Los Angeles Mission College Council

RETREAT SUMMARY
October 12, 2012
The Arroyo Room – 8:30 a.m. – 2:30 p.m.

MEMBERS PRESENT:
Present: (Need 10 for Quorum)
Perez, Monte
Atkinson-Alston, Stephanie
Barbato, Louise
Bortman, Walter
Echeverri, Angela
Griggs, Michael
Klitsner, John
Mignosi, Suzanne
Phares, D’Art
Ramirez, Joe
Roane, William
Sparfeld, Tobin
Stage, Curtis
Villanueva, Daniel
Vacant
Vacant
Vacant

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

MEMBERS ABSENT:
Tran, Hanh
Williams, Chris

Technology Committee Administrator
Professional Development Co-Chair

NON-MEMBERS PRESENT:
Brinkman, Cathy
Bonilla, Diana
Flood, Pat
Hernandez, Madelline
Jordan, David
Lee, Young-Ji
Mendoza, Mary Lou
Torres, Rosalie
Villegas, Ludi
Zaiens, Marie

Dean, Academic Affairs
Department Chair, Counseling
SLO/Accreditation
Accreditation Resource Person
Distance Education
Acting Assistant Dean, Title V
Financial Aid
Admissions & Records Supervisor
Dean, Student Services
LRC
9:10 – 9:20 a.m. WELCOME REMARKS: President Perez began the meeting at 9:10 a.m. with welcome remarks and an overview of the day’s activities which focused on three areas:

1) Strategic Planning Goals
2) Integrated Planning
3) Review of Master Plans

In the opening remarks, President Perez also talked about LAMC’s financial situation, the coming Accreditation visit, and Harbor, Southwest, and West L.A. College who have already gone through Accreditation. The District will be providing funding support to these colleges in the amount of $250,000 each.

Joe Ramirez, Vice President of Student Services, described the group activities planned with the Strategic Master Plan.

9:20 – 9:50 a.m. INTEGRATED PLANNING DISCUSSION: President Perez and Curtis Stage provided a diagram of the Annual Assessment & Evaluation process. There was an explanation on how the Program Review Components relate to the Unit Assessment of all Divisions, Resource Allocation, Shared Governance Committees and the College’s Strategic Plan. The group made some suggestions on how to improve the graph to accurately illustrate the process/cycle. Curtis Stage will update the chart with the suggestions received. A suggestion was made to include the Mission Statement on the front side and Human Resources Plan under Shared Governance Committee Plans.

The group also made some recommendations on how to improve communication through Shared Governance committees:

1) Chairs communicate with other Chairs directly via e-mail,
2) Create a Dashboard,
3) Specific committees communicate with target committees
4) Representatives attending College Council need to communicate the information back to their committee members

Pat Flood suggested forming a Task Force to discuss the diagram to illustrate the planning processes. Joe Ramirez, Cathy Brinkman, Marie Zaiens, Michael Griggs and Tobin Sparfeld volunteered to be on the Task Force. The first meeting will take place on Thursday, October 18, 2012 right after the College Council meeting.

9:50 – 10:15 a.m. BUDGET & PLANNING UPDATE: Tobin Sparfeld, Budget & Planning Co-Chair, reported that LAMC has cut $2.2 million from this fiscal year. He also talked about the impact Prop 30 will have on the College if it passes or fails. The committee met yesterday and created a restoration rubric if Prop 30 does pass. This will be presented to College Council. The rubric was based on vision, innovation, community building, sustainability, and stability. Danny Villanueva, Vice President of Administrative Services, explained how taxes are collected and distributed. Angela Echeverri, Academic Senate President, emphasized the importance of exercising shared governance to avoid cutting corners that could affect the college and used Seaside’s Accreditation as an example.
President Perez stated that the valley colleges will also be requesting financial support from the District Office with the Accreditation.

