



Los Angeles Mission College Council

MINUTES

October 17, 2013

Campus Center – 1:30 – 3:00 p.m.

MEMBERS PRESENT:

Present: (Need 10 for Quorum)

Perez, Monte

Barbato, Louise

Bortman, Walter

Climo, Michael

Mignosi, Suzanne

Moreno, Monica

Phares, D'Art

Ramirez, Joe

Roane, William

Rodriguez-Doucette, Zoila

Sparfeld, Tobin

Villanueva, Daniel

Yamada, Ryan N.

Vacant

Vacant

Vacant

President, LAMC

AFT College Fac. Guild Chapter Pres.

Facilities Planning Committee Co-Chair

Professional Development Co-Chair

AFT Staff Guild Representative

Student Support Services Representative

Educ. Planning Committee Co-Chair

Student Support Services Administrator

Building & Construction Trades

Supervisory Unit Representative

Budget and Plan. Committee Co-Chair

Budget & Planning Acting Co-Chair

Technology Committee Co-Chair

Operations, Local 99

Facilities Planning Committee Co-Chair

Professional Development Co-Chair

MEMBERS ABSENT:

Allen, Michael

Lara, Carlos

Milke, Leslie

Tran, Hanh

Educational Planning Committee Rep.

ASO Vice President

Faculty Senate President

Technology Committee Administrator

NON-MEMBERS PRESENT:

Ayala, Oliva

Castillo, Milagros

Flood, Pat

Griggs, Michael

Johnson, George

Jordan, David

Mendoza, Mary Louise

Scheib, Jolie

Stage, Curtis

ADDITIONAL COLLEGE COUNCIL MEETINGS

November 21, 2013

December 19, 2013

January 16, 2014

January 28, 2013 (Special Meeting)

The meeting convened at 1:35 p.m. and was chaired by Tobin Sparfeld.

APPROVAL OF MINUTES: The minutes from September 6, September 29, and August 20, 2013 were presented for approval. D'Art Phares moved and Dr. Perez seconded the motion to approve the minutes of August 20, 2013. The minutes were approved with a friendly correction on page 2 to read: *On August 21, 2013* LAMC is having the First Annual Fall Kickoff.

D'Art Phares moved and Suzanne Mignosi seconded the motion to approve the minutes of September 6 and September 19, 2013. The minutes were approved unanimously.

Curtis Stage introduced Ryan Yamada as the new co-chair of the Technology Committee.

PROP A/AA/MEASURE J: George Johnson, College Project Manager (CPM), provided status of the Media Arts Center building. Completion is estimated to be December 2015. George has received approval to move forward with the work on Campus Mod I and is waiting on DSA approval to move forward with Campus Mod II. The Central Energy Plant project has not been finalized due to the budget. Dr. Perez, Danny Villanueva, and Wally Bortman will be meeting with AECOM on Monday, October 21, 2013 on this matter. A copy of the October report is on file.

ASO REPORT: No one was present to report and no report was submitted.

WORK ENVIRONMENT COMMITTEE (WEC): Jolie Scheib, WEC chair, reported on the status of the "no smoking" signs for the campus. The Bookstore is now providing sandwiches and healthy snacks at Center for Math and Science building. A copy of the September minutes is on file.

REPORTS FROM THE STANDING COMMITTEES

ACCREDITATION COMMITTEE: Danny Villanueva, ASC co-chair, reported on the Accreditation Steering Committee meeting from yesterday. The vice presidents are posting their progress of the Accreditation Recommendations on the "O" drive. Dr. Perez will be writing the response to the Accreditation Commission. A draft will be prepared in late November or early December and presented to College Council in January 28, 2013. If approved by College Council the report will go through shared governance in February and to the BOT in March. Dr. Lee will be working with Student Services, Administrative Services, and Academic Affairs for their responses. The next ASC meeting is November 20. A written report is on file.

BUDGET & PLANNING COMMITTEE: Tobin Sparfeld, Budget & Planning co-chair, reported on the budget deficit of \$1.8 million. The college is below the projected FTES as compared to 2010, 2011, 2012, and 2013. The committee discussed ideas for growth and recruitment to encourage enrollment. The president met with the chairs and deans yesterday; they talked about getting the word out to encourage students to register for winter. The commercials with Time Warner Cable will start Monday, October 21, 2013. Billboards and bus tails are also underway. The college has temporarily hired Rolando Cuevas to do recruitment for the college. Dr. Perez is meeting with Principals from César Chavez Academies, Sylmar High School and San Fernando High School on developing an MOU for concurrent enrollment.

Sarah Master has developed a presentation around benchmarks and a matrix to identify student achievement; she should be invited to the next B&P meeting. A written report is on file.

