



Los Angeles Mission College Council

March 20, 2014

The Arroyo Room – 1:30 p.m.

MEMBERS PRESENT:

Present: (Need 10 for Quorum)

Perez, Monte

Allen, Michael

Andrade, Maricela

Armstrong, James

Bortman, Walter

Climo, Michael

Garza, David

Hernandez, Madelline

Maldonado, Jose

Master, Sarah

Mendoza, Mary Lou

Phares, D'Art

Ramirez, Joe

Roane, William

Rodriguez-Doucette, Zoila

Sparfeld, Tobin

Vacant

Vacant

President, LAMC

Educational Planning Committee Rep.

Professional Development Administrator

AFT Staff Guild Representative

Facilities Planning Committee Co-Chair

Professional Development Committee Co-Chair

Proxy, Technology Committee Co-Chair

Proxy, Faculty Senate President

Facilities Planning Committee Co-Chair

Program Review Oversight Committee Co-Chair

Shared Governance Oversight Committee Chair

Educational Planning Committee Co-Chair

Student Support Services Administrator

Building & Constructions Trades

Supervisory Unit Representative

Budget and Planning Committee Co-Chair

Operations, Local 99

Technology Committee Administrator

MEMBERS ABSENT:

Barbato, Louise

Calderon, Melina

Milke, Leslie

Moreno, Monica

Mundt, Dorothy

Yamada, Ryan N.

Villanueva, Daniel

AFT College Faculty Guild Chapter Pres.

Interim ASO President

Faculty Senate President

Student Support Services Representative

AFT Staff Guild Representative

Technology Committee Co-Chair

Budget and Planning Acting Co-Chair

NON-MEMBERS PRESENT:

Ayala, Oliva

Bonilla, Diana

Flood, Pat

Garcia, Jerry

Montes, Darlene

Osborne, Bill

Scheib, Jolie

Villegas-Vidal, Ludi

Zaiens, Marie

The meeting convened at 1:40 p.m. and was chaired by Tobin Sparfeld.

APPROVAL OF RETREAT MEETING MINUTES: The minutes from March 6, 2014 were presented for approval. The following corrections were made: Under Program Review the second

sentence should read, "PROC also had a meeting in February." Under Research Advisory Task Force, the words "and this will" are repeated twice and one will be removed.

William Roane moved to approve the minutes and D'Art Phares seconded the motion; the motion passed with the corrections made.

ASO – No report.

PROP A/AA/MEASURE J: Bill Osborne is the new Project Manager for the college. A status report was provided on the Media Arts Center, Campus Modernization I, Campus Modernization II, Roadway improvements (Trench Drain) and Handrails, CDC Parking Lot, Master Planning, Design effort for ADA barrier removal, and Central Plant. A report is on file.

WORK ENVIRONMENT COMMITTEE (WEC): Jolie Scheib, Chair of the Work Environment Committee, reported on the windows that need better blinds to provide more shade. Jolie read from the contract between LACCD and Los Angeles College Faculty Guild Local 1521 which states under article 9A, "the District shall provide conditions for a safe, healthful and sanitary work environment conducive to effective teaching and learning" Article 9C, "the District shall provide multimedia to all faculty in a manner that meets their instructional needs." This refers to some smart boxes that are not working. In response Dr. Perez said that the Technology Plan addresses these issues. Wally Bortman will get a cost estimate on the blinds that need to be replaced.

REPORTS FROM STANDING COMMITTEES

ACCREDITATION STEERING COMMITTEE (ASC): Madelline Hernandez, Accreditation Steering Committee Co-Chair, reported that Academic Senate approved the ACCJC Follow-up Report on March 6 and the BOT approved it on March 12. The final copy was mailed to the visiting team on March 13.

STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE: No report.

SHARED GOVERNANCE OVERSIGHT COMMITTEE (SGOC): Mary Lou Mendoza, co-chair of the Shared Governance Oversight Committee, gave an update on the Self-Evaluations forms going out May 1, 2014. There is a training scheduled April 1, 2014 in the Arroyo Room for all Shared Governance Committees, faculty, staff, and students. A handout on the Mission Statement Review Process was provided; the Mission Statement will be discussed at the fall retreat. SGOC is also working on updating their website.

PROGRAM REVIEW OVERSIGHT COMMITTEE (PROC): Sarah Master, Program Review Oversight Committee co-chair, reported that PROC has not met since the last report, but is meeting next week. The following action item was presented by College Council: **The LOAC and the PROC should develop joint recommendations (e.g., via a series of joint meetings) for the creation of a structure and process that will more strongly integrate SLO assessments and student learning improvements with institutional planning and resource allocations.** Zoila Rodriguez-Doucette moved and William Roane second; the motion passed.

