



**Los Angeles Trade-Technical College
COLLEGE COUNCIL
Regular Meeting
September 21, 2006**

Members Present:

John McDowell, Marcy Drummond, Chini Johnson, Larry Pogoler, Carole Anderson, Lidia Ley, Theda Douglas, William Elarton, Ethan Burrall, Eddie Ramirez, Shawn Tramel, Valerie Cole, Ramon Castillo, Roland J. Chapdelaine, Gaylen Bullock.

Guests Present:

Rosemary Royal, Cynthia M. Mower, Bobbi Kimble, Letia Royal, Kindra Kinyon, Frank Williams, Raul Cardoza

I. CALL TO ORDER

Co-chair Marcy Drummond called the meeting to order at 1:05 pm.

II. APPROVAL OF MINUTES

M/S/P To approve minutes of June 19, 2006.

Co-chair McDowell thanked Rhea Chung for taking the minutes in the absence of the Council secretary, Ana Maria Salazar.

III. PUBLIC SESSION

No speakers.

IV. ELECTION OF FACULTY CO-CHAIR

John McDowell was nominated by Carole Anderson as the faculty co-chair, seconded by Chini Johnson, and approved unanimously.

V. COLLEGE COUNCIL NORMS, POLICIES, PROCEDURES

Co-chair McDowell stated that meetings should start on time and finish on time and the Council should follow the agenda. He emphasized that when things are not going well, members should speak up. He also stated that consensus does not mean everyone has to agree with the issue and consensus doesn't relieve members from moving to a formal motion in writing.

Co-chair Drummond stated she will have the work flow packet for next meeting. Chini Johnson suggested that the minutes should show action items and a summary of action items should be compiled and distributed on a quarterly basis. Co-chair McDowell also reiterated the action item should be noted as MSP in bold.

M/S/P The College Council will operate by consensus whenever possible, if consensus is not possible the College Council will, according to Roberts Rules of Order, vote on motions.

M/S/T Tabled for 2 months. Committee reports will be distributed/posted 72 hours in advance of the Council meetings and committee reports will serve as consent agenda items.

VI. COMMITTEE REPORTS

- 1. Strategic Enrollment Management: Shawn Tramel**
Not met since June
- 2. Block Grant Committee: Pauline Carrillo**
No meeting; Need Representatives; an email was sent out on June 1 requesting representatives, will resend the email; deadline is 9/29 to join the committee.

M/S/P College Council Sub-Committee chairs that do not convene committee meetings and report to College Council for two consecutive months will be removed and replaced.

VII. OLD BUSINESS

- 1. SAP Routing**
Marcy informed the committee that end user can enter contract request. The committee concurred administration has not been at the committee meetings and their office has the answer to some of the questions related to the issue.
- 2. One-Stop Enrollment**
Ramon Castillo informed the committee of the various activities such as welcome week, orientation to implement the One-Stop Enrollment. He stated that there is work to be done in connecting Admissions, Assessment, Counseling, Faculty Mentoring, and Business office and we are not there yet. He informed the committee that he is working on the Process Mapping to fix things.
- 3. SAP**
Carey Roth announced that he is working on the Process Mapping for Budget division and trying to electronically log in all Purchase Orders. He also announced that there is no solution yet.
- 4. Electronic Signatures**
Carey Roth also informed the committee that Ken Takeda and Adriana Barrera are looking into the issue. Carey emphasized that the issue is the paper trail for audit and will investigate if scanned documents will suffice the requirements from the auditors. He will have an update by October.
- 5. Second Debt Relief**

John McDowell stated it would be timely for the President to convene the Grant Allocation Task Force. President Chapdelaine stated that there are 2 avenues for debt relief: 1) agree to an external comprehensive audit process or 2) use money to increase enrollment. It was confirmed the College Council wanted a comprehensive audit.

6. IPASS

Ethan met with Maria Elena Durazo of AFL-CIO and Durazo is willing to help obtain a suitable contract with MTA. Out of the 3,500 passes, Ramon stated that EOPS picked up the balance of what was left.

7. 911 Memorial

Bill Elarton informed the group that Marcela Oliva and instructors from Welding and Carpentry will develop the plan for the project. He also informed the group of the money and safety issues involved with the project and granite will be donated. \$500 scholarships will be given to the winner and Theda Douglas suggested that the minutes from the 80th Anniversary meetings should be revisited to find out the details of where the scholarship money will derive from. Bill Elarton shared with the group that it was student Fleming and 2 other students who collaborate on the winning design.

8. PRESIDENT'S REPORT

President Chapdelaine informed the group about the meeting with the representatives from the Disney Center and UNITE-LA. He emphasized that the next 2 years will be getting the word out about LATTC and revising curriculum. He also informed that the enrollment management team met for a whole month and LATTC will meet our growth goal of 102.5% of enrollment.

President Chapdelaine next shared goals for 06-07 year that he submitted to the Chancellor and welcomed comments from the group. He noted that goals should be challenging. He assured the group there will be quarterly progress report relative to the goals. President Chapdelaine responded with an internal satisfaction survey that will create a benchmark. He also emphasized the College should be more data-driven.

Carole Anderson shared with the group that LATTC was not listed in many of the websites. President Chapdelaine affirmed that there needs to be a change of delivery methods and the College needs to accelerate.

9. GREEN INITIATIVE

Co-chair Drummond presented to the group on the topic of Green Initiative. There was a video presentation with Leonardo DiCaprio and the issue of Green Initiative was announced to be brought back at next meeting.

M/S/P To extend the meeting to 3:15.

10. CALENDAR

Co-chair McDowell announced the future meeting dates and were unanimously approved. Next meeting was announced for Monday, October 9, 2006 at 1:00 pm.

M/S/F To extend the meeting for another 15 minutes.

The meeting was adjourned at 3:18 pm.