District assumes since it is currently included in our annual budget.</td>
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<th>Topic #10:</th>
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<td><strong>Brown Bag Discussions – Dr. J. Daniels</strong></td>
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<td><strong>Discussion Process</strong></td>
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<td>Per Dr. Daniels, Dr. A. Callender sent out an email campus-wide announcing the Brown Bag discussions.</td>
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<th>Topic #11:</th>
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<td><strong>College-wide Forum – Dr. J. Daniels</strong></td>
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<td><strong>Discussion Process</strong></td>
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<td>Dr. Daniels announced that there will be a college-wide forum and a student forum the week of November 26th</td>
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<td>Meeting adjourned at 2:49 pm</td>
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Next meeting will be held December 3, 2012 at 1:30 pm. Location TBD