**10:15 – 10:30 - Break**

**10:35 a.m.** After the break everyone formed groups to work on the 2011-2012 Strategic Master Plan Goals.

**Goal 1 - Expand access to educational programs and services.**
Group: Joe Ramirez (lead), Stephanie Atkinson-Alston, John Klitsner

**Goal 2 - Refine institutional governance and planning process and procedures to enhance the delivery of programs and services.**
Group: President Perez (lead), Angela Echeverri, Diana Bonilla, Cathy Brinkman, Madelline Hernandez

**Goal 3 - Improve Quality of Educational Programs and Services**
Group: Pat Flood (lead), D’Art Phares, Tobin Sparfeld, David Jordan (Stephanie Atkinson-Alston also joined this group)

**Goal 4 - Maintain Fiscal Stability and encourage a greater focus on revenue enhancement.**
Group: Danny Villanueva (lead), Ludi Villegas, William Roane, Suzanne Mignosi, Young Ji-Lee, Dennis Schroeder

**Goal 5 – Provide user friendly technology to meet the needs of faculty, staff and students.**
Group: Curtis Stage (lead), Mary Lou Mendoza, Rosalie Torres, Marie Zaiens

**Goal 6 – Increase community responsiveness and expand business, community and civic partnerships**
Group: President Perez, Angela Echeverri, Diana Bonilla, Cathy Brinkman, Madelline Hernandez (the same group as Goal #2)

After the groups were done working on each of their goals, the leader of the group presented their updates. Oliva Sanchez Ayala, College Council secretary, was asked to e-mail the Strategic Master Plan for the presenters to update the goals.

**12:30 – Working Lunch – Review of Goals of Campus Master Plans (CMPs). Review of CMPs with emphasis on how they integrate with Strategic Master Plan.**

Because the Master Plans are too big to review in its entirety, groups were asked to focus their review on the goals:

1) **Educational Master Plan** - D’Art Phares, Co-Chair of Educational Planning Committee

2) **Enrollment Plan** - Stephanie Atkinson-Alston, Lead Administrator for Academic Affairs

Louise Barbato, David Jordan, Stephanie Atkinson-Alston, Rosalie Torres, Young Ji-Lee
2) Student Services Master Plan – Diana Bonilla, Presenter
Joe Ramirez, Dennis Schroeder, Ludi Villegas, Cathy Brinkman, Madelline Hernandez
The Student Services Master Plan is in the Draft stage, the goal is to have it complete prior to Thanksgiving.

3) Facilities Master Plan – Wally Bortman, Co-Chair of Facilities & Planning Committee
Danny Villanueva, John Klitsner, William Roane, Suzanne Mignosi
The Facilities Master Plan is complete and no changes are necessary.

Enrollment Master Plan/Professional Development Plan – Stephanie Atkinson-Alston gave an update on the plan.

4) Technology Master Plan – Curtis Stage, Co-Chair of the Technology Committee
Tobin Sparfeld, Marie Zaiens, Angela Echeverri
The Technology Master Plan is complete. There are some minor changes to update the plan which will be done.

5) Human Resources Plan – Danny Villanueva, Vice President of Administrative Services
Mary Lou Mendoza, Michael Griggs, Pat Flood. An update was provided.

6) Professional Development Plan – As of present time there is no plan. The Professional Development Committee is working on developing one.

1:00 – 1:30 p.m. College Master Plan Group Reports
After each group reviewed their Master Plan goals each group reported their findings and updates.

1:30 – 2:00 Next Steps and College Council Follow-up
Pat Flood & Curtis Stage recommended that each group align their goals to the Strategic Master Plan.

2:00 – 2:15 Impact on Accreditation
Dr. Perez read aloud the recommendations ACCJC made to Harbor, West, and Southwest. As mentioned in the beginning of the retreat, the District will be providing financial support to these colleges to address the recommendations.

The college needs to align and integrate the goals with the Master Plans and Strategic Master Plan. Dr. Perez will be responsible for finishing Standard I. There will be an orientation Accreditation “road side show” on October 24, 25, and 26 for faculty, staff, and students. A Mock Visit is scheduled on October 30, 2012. Dr. Perez asked that the Standards be sent to the editor now so they can begin the work. Dr. Perez would like to do a short video to be uploaded to our website similar to one already created at L.A Valley College.

Lastly, evidence is very important for Accreditation. All Shared Governance agenda and minutes need to be updated and posted. A copy of 2011-2012 Narrative Evaluation of Shard Governance Committees referring to this was provided.
2:15 – 2:30 Wrap-up/Close
Danny Villanueva, Vice President of Administrative Services, had everyone participate in a team building activity and emphasized the importance of teams working. It was a fun wrap up after a day of hard work for everyone.