

LOS ANGELES TRADE-TECH
LATTC
A Community College
COLLEGE COUNCIL MEETING
Monday, November 14, 2005
1 PM -- A -111

MEMBERS PRESENT: C. Anderson, M. A. Breckell, R. Castillo, V. Cole, S. Diego, M. Drummond, B. Elarton, B. Essex, L. Garcia, T. Harris, C. Johnson, J. King, L. Ley, J. McDowell, A. Sanchez, K. Skinner, B. Smith, S. Tramel, B. Vaden

MEMBERS ABSENT: G. Bullock

I. CALL TO ORDER: Co-chair J. McDowell called the meeting to order – 1:07 p.m.

II. APPROVAL OF MINUTES

There was consensus to approve the minutes of October 24, 2005 with the following corrections:

a) ...faculty are appointed by the presidents of the AFT and by Academic Senate; b)...faculty have to be appointed by the AFT and the Senate.

III. PUBLIC SESSION

Pat Hollingsworth had the following concerns: 1) How are College Council co-chairs selected? 2) What is the role of College Council? Is the new College Council adhering to the rules of the former PAC or are there new rules? 3) Is the selection in writing and are there written guidelines to be followed? 4) How are agenda items placed? How are faculty notified so they can review the agenda items before the meeting?

M/S/P – Move the agenda.

IV. COLLEGE COUNCIL PROCEDURES – J. McDowell

A draft of the procedures was provided. Members will review it and then vote on it. College Council operates according to the Ralph M. Brown Act which states that meeting notices and agendas are to be posted on official bulletin boards on campus. Members of the public may attend all College Council meetings and its subcommittees, but may only speak during Public Session. College Council members represent all the stakeholders at the college; College Council makes recommendations to the College President; College Council and subcommittees seek to reach agreement by consensus. New items can be added at the meeting or prior to the meeting, but only if it is an emergency - time will be limited. The public is anyone who is not a member of the Council itself. Items can be placed on the agenda by College Council representatives. C. Johnson noted, College Council adopted a document in 1991 regarding the role of the committee, the norms, attendance policy, and in July 2001 a special document was developed with the Brown Act procedures listing the posting sites, communication venues, and revisited again at the retreat, the roster membership, the Brown Act procedures, and the norms. To understand how College Council functions compare the meetings with how City Council, City Board, and the Legislature conduct their business meetings. Restrictions are in place to conduct the meetings efficiently. As a decision making body College Council has the right to review the recommendations made by all College Council subcommittees. Co-chairs serve on alternate years for a two-year term each and are elected/voted in by College Council. All members are appointed and co-chairs are elected by College Council. Each unit determines their own selection process; the Senate, AFT, and ASO appoints

their members; all three Vice Presidents serve on College Council; and the President and the Researcher are Ex Officio, and the only non-voting members. Written guidelines are in place and constantly being modified throughout the years to keep with current changes. College Council information can be found on-line at <http://www.lattc.edu/lattc/committees/index.htm>

M/S/P - Move the agenda.

V. PRESIDENT'S REPORT - T. Harris

The president shared his visit to the Chancellor's Inauguration and his speech. The Chancellor's Office forwarded the Inauguration speech to all employees.

Child Development Center - A location has been identified on the north end of 23rd and Flower Street. Pauline has been very involved with the decision making.

Block Grants – The president talked to the Work Environment Committee about Block Grant funds. C. Johnson motioned to initiate the Block Grant process by convening co-chairs Lourdes Brent and Pauline Carrillo from last year. The Council discussed using Block Grant funds for instructional equipment. The president reported there is approximately \$290,000 in Block Grant funds plus half-million of unspent funds. Some Block Grant funds will be used to pay for regular maintenance of equipment since VATEA money cannot be used anymore for this purpose. The Council requested a report on what money was spent from Block Grant last year.

The Work Environment Committee will assist to identify areas that need refurbishing, cleanup, repair, etc. T. Harris is hoping to use some of the ending balance for this purpose.

Disaster Preparedness Plan – B. Essex raised concerns with the lack of a disaster plan especially after a bomb threat last week. C. Montour along with the Sheriff's Department handled the situation very well. Discussion ensued regarding the need for a communication device such as a cell phone, a beeper, a walkie-talkie for the evening supervisor in charge. The Disaster Preparedness Plan is being addressed by President's Cabinet.

VATEA – This item will be referred to the Budget Committee for a report at the next meeting.

Jerry King was introduced as a new representative for the Building Trades Unit.

Evening Supervision - This will be addressed by President's Cabinet. B. Essex would like to see the college move away from evening duty rotation because he feels the position requires someone with the right credentials, preparedness, training, and other relevant expertise.

