Los Angeles Mission College Council  
March 19, 2015  
Faculty Dining Room - 1:30 p.m. – 3:00 p.m.

MEMBERS PRESENT:  
Present:  (Need 10 for Quorum)  
Perez, Monte  
Allen, Michael  
Austria, Rod  
Bortman, Walter  
Murphy, Laura  
Gosen, Raymond  
Milke, Leslie  
Phares, D’Art  
Ramirez, Joe  
Roane, William  
Rodriguez-Doucette, Zoila  
Samii, Bamdad  
Sparfeld, Tobin  
Yamada, Ryan N.  

President, LAMC  
Educational Planning, Co-Chair  
Technology Committee Administrator  
Facilities Planning Committee, Co-Chair  
Proxy, AFT Staff Guild Representative  
ASO President  
Academic Senate President  
Educational Planning Committee, Co-Chair  
Student Support Services Administrator  
Building & Construction Trades  
Supervisory Unit Representative  
Professional Dev. Committee Co-Chair  
Budget and Planning Committee, Co-Chair  
Technology Committee, Co-Chair

MEMBERS ABSENT:  
Andrade, Maricela  
Barbato, Louise  
Castillos, Milagros  
Master, Sarah  
Mendoza, Mary Lou  
Paulsen, Deborah  
Ruys, Steve  
Villanueva, Daniel  
Vacant  

Professional Development Administrator  
AFT College Faculty Guild Ch. President  
AFT Staff Guild Representative  
Program Review Oversight Comm. Co-Chair  
Shared Governance Oversight Comm. Chair  
Facilities Planning Committee, Co-Chair  
Student Support Services, Co-Chair  
Budget and Planning, Acting Co-Chair  
Operations, Local 99

NON-MEMBERS PRESENT:  
Ayala, Oliva  
Enos, Kelly  
Flood, Pat  
Huffman, Patricia  

Nabaii, Hoss  
Scheib, Jolie  
Serna, Adam

ADDITIONAL COLLEGE COUNCIL MEETINGS  
April 16, 2015  
May 21, 2015  
June 18, 2015

The meeting convened at 1:38 p.m. and was chaired by Tobin Sparfeld.
APPROVAL OF MINUTES: D’Art Phares moved and William Roane seconded the motion to approve the February minutes; the motion passed; Michael Allen abstained.

PRESIDENT’S REPORT: Dr. Perez provided a copy of a memo from Theresa D. Tena, Vice Chancellor of Institutional Effectiveness Division, on Institutional Effectiveness: Framework of Indicators. All colleges must report on these indicators by June 30, 2015. LAMC will submit the report to the Board by May 15, 2015 which means College Council will need to approve it at the April 16th meeting. LAMC (President Perez, M. Allen, and S. Master) will be presenting the Institutional Effectiveness Report to the Board’s Institutional Effectiveness Committee on March 24, 2015.

President Perez had a meeting with the Classified Group on Friday, March 13, 2015 and provided a copy of the notes from the meeting. On April 1st, Dr. Perez is meeting with a group of people regarding the Future of Professional Development.

PROP A/AA/M EASURE J PROGRAM UPDATE: Hoss Nabaii, College Project Manager, provided an update on Phase I, II, and DSP&S. There are two restrooms under construction in the LRC. A vendor for the Health Services furniture is being identified. There is some delay on the Central Plant which affects the completion of the Media Arts building.

STANDING COMMITTEES

ACCREDITATION STEERING COMMITTEE (ASC): The Follow-Up Report has been completed and submitted. The Self-Study is on schedule with Phase III drafts being reviewed for recommendations and changes. The Weekly Mission will highlight different Accreditation Standard Teams with an explanation of what the teams are doing. An Accreditation bulletin board has been installed in South Atrium of the Instructional Building for updates. LAMC representatives will be attending the ACCJC conference in San Diego on April 23rd & 24th. The next Accreditation meeting is March 25, 2015.

STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE: The committee is meeting before the next College Council meeting to discuss the State Chancellor’s backlog on Certificate and Curriculum course approvals.

SHARED GOVERNANCE OVERSIGHT COMMITTEE (SGOC): The committee has reviewed different websites to recommend one standard look for all Shared Governance Committees. I.T. will do a presentation on the standard look to College Council in May. ASO, Budget & Planning, Educational Planning, and Student Support Services are currently reviewing the Mission Statement. These recommendations will be forwarded to the Shared Governance Committees, ASO, Academic Senate, AFT Faculty Guild and AFT Staff Guild for review/comment in May.

