

LATTC COLLEGE COUNCIL  
Minutes of Meeting on Monday, April 24, 2006  
1:00 PM - A-111

MEMBERS PRESENT: Carole Anderson, Ethan Burrall, Marcy Drummond, Bill Elarton, John McDowell, Angelica Sanchez, Chini Johnson, Joe Messinger, Carey Roth, Bill Smith, Shawn Tramel, Raul Cardoza for Ramon Castillo, Kyle Skinner

GUESTS: Cathy Brinkman, Benjamin Torres, Linda Delzeit, Bobbi Kimble

**I. Call To Order** J. McDowell called the meeting to order at 1:07 pm

**II. Approval of Minutes, March 13, 2006:** Discussion of the minutes and corrections were noted.

**College Council Action: Approved the minutes from March 13, 2006 (as corrected).**

**III. Public Session** No speakers

The Council welcomed new member Ethan Burrall (ASO).

**IV. President's Cabinet Report** – read by V.P. Marcy Drummond

The recommendation for the College Council to support the Institutional Effectiveness Committee's recommendation for a new organizational structure for Learning Skills, Basic Skills, and the Writing Center has been received. He is inclined to accept the recommendation but before final action has asked the Academic Senate to present their concerns and suggestions. He will consider their report and make a final determination.

**V. Block Grant Committee Recommendations** – Carrillo/Brent

Recommendations presented. The Committee will send out letters with recommendations to everyone in next couple of days. Ms. Carrillo urged funds be encumbered in three weeks.

**Recommendation for Action:** Specific recommendations were:

- Set aside – scheduled maintenance -- \$250,000
- Set aside – 2 smart classrooms -- \$30,000
- 2004-2005 unfunded proposals (Culinary, Electrical, Library) -- \$25,441
- Include an unallocated repair fund -- \$15,000
- Fund proposals indicated on 2005-2006 Block Grant Applications worksheet with an “x” in funded column, totaling – \$858,329
- Cal Works and Instructional Resource Lab proposals are to be combined and both areas need to work collaboratively on implementation
- Roll over balance from 2006-2007

- Have 2 funding cycles – Fall 12 proposals from the 05/06 with scores above 1,000 (ID) and Spring 10/06 allocation plus any rollover
- Smart classrooms – no “ownership”
- Open computer lab – location and staffing need to be identified
- Establish Block Grant Committee as standing committee; input from Technology Committee, etc. (include review of membership)

**College Council Action:** Consensus to approve recommendations of Block Grant Committee.

John and Marcy thanked committee for their hard work.

## **VI. Committee Reports**

### Work Environment Committee – Carole Anderson

Carole Anderson discussed the need for the college to come up with template listing all activities such as impending construction work and filming activities. Project priorities need to be established and categorized using a template indicating those projects that require immediate attention and those that are informational only. Responsible party should be indicated. Co-chairs will develop a template.

We need a status of projects. Which are being worked on, which are not?

Issues that were discussed: Ceiling dismantled in Cosmetology, need to upgrade theater, signage for theater, bomb threat, emergency preparedness, and hours of Cyber Café. Carole will meet with individual departments to determine needs. Committee will then review and identify priorities.

There was discussion about the “R Building renovation project. After all, it is the first impression for a new student.

College Council will look to senior staff for recommendations and follow up on:

- Theater project
- Signage – talk to Doc
- Status of Bond projects
- Emergency Preparedness – contract with District

Shawn Tramel asked about emergency response plan - discussion followed. Staff was told to go back to work, as we need to have a definite plan and include the Sheriff’s Department in planning. Need training on implementation. We need to have a contingency plan.

### Technology Committee – Bill Gasper

Linda Delzeit –The college has started to implement pod casting or lectures. PE and Health department are using this method.