Outreach – M. Drummond provided a list of all current and new outreach programs. Current programs are: Teach Project, Juvenile Court & Community Schools, Drug Court, Early College Preparation, and California Highway Patrol. This item will be further discussed at the next meeting. A request was made to identify what programs are credit/noncredit.

VI. COMMUNITY COLLEGE INITIATIVE – J. McDowell

California Community Colleges have decided we need our own Prop 98 independent of K-12. A coalition of Californians will go to the ballot Nov. 2006 to propose rolling back fees to \$20 and require a 2/3 legislators vote to increase the fees in the future. This would take away the incentive to raise the fees by the legislators and the governor. The Faculty Guild has voted a contribution of \$100,000. California Community Colleges will need to raise \$4 million.

VII. ASO STUDENT NEWSLETTER – S. Diego

ASO is in the process of getting the newsletter created and is putting together a club to raise some funds. Eddie Ramirez has done a lot of work to get the newsletter started. The first newsletter was slated for December, but there is no exact date. They do not have a faculty advisor; only a Journalism instructor on half time. ASO is trying to get someone else for the other half. ASO Newsletter item will be added to next meeting agenda.

VIII. COLLEGE FOUNTAIN– C. Johnson

An Ad hoc committee was established: Bill Elarton, Bill Smith, Mary Ann Breckell, +2 faculty members, + 1 from Visual Communications. The Committee will establish the parameters for a college-wide contest.

IX. COLLEGE SEAL - C. Johnson

What is the plan to reveal the seal? Is this a restoration project? Could grant money from the state be used to renovate this building? A suggestion to go through the historical landmark was made. This item will be referred to the Work Environment Committee and the Aesthetics, Lighting, and Landscaping Building Users Group.

X. COMMITTEE REPORTS

Budget Committee – The Committee will meet before Thanksgiving. The Committee has approved an additional \$1.8 million for the relocation of the Child Development Center and \$700,000 for A/C in the D building. The recommendations will be forwarded to the Work Environment Committee.

Institutional Effectiveness – M. Drummond: A handout was provided with a summary of the Committee's responsibility. College Council co-chairs will e-mail all constituent groups to see who wants to participate on this committee. A tentative meeting schedule will also be e-mailed. The Position Review Committee is an independent committee from Institutional Effectiveness.

Marketing – T. Douglas: The Committee met last week and is finalizing a budget proposal to bring to College Council at the next meeting. This would include the pricing for ComCast and Spanish Channels commercials, mailing on the blue line, collating, printing, color postcards, the principals' luncheon, bus lines, etc. The Committee needs to design a card surveying students on, "how did you hear about Trade Tech?"

Strategic Enrollment Management – S. Tramel: The Committee met on November 9th and developed a handout summarizing the purpose of the committee. They identified information access modes, information center services, assessment, orientation, counseling, etc. Committee is

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also working on establishing a Student Services Lab in the K-building for multiple functions and services. This year our enrollment for credit is 12,757 vs. 12,040 last year = 3.7% increase. The Senate will convene a Town Hall meeting, as a campus-wide effort, to get full involvement towards enrollment and growth. No final word yet in bringing faculty mentors back.

M/S/P - Motion to extend the meeting 10 minutes.

C. Johnson noted that Gary Colombo of the District is doing a symposium in the spring to deal with growth. Every college will be revisiting their Student Equity which deals with retention, growth, and success.

Technology – Bill Gasper: The Committee will meet on November 17th.

Work Environment Committee – C. Anderson: The Committee made the following recommendations to College Council in October: **1) Title V move to the LRC; 2) Math Offices be renovated to comply with contract guidelines** – (AFT is going ahead with grievance on this); and **3) Automotive be moved to the F building on second floor office closest to the faculty and students.** The third item has been discussed with Mary Ann and Bill Smith.

The Work Environment Committee discussed Trade Tech's history and College Council reached consensus on the two following items:

- 1) “to bring a professional expert to sort and catalog items such as tapes, photos and memorabilia. Estimate assignment not to exceed \$2,000, to be reevaluated**
- 2) Use Block Grant money to expedite two smart classrooms in the F-building, by eliminating the Prop A & AA constraints.**

The committee is recommending that the college community be active in preventing the train route on the east side of Flower through EIR public comment period.

The Work Environment Committee recommended and College Council approved an additional \$1.8 million for the Child Development Center and an additional \$700,000 for Air Conditioning in the D building.

A joint Town Hall meeting will be scheduled by Academic Senate and AFT to involve the campus in decision concerning Prop A & AA and provide a signup sheet for Building Users Groups. The next Work Environment meeting will be on December 5th.

M/S/P – Approve the two recommendations by consensus.

XI. ADJOURN: 3:20 p.m.