Mission Statement: East Los Angeles College empowers students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community and the world.

Monday, September 14, 2015
G1-301AB Conference Room
1:30 – 3:00 pm

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<tr>
<th>PRESENT</th>
<th>Alex Almeida</th>
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<td>Edward Alvarado*</td>
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<td>Ruben Arenas</td>
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<td>Adrian Caceres (for R. Lopez)</td>
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<td>Pedro Flores</td>
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<td>Christopher Holbert</td>
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<td>Marcellino Morales</td>
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<td>Armida Ornelas</td>
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<td>Aurora Paredes</td>
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<td>Laura E. Ramirez</td>
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<td>Angelica Toledo</td>
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<td>Haydee Urita-Lopez</td>
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<td>Steve Wardinski</td>
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<th>ABSENT</th>
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<td>Kevin Booth</td>
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<td>Ann Tomlinson</td>
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<th>GUESTS</th>
<th>Julie Benavides</th>
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<td></td>
<td>Maria Carvajal</td>
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<td>Consuelo Castro</td>
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<td>Paulette Daw</td>
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<td>Barbara Dunsheath</td>
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<td>Evelyn Escatiola</td>
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<td>Danelle Fallert</td>
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*Co-Chairs

I. CALL TO ORDER: Co-chair, Jeff Hernandez, called the meeting to order 1:35 p.m.

II. APPROVAL OF AGENDA: M/S/P (Wardinski/Urita-Lopez) to approve the agenda, as presented (Motion passed unanimously).
III. APPROVAL OF MINUTES: M/S/P (Wardinski/Paredes) to approve the minutes of July 27, 2015, as presented (Motion passed unanimously).

IV. ACTION/DISCUSSION ITEMS:
A. Classified Co-Chair Election: The election for the ESGC Classified Co-chair was noticed at the July 27, 2015, meeting. Nominations from the classified staff for the classified co-chair position were requested. Edward Alvarado, interim AFT Staff Chair was nominated and accepted the nomination.

Motion to accept the nomination of E. Alvarado by acclamation was passed.

B. Change in SLO Software (Notice): R. Arenas presented for noticing. Change in SLO Software. The Office of Institutional Effectiveness and Advancement conducted several demonstrations of software over the summer. The Learning Assessment Committee made a recommendation to adopt a new software. The Academic Senate is currently reviewing the recommendation. ESGC approval will be sought at the September 28, 2015, meeting.

C. Extension of AUP Submission Deadline: J. Hernandez presented a recommendation from the Program Review and Viability Committee to extend the deadline for AUP Submissions from September 30, 2015, to October 2, 2015, at noon.

M/S/P (Immerblum/Wardinski) to approve the PRVC recommendation, Extension of AUP Submission Deadline (Motion passed unanimously).

D. Academic Affairs Cluster Validation Report: The Academic Affairs Cluster Validation Report was presented for approval. Due to time constraints, the report was noticed electronically.

M/S/P (Wardinski/Paredes) to approve the Academic Affairs Cluster Validation Report, as presented (Motion passed unanimously).

E. Administrative Services Cluster Validation Report: The Administrative Services Cluster Validation Report was presented for approval. Due to time constraints, the report was noticed electronically.

M/S/P (Wardinski/Paredes) to approve the Administrative Services Cluster Validation Report, as presented (Motion passed unanimously).

F. Student Services Cluster Validation Report: The Student Services Cluster Validation Report was presented for approval. Due to time constraints, the report was noticed electronically. It was noted that the cluster does a great job on their student services outcomes.

M/S/P (Wardinski/Flores) to approve the Student Services Cluster Validation Report, as presented (Motion passed unanimously).
V. REPORTS:
A. President’s Report: (M. Martinez)
   (1) Update on South Gate Educational Center: (L. M. Ramirez)
      (a) Facilities Personnel: L. M. Ramirez acknowledged the great job of the
          facilities personnel doing their work quickly at the South Gate Center over the
          summer.
      (b) Faculty Space: A conference room was converted into faculty space and
          faculty have moved in.
      (c) Library: The library has moved into a bigger space for increased student use.
          The space is being shared with math tutoring. The College will be looking into
          lottery funds to increase the number of books.
      (d) Assessment: A space for the assessment counselors to work with students is
          still needed.
      (e) Food Truck: A food truck was contracted the first week of school. The
          College will explore expanding that contract.
      (f) Dean of South Gate: One of the two dean positions for the South Gate
          facility has posted, it closes October 16, 2015. This position is classified as an
          evening dean position. Dean Al Rios continues to oversee the South Gate
          facility as well as the departments under him with the aid of Dean Toledo and
          Vice President Ramirez. President Martinez noted that once the two deans are
          hired for the South Gate facility the College would transition to the new
          organizational chart. The Personnel Commission has challenged the hiring of
          new deans for the South Gate facility, as they felt the needs could be met by
          hiring a classified manager. M. Morales/A. Ornelas stated concerns that the
          taskforce had that the Dean of South Gate would report directly to the
          president and that does not seem to be the case, as they will still be reporting
          to the vice president of Academic Affairs. Discussion will continue on how
          the needs of the South Gate facility will be met in regards to management.
   (2) Faculty Hires: The College met the FON target of 26 faculty hires for last year.
       The new FON for ELAC this year is 60. This will create challenges in the hiring
       process and space allocation.
   (3) Corporate Center: Some of the offices approved to move to Corporate Center
       did so over the summer.
   (4) New Buildings: The Student Success building and the Language Arts building
       are projected to be completed by January 2016.
   (5) Budget: ELAC’s budget for FY 2015-16 is projected at $109 million, last year’s
       projection was only $88 million. In addition, the Board of Trustees will be
       discussing the use of the $57 million one-time funds from the State on October 7,
       2015.
   (6) Enrollment Targets: Enrollment has been a challenge statewide. ELAC’s current
       enrollment is at 100%; this does not include the academies or outreach courses.
   (7) Accreditation: This fall the college will begin to review the Self-Evaluation
       Report.
   (8) Adult Education: The State made a $28 million allocation to the Los Angeles
       Regional Adult Education Consortium, which the LACCD is a participant.
(9) **Assembly Bill 288:** Assembly Bill 288 also known as the dual enrollment bill has been approved by the Senate and Assembly and is awaiting approval from the Governor. The bill will require agreements between the District’s Board of Trustees and the Boards of Education for those high schools serviced.