RESEARCH ADVISORY TASK FORCE (RATF): Sarah Master, Dean of Institutional Effectiveness, reported that RATF has not met since the last report, but is having their last meeting

next week. The following action item was presented for approval: **Accept the process for “Evaluation and Improvement of the Institution-Set Standards for Student Achievement” recommended by the RAFT.** D’Art Phares moved and Zoila Rodriguez-Doucette seconded; the motion passed. A handout on the process is on file with the action item.

REPORTS FROM SHARED GOVERNANCE COMMITTEES

BUDGET & PLANNING COMMITTEE: Tobin Sparfeld, co-chair of the Budget & Planning Committee, will submit the following action item at the next College Council meeting for approval: **The Budget and Planning Committee recommends that the College Council approve its Over Base rankings for 2014-2015.** There was discussion on Counselor positions being on two lists. This will be reviewed by Budget & Planning at their next meeting.

EDUCATIONAL PLANNING COMMITTEE (EPC): D’Art Phares, EPC, reported on comprehensive program reviews and the rewrite of the viability process which should be approved by EPC at their meeting next week. EPC is still dealing with getting full membership on their committee, therefore, they are presenting the following recommendation for approval: **That College Council approve membership rules for EPC amended such that: 1) members may serve up to three two-year terms, subject to the approval of the committee and 2) up to two members per department can be members, subject to the approval of the committee.** James Armstrong moved and Zoila Rodriguez-Doucette seconded; the motion passed.

FACILITIES PLANNING COMMITTEE (FPC): Wally Bortman, FPC chair, reported on their March 10 meeting. The FPC received reports from WEC and Measure J. FPC approved the new facility usage forms and discussed purchasing new tables for the campus. Wally provided charges for filming on campus; it varies from \$3,000 to \$4,500 per day. The old Bookstore is being converted to the Student Health Center. The flooding of the Campus Center was determined to be the fault of the contractor.

PROFESSIONAL STAFF DEVELOPMENT COMMITTEE: Mike Climo, Chair of the Professional Staff Development Committee, reported on their March 11 meeting. ASO representative Esthela Pacheco attended their meeting. There are many events coming up in April and May and all are listed on the report submitted. Everyone on this committee are very active and working very well together.

STUDENT SUPPORT SERVICES COMMITTEE: Joe Ramirez, Student Support Services Administrator, provided an update on 3SP. An Advisory Committee has been put together and are meeting next Tuesday at 2 p.m. The committee is presenting the following action item for approval: **Approval of the Student Services Master Plan.** Sarah Master noticed some typos and some changes, but these would not prevent the action item from being approved. D’Art Phares moved and William Roane seconded; the motion passed.

TECHNOLOGY COMMITTEE: David Garza was present as the proxy for Ryan Yamada. Currently all requests for links on the homepage go directly to Nick Minassian. A new process would add a layer of administrative approval that does not currently exist. The following action item was presented for approval: **The Technology Committee recommends a new process for requesting permanent links on the LA Mission homepage. Requests for permanent links to be placed on**

the homepage would go through the division VP, then onto VP Danny Villanueva, and then finally onto Nick Minassian and the IT department. Wally Bortman moved and William Roane seconded. Through discussion it was decided that the action item needs clarification via a written policy. Wally Bortman changed his motion and moved to table the motion and William Roane seconded, the motion passed to table this item.

PRESIDENT'S REPORT: President Perez reported on the District's receipt of State monies in the amount of \$17 million. After FON and COLA there will be \$9 million available for the colleges. Because LAMC met its FTES target we will receive additional allocation to our base. Money for Accreditation activities will be allocated for Valley, West and LAMC. Dr. Perez plans to use some of this money for mediation training. The District is talking of another 3% growth for next year, but nothing has been confirmed.

ACADEMIC AFFAIRS: Michael Allen, VP of Academic Affairs, presented two action items. The first action item was presented for approval: **Evaluate Performance Measures each academic year during the fall retreat.** D'Art Phares moved and Zoila Rodriguez-Doucette seconded; the motion passed.

The second action item was presented for approval: **Evaluate the Resource Allocation process each academic year during the fall retreat.** D'Art Phares moved and William Roane seconded; the motion passed.

The last two items on the agenda were submitted by Danny Villanueva; they will be tabled because Danny was absent.

ADJOURN: Meeting adjourned at 3:13 p.m.