Los Angeles Mission College

Budget and Planning Committee Minutes

Thursday, October 3, 2013
Campus Center, Room 4 from 12 pm – 1:30 pm

Members Present:  Daniel Villanueva, Hanh Tran, Angela Aghajanian, Estela Miranda, Josefina Blanco, Bamdad Samii, Gayane Godjoian, Tobin Sparfeld, Joe Ramirez

Members Absent: Cathy Brinkman, Steve Nerud, Steve Ruys, Rudy Ordonez, ASO Representative, Classified Supervisor

Resource Members Present: Frances Nguyen

The meeting was called to order at 12:05p.m. by B&P Committee Chair, Tobin Sparfeld.

Approval of minutes for September 5th meeting

Minutes of the September 5, 2013 meeting were approved with the following corrections:

- Benefits are 23% (48%) of faculty payments...
- The Committee also unanimously approved to add one optional Classified unrepresented faculty position as appointed by the College President.

College Financial Update

It was reported that LAMC’s Fall 2013 enrollment is below projected and may result in a $1.8M deficit. It is imperative to take advantage of the growth and increase the FTES by at least 673 additional full-time equivalent students to avoid creation of a structural problem. The VPs will be developing a very aggressive recruitment and enrollment plan for Winter and Spring semesters in addition to mass advertisements. The following recruitment strategies will be implemented: advertising on buses, having bulletin boards with updated info on newly added courses, open phone lines from 8:00-4:00p.m. to answer questions. The VP of Academic Affairs will be having continuous discussions with the department heads on adding more sections.

To increase the FTES, the B & P committee members are proposing the following recommendations:
• Offer 3 unit high enrollment classes be added in the next 2 semesters
• Activate “Waiting list” feature to existing enrollment process. Accordingly, a course could be added upon reaching a large number of students on the waiting list.
• Allow faculty to enroll more students in classes whenever possible.
• Offer late start classes such as Personal Development.
• Allow students enroll in Coop Ed courses past the first week of classes.
• Offer college courses at local high schools as it was done in the past.
• Offer more Saturday classes so that more working adults could take advantage.
• Have a presence at festivals, churches, and other community events.
• Have a presence at local high schools at open houses, transfer fairs and other events.

Mission Statement Review
Mission statement was reviewed. No changes were recommended at this time. Mr. Villanueva introduced a motion to approve the mission statement with no changes, Ms. Blanco second it and the committee unanimously approved it.

Budget Overbase Prioritization Plan Schedule
The budget overbase prioritization plan schedule was discussed, updated and approved. The new schedule will be emailed out by Frances Nguyen.

Rubric Task Force Report
The Rubric Task force, established by the committee to edit the college’s Overbase Request Rubric, proposed adding a 5-question scoring to be implemented in addition to Maslow’s hierarchy rubric.

1) Is this position/equipment new or is it a replacement?
2) Is this position/equipment needed to satisfy a mandate, safety/accreditation requirement, or a workload distribution (position only)?
3) Why is this request needed?
4) How will this request benefit students?
5) What are the ongoing costs or savings related to this position/equipment?

Tobin Sparfeld thanked everyone for attending and adjourned the regular meeting at 1:25 p.m.

Minutes respectfully submitted by Angela Aghajanian.