Los Angeles Mission College Council
RETREAT SUMMARY
August 20, 2013
The Arroyo Room – 8:00 a.m. – 3:30 p.m.

MEMBERS PRESENT:
Present: (Need 10 for Quorum)
Perez, Monte
Allen, Michael
Barbato, Louise
Bortman, Walter
Climo, Michael
Echeverri, Angela
Mignosi, Suzanne
Moreno, Monica
Ramirez, Joe
Roane, William
Rodriguez-Doucette, Zoila
Sparfeld, Tobin
Stage, Curtis
Tran, Hanh
Villanueva, Danny
Vacant
Vacant

President, LAMC
Educational Planning, Co-Chair
AFT College Faculty Guild Chapter President
Facilities Planning Committee Co-Chair
Professional Development Administrator
Academic Senate President
AFT Staff Guild Representative
Student Support Services Co-Chair
Student Support Services Administrator
Building & Constructions Trades
Supervisory Unit Representative
Budget & Planning Co-Chair
Technology Committee Co-Chair
Technology Committee Administrator
Budget & Planning Acting Co-Chair
ASO President
Operations, Local 99
Facilities Planning Committee Co-Chair

NON-MEMBERS PRESENT:
Ayala, Oliva
Brinkman, Cathy
Flood, Pat
Hernandez, Madelline
Jordan, David
Master, Sarah
Mendoza, Mary Louise
Milke, Leslie
Pearl, Maury

College Council Secretary
Dean, Academic Affairs
SLO/Accreditation
Accreditation Resource Person
Distance Education
Dean, Institutional Effectiveness
Financial Aid
Academic Senate
District Vice Chancellor

Welcome Remarks
Joe Ramirez & President Perez

The retreat began with welcome remarks from Vice President Joe Ramirez and President Monte Perez. Both provided an overview of the day’s activities as outlined in the agenda (on file).
Accreditation Update
Michael Allen, Danny Villanueva, Madelline Hernandez

Vice President of Academic Affairs and Accreditation Liaison Officer, Michael Allen provided and discussed the following handouts: 1) Inside Higher Ed: Education Department reprimands accreditor of San Francisco’s Community College and 2) ACCJC News Letter, summer 2013.

Danny Villanueva, Vice President of Administrative Services and Accreditation co-chair, spoke about ACCJC’s revision of the four standards. He also reported that LAMC and LAVC have asked the District for financial support for Accreditation. The college has hired Sarah Master, Dean of Institutional Effectiveness, and will be hiring a Research Analyst to help with Accreditation. Both Danny Villanueva and Madelline Hernandez are co-chairs of the Accreditation Steering Committee (ASC) and have met with Dr. Mathew Lee, consultant hired to work with the college on accreditation.

Madelline Hernandez, Accreditation co-chair, reported on sustainability and efforts towards changing the culture on campus. She emphasized the importance of having deep dialogue within the committees and ASC will be drawing more help from various areas, constituencies, faculty and staff on campus for support and input.

On August 21, 2013 LAMC is having the First Annual Fall Kickoff. This event will bring approximately 300 new and returning students to the campus. On September 23 & 24, Michael Allen, Diana Bonilla, and Linda Carruthers will be in Sacramento for a Student Success Summit.

School Safety and Emergency Response
Danny Villanueva & Sheriff’s Department

Captain Becker and Deputy Brown from the Sheriff’s Department and Community College Bureau presented some emergency scenarios and how to prepare for them. They also talked about the recent “active shooter” incident at Santa Monica College and East L.A. College. There is a District-wide Committee looking into what’s working and not working at each college in regards to safety. The District has contracted with Sigma to do an assessment of our emergency systems and one type of emergency system will be selected for all 9 colleges. Vice President Danny Villanueva sits on this committee and will work with District to request funds for LAMC’s emergency infrastructure.

Deputy Brown provided a handout and presented a video on what to do if there is an “active shooter.” There are three key things you can do to increase your chances of surviving: Run, Hide, and Fight! LAMC has a Threat Assessment Team who’s responsible for assessing threat of students, faculty, staff, and community members who may pose a threat to the campus.

It was noted that the East Campus alarm buttons are currently not activated; Vice President Danny Villanueva will look into this.
Presentation and Discussion on Collegiality  
Joe Ramirez & Leslie Milke

Two Accreditation Theme Teams have been identified: 1) Research & Data and 2) Collegiality. The college is focused on making strides in being more collegial. A slide presentation on collegiality was presented. The word collegiality is defined as, “A manner in which campus constituents interact with one another and the extent to which they approach their work.” In addition, the “Code of Conduct Statement” was brought up for discussion, it was established in 2007 and can be found on this link:  

Michael Climo, Professional Development Committee co-chair, is working on future events to bring the campus together and promote collegiality.

District Strategic Planning  
Maury Pearl, Interim Vice Chancellor

Maury Pearl, Interim Vice Chancellor, provided a handout and overview of the 2012-2017 District Strategic Plan with the four goals, thirteen objectives, and twenty-seven performance measures. The plan was approved February 2013 and is posted on the District’s website. A copy is on file. Maury noted that there should be some alignment between the District and the College’s Strategic Plan.

Mission Statement & Sustainable Review Process  
Leslie Milke, Madelline Hernandez, Angela Echeverri

The Accreditation team recommended the college to develop a standardized process for reviewing the Mission Statement. In previous years the Mission Statement had been reviewed during the retreat. At the Accreditation Steering Committee meeting, President Perez asked ASC to review the process and present it to College Council. Three of the Shared Governance Committees will begin the discussion: 1) Budget & Planning Committee, 2) Student Support Services Committee, and 3) Educational Planning Committee. Once these committees review the process it will go to Academic Senate in November and to College Council in December where the process will be institutionalized. A dedicated meeting will take place in January to finalize today’s planning efforts.

LAMC Report on District Strategic Plan Alignment and Performance Measures  
Sarah Master and President Perez

Sarah Master presented the District’s Strategic Plan and showed how LAMC’s Strategic Plan aligns with it. A copy of the handout is on file. This information will be presented to the Board of Trustees, Institutional Effectiveness Committee, in October 2013. The numbers will increase with Achieving the Dream and Student Success initiatives as well as the new sequences of Math and English courses.
Alignment of LAMC Strategic Plan with District Strategic Plan Retreat Activity
President Perez

Members formed groups with their respective Shared Governance Committees and were asked to use their objectives and identify a goal that aligns with LAMC’s Strategic Plan and the District’s Strategic Plan.

Groups:
Budget & Planning – Danny Villanueva, Tobin Sparfeld, Zoila Rodriguez-Doucette, Cathy Brinkman
College Council – Leslie Milke, Mary Louise Mendoza
Educational Planning Committee – Michael Allen, Madelline Hernandez, Sarah Master, Pat Flood
Facilities Planning – Wally Bortman, William Roane
Professional & Staff Development – Mike Climo, President Perez
Student Support Services – Joe Ramirez, Monica Moreno
Technology Committee – Curtis Stage, Hanh Tran, David Jordan

Closing Comments
Joe Ramirez and President Perez

Joe Ramirez thanked all the presenters. The second part of the retreat will be held on September 6, 2013. President Perez will provide a summary of today’s retreat and announced four District Newsletters that will have a feature on each college.

1) Access & Retention
2) Teaching & Learning
3) Organizational Effectiveness
4) Resources

The last item on today’s agenda, Evaluation of LAMC’s Planning Process was postponed for the September 6 meeting.

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