Bill Gasper presented recommendations and priorities from the Technology Committee as follows:

- Acquire an off-site back-up system for all college data (other than email)
- Acquire an uninterrupted power source (UPS) for main server system

- Develop technology training for faculty and staff
- Develop policies and procedures as they relate to campus-wide technology
- Acquire hardware and software to develop emerging technologies
- Acquire ETUDES NG upgrade or alternative as recommended by the Distance Education Committee
- Replace 300 of campus workstations per year (including a recommendation for a policy and fund to be established such as 2% of the college's ending balance be used to create a reserve for equipment replacement)
- Develop a priority for rotating in new computer workstations and cascading older
- Move campus to Blade Server technology beginning with racks and initial servers
- Identify routine tasks that could use technology to be more accurate and efficient
- Research where additional software site license agreements would benefit the college
- Acquire an air conditioning system and add additional electrical for the server room
- Standardize equipment maintenance contracts where possible
- Find another way to fund C102 supplies rather than charge students \$5.41 each

### Strategic Enrollment Management – Shawn Tramel

Shawn distributed a document describing the charge of the committee and the committee's primary activities for the year including: emergency financial assistance – procedure for assistance for book loans not fully developed.

Financial aid disbursements late – will be discussed. Do not change policy from year to year – policy needs to be reworded

### Marketing – Carole Anderson

Marketing has been an on going effort including post cards, \$70,000 for mailing, Transit, TV advertising, 64 spots in a two week period.

**Recommendation for Action:** The committee requested an increase of the budget \$7,000 for marketing for summer session.

**College Council Action:** Consensus to approve Marketing Committee's request for an increase of \$7,000.

Discussion ensued regarding having advertising bilingual (i.e., having in English on one side and having in other language on backside)

Bill Elarton – easier target if all advertising done on one page

Is there a way to track response rate for effectiveness? Tracking so far has been nothing. There is no way of tallying. Marcy Drummond indicated that the marketing firm, Al Punto, will take care of tracking and following through. Fall advertising will have mechanism for tracking.

Marketing: we need something catchy to attract students. Perhaps a voucher from book store for something free; or, waive student body fee. Seek out surrounding vendors (McDonalds, Burger King, etc.) for discounts to our students. We need to establish neighborhood relationships.

### Institutional Effectiveness Committee – Marcy Drummond

The committee recommends the Strategic Planning steering committee would include the chair of the Institutional Effectiveness Committee, Marcy Drummond, and who also include representatives from Administration, Academic Senate, AFT, Teamsters, Classified, ASO, 347/99/Building & Trades, Classified Management, preferably individuals who are already members of the Institutional Effectiveness Committee to ensure continuity in communication. Shawn Tramel will be the Classified representative and Bill Smith will be the Classified Management representative. Marcy Drummond will follow-up to get representatives from the remaining constituent groups.

A status report on the committee's goals for this academic year was provided.

The committee is drafting a proposed planning/budgeting timeline and process that will be implemented for the 2007-2008 academic year. The committee is beginning by examining other models/processes that are being used at other colleges.

Recommendation for Action: The committee recommended the release of a faculty member for a 1.0 assignment to coordinate Student Learning Outcomes, Assessment, and Accreditation.

College Council Action: Consensus to approve Institutional Effectiveness Committee's request for a faculty member to be released for 1.0.

## **VII. Old Business/New Business**

### Fountain – Bill Elarton

New Memorial Fountain Contest flyer had only two entries. Deadline extended and Bill will redistribute flyers and will look into advertising on web. Removal/covering of the present fountain discussion. Agreed to cover fountain and perhaps place new eagle entry temporarily.

Meeting extended 10 minutes.

College Council Action: Extend contest three weeks. Winner to be announced at gala.

### Summer Bridge Program – Raul Cardoza

The college is planning a summer bridge program for incoming students targeted for students who did not pass the high school exit exam. This is part of a districtwide effort.

Discussion ensued regarding background of similar programs in the past. If this is done here, it needs to be organized. Dorothy Smith will be the coordinator.

### Grant Allocation / Debt Relief – Marcy Drummond

On track with spending and activities in manner prescribed. Presentation made to Grant Allocation Task Force. Chancellor was pleased and indicated everything looked good.

Carole Anderson: need to be strategic in spending allocation. Carey Roth to find out timing cycle for next request for Debt Relief.

Graduation Budget – Ethan Burrall

Graduation has been paid through student body fees.

**College Council Action:** There was consensus that ASO should not pay for anything having to do with graduation.

Carey Roth will work with Ethan on graduation expenses.

**VIII. Adjournment - Meeting adjourned at 3:20 pm.**