



## **COLLEGE COUNCIL MEETING**

Monday, December 12, 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, J. Messinger, K. Skinner, B. Smith, S. Tramel

**MEMBERS ABSENT:** C. Ruffin, A. Sanchez, B. Vaden

1:03 p.m. - Co-chair J. McDowell called the meeting to order.

**APPROVAL OF MINUTES:** The minutes of November 14, 2005 were approved with the following corrections under College Council Procedures to read, "All members are appointed and co-chairs are elected by College Council."

**PUBLIC SESSION** – P. Hollingsworth expressed her concerns with the minutes not reflecting the discussions. It was explained that minutes are limited to motions and relevant information only.

**Minutes from November 28, 2005 were approved.**

**PRESIDENT'S REPORT – T. Harris:** Trade Tech' Cross Country Team won the championship and was recognized at the Board's December 7<sup>th</sup> meeting.

**Evening Coverage** – Vice presidents have been asked to provide some feedback on this issue. An AFT classified position will be established to provide clerical support. A meeting is slated for January.

Issues with the Library will be addressed by the president's office.

**COLLEGE COUNCIL PROCEDURES – J. MCDOWELL:** A draft of the procedures was provided. The procedures will be approved once everyone has a chance to review them.

**Role of College Council** – Special attention was made to starting meetings on time. The "Role" applies to all subcommittees as well. C. Johnson provided a copy of Board Rules for comparison. Council members were asked to look over the "Role" for approval in spring.

It's important that all Council representatives share information with their constituent groups. College Council also follows the Norms/Attendance policy. All committees should follow the Brown Act rules – these are posted on the web.

**Faculty Full-Time Hiring** – Faculty Hiring Priority Committee is elected by faculty and currently there are nine members on the committee. The Senate met on December 9<sup>th</sup>. Requests to hire have been submitted from the following departments: Counseling, English, Child Development Center, Behavioral Social Science, Automotive, and Building Trades. The Senate will meet again on December 16<sup>th</sup> and will then meet with the president to submit the list for hiring.

**80<sup>th</sup> Anniversary – No Report.**

**Budget** – The committee has not met; however, J. McDowell reported from the District Budget Committee. As a District, we are projected to overspend by \$4 million more plus LACCD is spending \$3 million more on benefits. That would deplete the reserves by \$11 million. The current projection is \$27 million. We are projected to grow 10% district-wide for winter. The spring goal is 10% over last spring, which is a huge growth. C. Johnson presented a 2005-06 Growth Strategy form that will go out to faculty to identify company and organization growth strategies.

**Institutional Effectiveness – M. Drummond:** A description of the committee's responsibility was distributed. Decisions will be made by consensus by those present regardless of whether there is a quorum. The committee established standard meeting times, but there were conflicts with other committee meetings; therefore, President T. Harris volunteered to take the responsibility of developing a master planner. There was a proposal for staffing Learning Resource Centers. The Committee requested additional information before approving the proposal. Committee will meet again December 19<sup>th</sup>.

Co Chairs will communicate with committee chairs to finalize their draft of "Charge" for College Council approval.

**MARKETING COMMITTEE – C. Anderson:** The RFP draft to hire a Consulting Firm is out. M. Oliva and R. Chung developed a new mailing postcard for the Red, Green, and Blue Lines to be mailed out before Christmas break. College Council made a few minor changes. The Committee will move ahead with AMC advertising for winter and spring. L. Ley and K. Skinner will do a Spanish/English announcement for 1-866-GO-LATTC. Comcast commercials will run the same as last time.

**Consensus: Approve AMC advertising up to \$20,000 for marketing similar to last year.**

**STRATEGIC ENROLLMENT – S. Tramel:** The Committee is working on the Draft of Charge Statement and reviewing the Faculty Mentor Program. C. Anderson asked the committee to look at the matriculation process before implementing the program. The committee will work with the Grant Allocation Committee in January and convene a special College Council meeting for approval of the Mentor Program.

**TECHNOLOGY – Bill Gasper:** The committee will meet December 13th. Bill will check if there is a representative on the District-wide Technology Committee. Minutes and agendas are posted. The committee will form a quorum with proxy and if a member is absent three times member will be dropped from the committee.

**WORK ENVIRONMENT – C. Anderson:** Committee met with MTA's representative and discussed the Blue Line extension on Flower affecting LATTC programs. President T. Harris and J. McDowell will also go to a meeting on December 15<sup>th</sup> to express Trade Tech's concerns. In exchange for the extension MTA will give LATTC \$5 million for planting and aesthetics on Grand Avenue. J. Favaro was present at the meeting and came to the college on Thursday to discuss aesthetics and future plans. The committee will review the project list next year and try to move

### **Page 3 – Special College Council Minutes, January 24, 2006**

Culinary Arts on the list to address compliance issues. The parking structure project will be going to the Department of State Architects (DSA). The contract is being amended for the temporary relocation of the Child Development Center. A target date for groundbreaking of the parking structure cannot be determined until it goes to DSA. Administration is working with the City Council Office for a temporary parking location during the construction. Sites identified are McGuire 17<sup>th</sup> & Grand with a DASH line from there to the college. Steve Needleman, President of the Foundation, will help the college with this issue of parking.

**ACCREDITATION STEERING COMMITTEE** – M. Drummond: A draft of the Accreditation report is ready and the committee is meeting on December 20. The committee will finalize the report in January then it will go to Board in February for the Accreditation Commission to approve it by March 15, 2006. The document is posted on the web site for review.

**VATEA** – C. Morley-Mower: Provided VTEA expenditure status dating from 03/04 to 05/06. VTEA are SFP funds which may be expended through June, but the program complies with the college's budget freeze, which is usually before June 30<sup>th</sup>. The Federal Perkins authorization was not renewed since 03/04 and VTEA funding has been on a year-to-year basis. The District office audited the program recently and will again. Any equipment that is over \$500 will be tagged for tracking purposes. VTEA funds can no longer be used for maintenance - a different funding source is the college's regular budget. The Budget Committee will need to look at this. The VATEA Committee is meeting on Monday, December 19, 2005.

**ASO STUDENT NEWSLETTER** – S. Diego: ASO met in November and will meet on December 18, 2005. Students are eager to write articles and report college news. ASO is in the process of establishing a club with the help of Sonia Lopez. Expenses for the newsletter are ranging from \$125 to \$200 for typesetting. No date has been confirmed for the newsletter.

**COLLEGE FOUNTAIN/9-11 MEMORIAL** – **B. Elarton**: Proposing a contest for the re-design of the fountain. Members on the committee are: B. Elarton, M. A. Breckell, C. Johnson, Carole Lee Parker-Lopez, B. Smith, and B. Essex.

**PROPOSED SPRING DATES** – January 18, 24, and 31; February 13; March 13; April 17 and May 15.

**NEW BUSINESS** – B. Elarton: LATTC is one of five certified training providers for electrical training in the United States. The other colleges are Long Beach, San Diego, Cerritos, and American River.

2:35 pm – Meeting Adjourn.