EDUCATIONAL PLANNING COMMITTEE (EPC): D'Art Phares, Educational Planning Committee co-chair, reported on submission of the objectives and measures for the new Strategic Goals. Program Review starts on Monday, October 21, 2013 and Sarah and Hanh have scheduled trainings on October 28 & 29. EPC and PROC have approved a new plan to shift program review to the Spring with an emphasis on "planning." Starting in Spring (2015/16) EPC will be involved with the prioritization process. A written report was submitted.

FACILITIES PLANNING COMMITTEE (FPC): The committee did not have a quorum at the last meeting. Walter Bortman, Facilities Planning Committee co-chair, reported on two vacancies; a senate member and a co-chair need to be appointed and elected. The Mission Statement was reviewed and the committee had no changes. The following action item was presented: *Title V program has proposed to change the usage of room 101 (currently seminar room) in the CMS building to a student tutoring center for the STEM program.* VP Danny Villanueva asks that Mike Fenton, Carlos Gonzalez, and Marie Zaiens be invited to the next College Council meeting. D'Art Phares moved to table the action item, William Roane seconded; the motion passed. The next FPC meeting will be November 4, 2013. A copy of the action item is on file.

PROFESSIONAL DEVELOPMENT COMMITTEE (PDC): Mike Climo has been re-elected co-chair of this committee. Mike provided a written report and a calendar of activities for this semester. Any committee working on scheduling activities should notify Mike Climo. Michael Allen and Mike Climo will forward Learning Styles responses to the Educational Planning Committee. PDC is working on the holiday party. A written report is on file.

STUDENT SUPPORT SERVICES COMMITTEE (SSSC): Monica Moreno, Student Support Services co-chair, met with the new members at the October meeting. SSSC will be aligning their program validations to match EPC's new timeline. Dr. Perez is working with this committee on their Accreditation Recommendations. The committee feels it would be appropriate to change "Program Learning Outcomes" to "Division Service Outcomes" for them because they are a division and not a program. A written report is on file.

TECHNOLOGY COMMITTEE: Ryan Yamada is the new co-chair of the Technology Committee and today was his first College Council meeting. Per Danny Villanueva, the committee will be looking at their Technology Plan and a recommendation will be presented to College Council in November. A written report was not submitted.

STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE – The committee has not met. President Perez will ask Michael Allen to call a meeting before the next College Council to discuss enrollment, student recruitment, retaining strategies. A written report was not submitted.

SHARED GOVERNANCE OVERSIGHT COMMITTEE: Mary Louise Mendoza and Milagros Castillo reported on the membership, the charter, and objective of this committee. This committee is responsible for making sure the minutes are posted, web-site is up-to-date, and the committees have full membership. Per Curtis Stage, the committee will be more involved with the retreat planning process. A written report was not submitted.

PROGRAM REVIEW OVERSIGHT COMMITTEE: The committee submitted the following action item: *That the PROC Charter be amended to:*

- *change “PRC” to “PROC,”*
- *change the number of voting members to “13” instead of “12” and*
- *add “Review, update and revise the Program Review Handbook” to the PROC “Purpose*

Sarah Master and Hanh Tran were not present to discuss the action item. The action item is noticed for the next College Council meeting in November.

PRESIDENT’S REPORT: The Board has delayed LAMC’s Institutional Effectiveness Report presentation. All Shared Governance Committees have submitted their Goals and Performance Measures; copies will be provided to College Council. Five to seven of the campuses will be in deficit mode next year due to increase in fixed costs and M&O reduction. The Board is interested in pursuing winding down the Bond Program. After programs are complete there will be some money left to *possibly* build the Student Services building. President Perez will keep us informed.

INSTITUTIONAL RESEARCH: Sarah Master, Dean of Institutional Research, submitted the following action item: Creation of short-term Research Advisory Task Force. Unfortunately, Sarah was not present; Danny motioned to table the action item, seconded by William Roane. The motion passed unanimously; the action was tabled for the next College Council meeting in November.

ADA COMPLIANCE: Danny Villanueva, Vice President of Administrative Services, reported on the hiring of a District ADA Compliance Officer. The Vice Presidents of Administrative Services have been designated Compliance Officers for their respective campuses. There will be a training session here on November 5, 2013 on how to create and post ADA Compliance documents. The Information Technology Department will be maintaining the website to make sure it’s ADA compliance.

EARTHQUAKE SHAKEOUT DRILL: Wally Bortman, Director of College Facilities, shared the results of the drill and his concerns with the lack of leadership with emergency planning since Stephanie Atkinson-Alston left. In response Danny reported that the District is preparing an RFP to work with a company who specializes in emergency plans for colleges. He also noted there is an emergency plan posted on the website. This item will be discussed with President Perez and his Senior Staff at their next meeting.

ADJOURN: Meeting adjourned at 3:05 p.m.