

EAST LOS ANGELES COLLEGE
SHARED GOVERNANCE COUNCIL (ESGC)
MINUTES

Monday, October 08, 2007
 E7-Vocational Education Conference Room 315
 1:30 – 3:00 p.m.

PRESENT	Brenda Baity Rose Bustos Erlinda de Ocampo Evelyn Escatiola Tom Furukawa Rich Guy Jeff Hernandez Alex Immerblum Robert Isomoto Veronica Jaramillo	John Long Renee Martinez Kaneesha Miller Armida Ornelas Leonor Perez David Senensieb Ted Strinz Danny Telles Oscar Valeriano Isabel Yeung
ABSENT	Wendy Bass Selina Chi Karen Daar Raymond Diaz Daniel Judge	Richard Moyer Monica Olguin Troy Pierce Lawrence Powell Michael Simone
GUEST	Antoine Atallah Sonia Lopez	Al Rios

I. CALL TO ORDER: Co-Chairperson, Rich Guy, called the meeting to order at 1:42 p.m.

II. APPROVAL OF MINUTES:

A. M/S/P (Immerblum/Jaramillo) to approve the minutes of September 24, 2007 as amended.

B. Approval of the Agenda: Alex Immerblum requested that a category titled **Approval of the Agenda** be added to the agenda for all meetings. He also requested to add two items to the agenda for today’s meeting: 1) Funding for Clerical Support for Student Success Committee, and 2) Operation of the ESGC Committee. Co-Chair D. Senensieb stated that item # 1 would be discussed under Item From The Floor. Item #2, if time permits, would be discussed. If not, he suggested it be added as an Agenda Item for another meeting.

III. PRESIDENT'S REPORT: (Robert G. Isomoto)

- A. Performing & Fine Arts Center:** Lengthy discussion took place at the FPSC about how to move forward with the Performing & Fine Arts Center. Several options for funding are being considered. J. Hernandez added that a vote was not taken by the FPSC committee on whether to commit to continuing with the project with alternative funding sources or to go along with the deferral of the state allocation. Further information will be provided to the FPSC before a decision is made.
- B. Assemblymember Anthony Portantino:** On Friday, October 12, 2007, Assemblymember Anthony Portantino will visit ELAC for a tour of the campus. He will be joined by President Isomoto, Chancellor Mark Drummond, Boardmember Sylvia Scott-Hayes, and LAMC President Moreno. Assemblymember Portantino is Chair of the Committee on Higher Education.
- C. Board of Trustees Meeting:** On the November 07, 2007, ELAC will host the Board of Trustees Meeting in the Student Center.
- D. Title V Grant:** ELAC, along with L.A. Trade Tech and West L.A. College received a Cooperative Grant. The grant is for \$3.5 million over five years.

IV. WORK ENVIRONMENT COMMITTEE REPORT:

- A. Parking:** V. Jaramillo reported that a letter from the WEC was drafted and given to President Isomoto regarding parking. R. Guy stated that the letter was drafted after a vote took place at the WEC meeting. The vote was regarding the designation of spaces for administrators and faculty. The letter addresses the issue of allowing only the President and Vice Presidents to have assigned parking. President Isomoto will respond at the next WEC meeting of October 16, 2007. D. Telles inquired about student workers parking in Faculty/Staff parking lots. E. de Ocampo responded that starting this semester Claire Floria at the Sheriff's Department has issued parking permits for student workers to park in the galleria (off of Floral Drive) parking lot only.
- B. Ergonomic Furniture: (E. Escatiola)** According to Systematic Office Supplies, the bid has been awarded. They are now working with the manufacturer to complete the distribution through ELAC's Receiving Department. The furniture should arrive in about a month or so.

V. FACILITIES REPORT: (Antoine Atallah) A. Atallah distributed and gave a brief overview of the ELAC Bond Project Highlights (Week Ending 10/05/07).

- A.** He also distributed a map of available parking that will take effect starting October 15, 2007. D. Senensieb inquired about the disabled parking in the swimming parking lot not being fully utilized. He recommends it be further advertised. J. Hernandez inquired about the parking crunch ELAC will face when construction on parking structure lot 3 begins. A. Atallah replied that they are going to the Board on November 7, 2007, for approval of two (2) off-site parking structures at 901 and 1055 Corporate Center Drive. R. Martinez added that the off-site lots are well lit with 24-hour security. The shuttle will run every half-hour from the off-site parking

to the college. A recommendation will be sought from the WEC as to who will park in the off-site parking.

