Call to Order
Meeting called to order at 1:47pm

I. Approval of Agenda
Move items V.C & VI.B.2 to be discussed with item III.B.
No motion to approve.

II. Approval of Minutes
Motion to approve minutes with no changes by N. Barakat, seconded by M. Wood. Approved. (Action Item 1)

III. Public Comment
A. Welcome to Avery Bivinetto, first semester student
B. Saturday, 10/13/12 is the Ballot Measure Forum in the Music Recital Hall

IV. Unfinished Business (Action items/Noticed items from previous CPC meetings)
A. Approval of Human Resources Plan:
   o Action deferred, pending review and approval of the Administrative Employment Policy which will then be added to this plan,
   o To be revisited after holding HR forum to discuss accreditation recommendation that led to this document, get feedback and make changes if necessary
B. Development of new schedule of classes/AtD/Recommendation for Multicultural:
   o L. Doffoney reported back regarding transition to online schedule of classes from Southwest and input from ASO (see AtD written report) to CPC & Academic Senate: Southwest students had little concern about changing to totally online, VP Tomlinson said online schedule cannot be done on campus will request bids for printing 1000 copies for on-campus use
   o registration date has been pushed back to November 26 to allow for results of November elections, Division Chairs submitted their spring galleys, and L. Doffoney requests support from CPC to move forward with online schedule to save funds
Discussion included: difference between paying OT on campus and outside bids for the 1000 hard copies; how later registration date will affect priority registration for students (probably Monday prior to 26th)

**Motion to support switch to online schedule of classes by L. Doffoney, seconded by C. Diaz. Approved.** (Action Item 2)

L. Takami, AtD Chair of Cultural Equity & Awareness subcommittee, distributed a diversity statement from President Martinez for approval by CPC (see handout). Mr. Martinez has experience working with such a center & can lend his expertise

Discussion included: length of statement, which is generally shorter, typically only a few sentences; history of centers coming from ethnic studies primarily for research; site for the center, currently not determined; how to measure outcomes and what outcomes should be

AtD Report by L. Doffoney (see handout): 18 $1000 (or 36 $500) scholarships are confirmed available by Yasmin Delahoussaye, information will be sent out to students who meet the following criteria: 2.5, completed SEP, have taken English & math placement tests

C. Appointment of new Staff Development Chair (M Wood):
- Position needs to be filled by a faculty member
- Responsibilities include: oversight of budget (approx $1800), planning three Flex events, help others who are doing staff development activities, work with Carmen and Flex committee (each chair is co-chairs of both Staff Development and Flex committee)
- S. McMurray would like to see more classified involvement, let her know if you’re interested in the position
- T. Davis requested a letter be sent out with job description to campus to solicit interest

V. **New Business**

A. Administrative Employment Policy (S. Sanchez): To be included in the Human Resources Plan (see handout)

B. Proposed Unit Planning Forms for 2013-2014 Annual College Plan (M. Wood):
- is working to align program assessment, planning in the cycle, to help adjusted form from last year and clear up misunderstandings, targeting concerns when planning & prioritizing
- Summary of each section: Narrative, change to “Program Review Update”, as it references program review and comes from it; Part B – similar to last year’s CORE expenses, cannot alter and has to be paid for, employees (word docs allow to insert tables); Part C – required expenses, have to have by law or contract; Part D – really need to run a good program/department but may not have money for it, eventually these items will be prioritized; Part E – no cost items – college wants to see what is happening even if there is no expense; Change “Division” to “Program/Pathway”, code numbers are from Educational Master Plan & other plans, & how each section relates to whatever document is referred to for justification purposes & alignment
Discussion included: inclusion of Operational Plan and list of reassigned time in Part B; getting Jim Stanbery’s input; difference between this template and last year’s is there is more clarification with more input from Division Chairs; more time now for all three clusters to provide input also