At the next meeting, President Perez will provide an update on the Integrated Planning. The els group will report to College Council in May. President Perez would like to revisit the annual review of the Mission Statement.

PROGRAM REVIEW OVERSIGHT COMMITTEE (PROC): The three VPs finished their SWOT report and an executive summary will be presented to College Council. PROC likes the
idea of doing annual updates to the College’s planning documents rather than once every five years. The word Draft needs to be removed from the planning documents posted on the website.

**ASO REPORT:** Students travelled to Sacramento and met with Assemblymember Patty Lopez regarding the Bachelor’s program and the high-speed rail. LED lights save electricity and illuminate more than regular lighting; ASO will do a campus walk-thru to see where dimly lit areas are and recommend LED lighting. Bike racks will be installed in the parking structure. The ASO audit will conclude within the next week. Charging stations have been very successful and other schools are looking into institutionalizing them as well. Ray Gosen is running for the Student Trustee seat for 2015/16. Prop 39 State money will be used to replace lighting on some of the buildings. Zoila will work with Ray to purchase additional charging stations. ASO is not recommending any changes to the Mission Statement.

**WORK ENVIRONMENT COMMITTEE (WEC):** WEC is working with Plant Facilities on some minor items. There is nothing major to report. Installation of the classroom shades is moving forward as planned.

**REPORTS FROM SHARED GOVERNANCE COMMITTEES**

**BUDGET & PLANNING (B&P):** The College projects a deficit of $491,000 for the year. The College anticipates meeting the growth target of 4.75%. A request has been made to the District to allocation funds for accreditation, maintenance, and marketing. The College hopes to also receive additional funds from Prop 98. Lastly, the College will receive a 10% administrative fee from all nine colleges for administering the Medicated Allotment Allocation (MAA). The B&P Committee is recommending leaving the Mission Statement as is.

**EDUCATIONAL PLANNING COMMITTEE (EPC):** The committee is working on comprehensive program review. The committee also discussed Institution-Set Standards and the Mission Statement. EPC is recommending this new language to the Mission Statement: *Los Angeles Mission College is an associate degree- and certificate-granting accredited institution committed to student learning and achievement by providing accessible, affordable, high quality programs and services that are continuously evaluated and improved. The College serves its diverse students and communities by offering courses in basic skills, general education, career and technical education, and for transfer.* This was prompted by ACCJC’s change in the accreditation standards.

**FACILITIES PLANNING COMMITTEE (FPC):** FPC received reports from the Work Environment Committee and Measure J. A trench drain was added across the backroad and the walkway has been widened. Culinary Arts would like to change the name of the Servery to Mission Café and Grille and the Executive Dining Room to Tataviam Bistro. They’re looking at cost and justification for the name changes. FPC also discussed the Facilities Master Plan and will coordinate with the Educational Master Plan and Strategic Plan to meet the educational needs of the college. FPC voted to keep the Mission Statement as is.

**PROFESSIONAL AND STAFF DEVELOPMENT COMMITTEE:** The committee received a request from staff for the Microsoft Office certificate training. The cost is $590.00 per year to have five stations, but the issue is designating a place for the stations. Bamdad received a questionnaire regarding Culturally Responsive Teaching Training and requested guidance on how to respond.
STUDENT SUPPORT SERVICES COMMITTEE (SSSC): The committee met last week and discussed scheduling workshops on 3SP for students, faculty, and staff in April. Other avenues will be considered to reach the college constituencies with this information. The committee reviewed the Mission Statement and will submit their response to College Council in April.

Five programs in Student Services are going through comprehensive program review. A new ASO member brought some concerns regarding safety, cross lights, LED lights, and the process on complaints. Dr. Perez would like to revisit the complaint process after the Student Focus Groups takes place on April 1, 2015.

TECHNOLOGY COMMITTEE (TC): The Technology Committee reviewed the Mission Statement and since EPC has provided a revision, Ryan will take EPC’s new proposed language to the Technology Committee for input. Workstations in the LRC are being replaced as part of the Technology Replacement Plan. I.T. is looking into replacing Virtual Desktop Interfaces in the summer. The Tamis System will be replaced with a new system called CMMS. Plant Facilities is already using this new system.

The college is looking into piloting the Viridis System with Veteran students. The system tracks students after they leave the college.

Two action items were noted for action in April.

1) The Technology Committee recommends the campus pilot the new Viridis student tracking system using a pilot group of veterans.

2) The Technology Committee recommends extending the Technology Master Plan from 2015 until 2018.

MISSION STATEMENT: The Mission Statement will be discussed at the next meeting.

ADJOURN: Meeting adjourned at 3:24 p.m.