VI. DBC REPORT: No Report.

VII. BUDGET UPDATE:

- A. One-Time Funding:** (J. Hernandez) A memo went out to the recipients of one-time funding 2006-2007 asking that they provide measurements of their project outcomes.
- B. Budget Carryover:** (J. Hernandez) The Budget Subcommittee is currently discussing the carryover budget and trying to get a sense of how much funds if any could be used for budget augmentations.

VIII. ACCREDITATION REPORT:

- A. Faculty/Staff/Administrative Survey:** (B. Baity) The ESGC members were asked to review the draft of the "Faculty/Staff/Administrative Survey". The survey will assist the 2007-2008 self-study team in assessing ELAC's compliance with the four standards for excellence established by the Accrediting Commission for Community and Junior Colleges. Currently B. Baity is working with the I.T. Department on the possibility of getting the survey out electronically.
- B. Mission Statement:** (K. Miller) The Mission Task Force will present a draft of the Mission Statement to the ESGC at the next meeting of October 22, 2007.

IX. STRATEGIC PLANNING REPORT: No Report.

A. EPSC REPORT: No Report

B. TPSC REPORT: (Danny Telles)

- (1) TPSC Faculty Co-Chair: Wendy Bass was unanimously elected to serve as the Faculty Co-Chair for the TPSC.
- (2) Office 2007: The Committee is currently discussing the transitioning from Office 2003 to Office 2007.
- (3) Focus of TPSC: (R. Martinez) The TPSC held discussion on the focus of the TPSC. They will try to differentiate between WEC issues and TPSC issues during their work on the Technology Plan.

X. ASU REPORT: (Rose Bustos)

- A. ASU Meeting:** The second ASU meeting was held as an outdoor forum. Students were invited to speak.
- B. Bulletins:** ASU is looking for suggestions on different outlets to make information available to students. It was noted that the Faculty/Staff Bulletin provides a section in which announcements relevant to students are made.
- C. AMSA Conference:** R. Bustos attended the AMSA conference in Sacramento. She is investigating the possibility of bringing the next conference to ELAC.

- D. Town Hall Meeting:** ASU is working with Antoine Atallah on setting up a Town Hall Meeting regarding facilities for the ASU.

XI. ITEMS FROM THE FLOOR:

- A. Clerical Support for Student Success Committee:** A. Immerblum inquired about the need for clerical support for the Student Success Committee. This opened up a discussion about institutionalizing clerical support for all ongoing committees on campus. B. Baity stated that the Student Success Committee has been in existence for over a year and there are no minutes to reflect this. She suggested all campus committees follow a uniform format. One question that arose was regarding budget allocation for a minutes taker. It was stated that some committees receive compensation for a minutes taker, while others do not. The issue will be presented to the Budget Subcommittee as an agenda item. A list should be compiled of the committees that need minutes to be taken. J. Hernandez stated that some of the expertise regarding training and a uniform format will have to come from outside of the Budget Subcommittee.
- B. Prohibited Discrimination and Harassment Policy:** (Kaneesha Miller) The new policy for Prohibited Discriminations and Harassment will be posted around campus. The Board of Trustees changed the Policy from Sexual Harassment Policy to Prohibited Discrimination and Harassment Policy. Every two years supervisors are required to do training. The next cycle for training is coming shortly. There is also discussion at the District level about having all employees complete the training.
- C. AFT Representation:** D. Telles announced that Troy Pierce will be attending the ESGC meetings as an AFT representative while he is on leave.
- D. Student Success Committee Report:** (A. Immerblum) The Student Success Committee has completed the preliminary action plans for basic skills and sent them to Gary Colombo who is in charge of organizing a training retreat this Friday, October 12, 2007. The reports will be presented to the EPSC prior to being presented to the ESGC.
- E. Increase Communication:** (T. Strinz) Distributed a handout on how the University of Mississippi is handling increase communications between employees and students.

- XII. ADJOURNMENT:** The meeting was adjourned at 2:55 p.m.

Respectfully submitted,
Catalina "Cathy" Medina
President's Office