C. Recommendation for Multicultural: (see IV B)

VI. Reports
A. President:
   - tomorrow is CORE to discuss 1) Student Union, with a comprehensive report of space utilization, budget for building, 2) status of other projects; all projects have been cleared and tomorrow will be a timeline presentation, 3) library close to completion and should be ready by the end of winter session, discuss grand opening in April after spring break
   - Bond program allows for $46,000 for food and other expenditures for opening of all new campus buildings (not just library)
   - Ballot Measure Forum Saturday, 10/13/12 in Seahawk Center to discuss propositions 30, 32, 37 & 38, and measure J, with literature available regarding other propositions
   - Last Friday staff guild contract was settled, now goes to constituents for vote, then to BOT Nov 7 if approved, will schedule discussions regarding contract for campus awareness

B. Special Committees & Task Forces
   1. Accreditation (E. Joiner): moving ahead with draft of report writing for budget and planning, Wednesday Harbor will request funds from DBC for reimbursement of accreditation expenses; 5 people from LAHC will attend workshop for Integrated Planning & Budgeting workshop held by ACCJC on Oct 19, 2012
   2. Achieving the Dream: (see IV B)
   3. Human Resources: (no report)
   4. Web Standards: (no report)

C. CPC Standing Committees
   1. Academic Affairs Cluster Committee: (no report)
   2. Student Services Cluster Committee (A. Patterson): Debbie Tull resigned as Co-Chair of committee, Elena Reigadas has been selected to be the new Co-Chair
   3. Administrative Services Cluster Committee: (no report)
   4. Budget (A. Tomlinson):
      - The Emergency Budget Task Force passed recommendation for greater centralization for budget (see handout of decentralized vs centralized), which for example affects the input of assignments which now have to be approved by the President before they can be initiated in the system
      - T. Davis drafted proposed language to help clarify distinctions (see handout), A. Patterson would like to see more in the “certify” section for VPs, S. Fasteau mentioned that the wording needs to be included in Unit Plans, Ellen wants the budget committee to approve the clarifications before CPC approves & bring back

   Motion to receive Budget Committee Approval on clarifications before CPC approval by E. Joiner, seconded by M. Wood. Approved. (Action Item 3)
5. Work Environment Committee: (no report)
6. Staffing (no report):
7. Technology Advisory Committee: (no report)
8. Committees of Academic Senate: (no report)
D. ASO (A. Patterson): Congratulations to Gary Gonzales, new ASO advisor

VII. Good of the Order

VIII. Adjourn 3:04pm
October 3, 2012

Dear Campus Community,

At L.A. Harbor College, one of our greatest assets is our diversity: ethnic, racial, religious, lingual, political, sexual orientation, socioeconomic status, mobility.

Over its time, L.A. Harbor College has honored the diversity of its student body through such efforts as the Black Student Union, the Latina Leadership Network, the Pacific Islander Student Club and others such as our Puente program.

The Achieving the Dream (ATD) Cultural Equity & Awareness Sub-Committee is one of three interventions aimed at increasing the retention of minority students, in this case by adding cultural competence to learning.

The ATD team has identified that greater collaboration and coordination of campus efforts is needed to strengthen our commitment to multiculturalism, a world view that insists on respect for each other regardless of background or differences.

Based on LAHC data collection and ATD best practices, the committee has made formal recommendation to the CPC for a Multicultural College & Community Success Center (MC^3S) to be created in the Seahawk Center. Advice and input from the Academic Senate and CPC is encouraged.

**Goals and Outcomes of the MC^3S are:** Increased course completion for minority students. Increased student engagement, retention, and transfer of minority students; enhanced cultural awareness and pride for students, staff, and faculty.

**Sample activities of the MC^3S include:** Special cultural events including culinary; workshops, speaker programs, UMOJA program evaluation; curriculum evaluation for inclusiveness of representative campus cultures; leadership skills development.