(10) **Transfer:** ELAC’s transfer rates are improving. Transfers to CSULA have increased by 30%; overall transfers to the CSU’s went from 894 to 1100. J. Benavides added that Go East LA project is working on identifying fee barriers that maybe holding students back from completing a full transfer transition.

(11) **Surrounding Cities:** The College’s surrounding cities, such as Monterey Park, Alhambra, Montebello, etc. are interested aiding the college with growth.

(12) **New Bond:** The Board of Trustees has not made a decision on going after a new bond.

B. **Associated Student Union (ASU) Report:** (A. Paredes/P. Flores/A. Caseres)

(1) **Book Rental Program:** The Book Rental Program continues to be a successful program.

(2) **Special Election:** The ASU will be holding a special election on the ASU Constitution, Bylaws, and Student Trustee re-election in September. The ASU will be distributing posters and flyers with information on the election.

(3) **Mexican Independence Day Parade:** The ASU participated in the Mexican Independence Day parade.

(4) **Statewide Conference:** The ASU will be attending its annual statewide conference in October.

C. **Facilities Planning Subcommittee (FPSC) Report/Facilities Report:**

(1) **Facilities Report:**

(a) **Weekly Project Update:** M. Carvajal distributed and reviewed the Weekly Project Update, 9/11/15.

(2) **FPSC Report:** (A. Ornelas)

(a) **Corporate Center Move Recommendation:** A. Ornelas presented a FPSC recommendation on *Corporate Center Moves* (second phase) of the following three departments: Community Services, Office of Institutional Effectiveness and Advancement (OIEA), and Payroll/Personnel.

Community Services was recommended to move to Corporate Center with the following concerns addressed, 1) transportation of money, 2) weekend space for community services on main campus, 3) signage, and 4) transportation for customers.

OIEA was recommended to move to Corporate Center with the agreement that the 1) Accreditation Office and the SLO office would stay on main campus, and 2) commitment for OIEA to be on campus during annual update process.

Payroll/Personnel was recommended to move to Corporate Center with the condition that they maintain some sort of presence on the main campus. It was noted that the Fiscal Office would move to current location of Payroll/Personnel.
M/S/P (Immerblum/Urita-Lopez) to approve the FPSC recommendation on Corporate Center Moves Recommendation (phase 2) of Community Services, OIEA, Payroll/Personnel (Motion passed unanimously).

D. Accreditation Report: (B. Dunsheath)
   (1) Visit: The Accreditation Team will be visiting ELAC on March 7-10. On December 9, 2015, the Board of Trustees will have the final accreditation draft for approval. A Campus forum will be scheduled for October 29, 2015, with mini forums held prior to that. A meeting with the District will be held on September 18, 2015, to go over their portion of the self-study. On September 8, the committee met to discuss the Quality Focus Essay.
   (2) Handouts: B. Dunsheath distributed and reviewed the following handouts:
      - Handout 1
         Front side: Congratulations Faculty for your 98.6% participation in assessing CLOs in spring 2015. Now what do I do?
         Backside: Faculty CLO Assessment Analysis Form
      - Handout 2
         Front side: Committee Self-Evaluation Form 2015-2016, Guidelines
         Backside: Mission Statement: the Board of Trustees approved the Mission Statement on July 8, 2015.
      - Handout 3
         Backside: ELAC Governance and Planning Process
   (3) Reports: B. Dunsheath made reference to the following two reports, 1) Taskforce on Accreditation coming from the Chancellor’s office, and 2) ACCJC Newsletter, spring/summer

E. Budget Committee/Budget Update/District Budget Committee (DBC):
   (1) Budget Committee: No Report.
   (2) DBC: No Report.
   (3) Budget Update: No Report.

F. Strategic Planning Report:
   (1) Strategic Planning Committee (SPC) Report: (R. Arenas)
      (a) Bylaws: The SPC will be working on new bylaws.
      (b) Strategic Indicators Report: The SPC will be working on an important piece of evidence for accreditation, the Strategic Indicators Report.
   (2) Educational Planning Subcommittee (EPSC) Report: (A. Immerblum)
      (a) Priorities: The EPSC is working on reviewing last year’s priorities and this year’s priorities.
      (b) New Chairs: The EPSC will be voting in new faculty and administrative chairs.


VI. ITEMS FROM THE FLOOR:
A. Committee Self-Evaluation: J. Hernandez distributed a form for use on the Committee Self-Evaluation process. It will be up for discussion at the next ESGC meeting. He asked the council to review the past year accomplishments listed and to think of goals for this year.

VII. ADJOURNMENT: The meeting was adjourned 3:25 p.m. The next meeting will be held on Monday, September 28, 2015.

Respectfully submitted,

C. Medina / President’s Office