**Staffing needs:** To Be Determined.

Early in my career, I directed a multicultural center at a nearby community college and can speak firsthand of the benefits to students who participate in activities honoring diversity and leadership development.

I ask you to support the creation of the MC^3S in any way you can. You can help by donating books, DVD’s, CD’s or software that address the unique cultural contributions of minority individuals or groups; donating posters, furniture, or other items of décor; attending the monthly meetings of the Cultural Equity & Awareness Committee; holding faculty office hours in the MC^3S once it’s created.

For more information, please contact Lisa Mednick Takami, Co-Chair of the equity intervention (mednicklc@lahc.edu). Thank you for your support of this worthwhile endeavor.

Regards,

Marvin Martinez
<table>
<thead>
<tr>
<th>Funding</th>
<th>Staffing</th>
<th>Activities/Planning</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicit donations from community groups, foundations, alum, local businesses</td>
<td>Faculty oversee tutors for reading/writing with volunteer time</td>
<td>Work for Books program (Santa Ana College ex.)</td>
<td>Co-location with ASO</td>
</tr>
<tr>
<td>Rental income from facilities, golf course</td>
<td>Leverage faculty participation from different depts to conduct workshops</td>
<td>Multicultural mentor program</td>
<td>Information Center located in same spot</td>
</tr>
<tr>
<td>Implement student activities fee</td>
<td>Use service hours, Student Workers</td>
<td>Integrate athletics</td>
<td></td>
</tr>
<tr>
<td>Student government funding for clubs; house clubs in the center</td>
<td>Faculty, staff, counselors volunteer to build unity, address tensions (from community or cultural equity committee)</td>
<td>Provide opportunity for peer leaders to engage with college/community/students</td>
<td></td>
</tr>
<tr>
<td>NEH Grant?</td>
<td>Student Volunteers (supervised...)</td>
<td>Engage in review of literature and best practices</td>
<td></td>
</tr>
<tr>
<td>Kellogg Foundation Grant? (Pending with grants comm.)</td>
<td>Partner with 4-yr school to get grad student help</td>
<td>Refine data gathering process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ask faculty to conduct office hrs in center</td>
<td>Seek ASO and student input i.e. find the “need”</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tutors receive sensitivity training</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continue collaborative efforts</td>
<td></td>
</tr>
</tbody>
</table>
Achieving the Dream:

- DREAM Conference will be in Anaheim, Calif. However it is scheduled the first week of the Spring semester. The district will assist our campus with 4 registration fees. Strategies will be discussed at ATD on how to best cover the conference.
- Vice Chancellor Yasmin Delahoussaye has secured $160,000 for ATD student scholarships from 3 banks. More information to come on this. Funds will need to be distributed by Nov. 26th. Strategies for distribution will be discussed at District and Campus. Outcome for each campus will be (18) $1,000 scholarships.
- Diversity Statement: Will be presented to CPC for input, etc, on Oct. 8th. In line with recommendations by the Cultural Awareness and Equity Intervention.

Schedule/Catalog Report for CPC:
I was asked at the last CPC meeting to bring information to that committee regarding the recommendation to have our schedules/catalog be distributed in the future online with limited copies on campus. (I am sharing this information with the Academic Senate as well)

- LASC has gone online with schedules and catalogs. Report from Academic Affairs was there was little disruption or complaints with the change. 2 comments in AA; maybe a few others in SS. Most students/faculty accepted the change. They do have computers on campus to refer students to who don’t have access to computers.
- There is a possibility to have schedules done of campus but further discussion needs to be done with Admin Services.
- The District has pushed back the Spring 2013 registration dates, so we have a little more time to decide.
- We hope the ASO will provide input on the CPC meeting as we were unable to bring to ASO meeting.

Respectfully Submitted: L. Doffoney, AtD Project Leader
Division

Assessment of six year plan from Program Review:

Activates to address program needs:

SLO support for activities:

Staffing requirements:
Los Angeles Harbor College
Unit Plan Document 2013 – 14 Academic Year

Technological requirements:

Facilities requirements:

Implementation plan:
Los Angeles Harbor College
Unit Plan Document 2013 – 14 Academic Year
Part “B”

Core Activities

List of permanent staff

**Division:**

**Example**

<table>
<thead>
<tr>
<th>Name</th>
<th>Assigned Time</th>
<th>Responsibility</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>0.8</td>
<td>Division Chair</td>
<td>$130,000</td>
</tr>
<tr>
<td></td>
<td>0.2</td>
<td>Classroom</td>
<td>$20,000</td>
</tr>
<tr>
<td>Bonnie Jones</td>
<td>1.0</td>
<td>Classroom</td>
<td>$120,000</td>
</tr>
<tr>
<td>Frida Garcia</td>
<td>0.8</td>
<td>Classroom</td>
<td>$100,000</td>
</tr>
<tr>
<td></td>
<td>0.2</td>
<td>Staff development</td>
<td>$20,000</td>
</tr>
<tr>
<td>William S. Armstrong</td>
<td>1.0</td>
<td>Inst. Asst. Biology</td>
<td>$64,000</td>
</tr>
</tbody>
</table>

**Division:**

**Date:**

---

Total FTEP:

Total Hours taught:

Total Hours of release time:

Total Cost for instructors:

Total Cost of Classified Staff:

FTEP = Full Time Equivalent Personnel
Required Expenses

Division:
All legally required responsibilities:

Description

\[\text{e.g.}\]

1. Costs necessary to achieve 6000 FTES.
2. Utilities
3. Sheriff's contract
4. IT Licenses

Example

<table>
<thead>
<tr>
<th>Description of activity</th>
<th>Estimated Cost</th>
<th>Justification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 hrs of instruction</td>
<td>$70,000</td>
<td>6000 FTES</td>
<td>HAAA1b</td>
</tr>
<tr>
<td>Technological destination</td>
<td>$7,000</td>
<td>Upgrade software</td>
<td>HCAA13a14</td>
</tr>
</tbody>
</table>

Narrative justification: List statutes which require this expenditure.

1. Required for health and Safety
2. Required by board / State / Federal / Accreditation regulation
3. Required by licensing agreement

Total cost:
Division:
Prioritized list of unit needs required for program continuance or improvement

Description

<table>
<thead>
<tr>
<th>Estimated</th>
<th>Proposed Funding Source</th>
<th>Justification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference attendance</td>
<td>$3,000</td>
<td>Professional Development</td>
<td>HCAA7</td>
</tr>
<tr>
<td>Math for non-English learners</td>
<td>$5,000</td>
<td>Increase non-residents students</td>
<td>HCAA8b</td>
</tr>
<tr>
<td>In Class tutors</td>
<td>$11,297</td>
<td>Student tutors</td>
<td>HCAA11a1</td>
</tr>
<tr>
<td>SLO coordinator</td>
<td>$10,000</td>
<td>Develop PSLOs</td>
<td>HCAA12a2</td>
</tr>
<tr>
<td>turnitin</td>
<td>$12,000</td>
<td>Plagiarism Software</td>
<td>HCAA13A15</td>
</tr>
<tr>
<td>Convert classes to Hybrid</td>
<td>$10,000</td>
<td>Distance Learning</td>
<td>HCAA14d1</td>
</tr>
</tbody>
</table>

Justification Narrative: How does your activity support the college Educational Master Plan?
List Non-cost activities here

<table>
<thead>
<tr>
<th>Division Prioritization</th>
<th>Description of activity</th>
<th>Justification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Convert course to online</td>
<td>Increase non-resident enrollment</td>
<td>HCAA14a</td>
</tr>
<tr>
<td></td>
<td>Rotate courses between night and day</td>
<td>Flexibility in our offerings</td>
<td>HCAA2a</td>
</tr>
<tr>
<td></td>
<td>Develop Certificate program in Entrepreneurship</td>
<td>CTE 6 month program</td>
<td>HCAA3c2</td>
</tr>
<tr>
<td></td>
<td>Develop 2+2 program with Banning High School</td>
<td>Concurrent enrollment</td>
<td>HCAA5a1</td>
</tr>
<tr>
<td></td>
<td>Reorganize lecture/lab for more efficiency</td>
<td>Classroom Management</td>
<td>HCAA13a20</td>
</tr>
<tr>
<td></td>
<td>Develop department Web page</td>
<td>Web page maintenance</td>
<td>HCAA15a1</td>
</tr>
</tbody>
</table>

**Justification:** How does your activity support the college Educational Master Plan?
ADMINISTRATIVE
EMPLOYMENT POLICY AND HIRING PROCEDURES

The Los Angeles Harbor College (LAHC) seeks a qualified and diverse administration, faculty, and staff dedicated to student success. LA Harbor College is committed to an open and inclusive hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.

The Los Angeles Community College District (LACCD) Division of Human Resources carefully scrutinizes all job postings to ensure a recruitment process that offers equal employment opportunities for all candidates. Nominations for academic administrators, including acting or interim appointments, are subject to final approval by the LACCD Board of Trustees (III.A-4).

Hiring faculty, classified staff, and administrators is accomplished through Selection and selection committees which produce a recommendation from the President or other appropriate administrator to the Chancellor to recommend to the Board of Trustees for employment.

Hiring Qualifications

The Los Angeles Harbor College has established the following hiring qualifications for all administrative positions:

1. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.

2. Minimum qualifications in accordance with Education Code Section 87356 for Educational Administrators. All minimum and preferred qualifications are reviewed by the Deputy Chancellor of Human Resources or his/her designee for job relatedness and potential adverse impact on the applicant pool.

3. Demonstrated Commitment to participatory and shared governance.

PROCEDURES

Establishing the Position

1. Administrator positions are identified by a process established by each College and the Cluster impacted.
2. Positions that are vacated due to retirement or resignation will be evaluated based on workload and responsibilities in discussion with the executive team of the college and the teamsters representative prior to the submittal of Notice of Intent. Assessment of workload and responsibilities will include who will take on additional duties if a
replacement is deemed not appropriate as well as a determination of where funding allocations for budgetary impacts will be reallocated.

3. Appropriate forms are completed and submitted for approval. Forms include:
   a. Notice of Intent to Hire
   b. Request for Hire Authorization.

4. Administrator positions are appropriately evaluated by the District office prior to being announced.

5. Receipt of the Staffing Requisition by HR signals approval to begin the Selection process.

Position Announcement

According to Board Rule 10304, each search for permanent academic positions shall specify a recruitment period for a new hire of no fewer than six weeks (III.A-8). The minimum recruitment period for limited (short-term, non-contract) academic positions is three weeks. The District Office of Human Resources reviews announcements and specifications before the position is announced to ensure conformity with Title 5 regulations (III.A-6). Advertising for all academic positions includes posting with the California Community Colleges Registry, at national professional organizations related to the field, and local area colleges both inside and outside the district. The position announcements are available electronically on the district website and in hard copy format at the college campus (III.A-12). Beginning in the Spring 2012, LA Harbor College began to utilize the People Admin software to post job announcements.

1. The position announcement is developed through a collaborative process involving the appropriate administrator(s), the diversity officer and the Campus SPOC and is submitted for review to the District HR Office.

2. The position announcement must include the following:
   • A description of the position duties and responsibilities
   • Minimum Qualifications
     a. A statement in accordance with Education Code Section 87360 that requires that all applicants be sensitive to, understanding of, and have respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students. The announcement should include a requirement that all applicants explain or submit written materials that provide evidence of such understanding and commitment to diversity;
     b. Educational requirements as determined by the appropriate administrator in accordance with Education Code Section 87356. Additional desirable qualifications that are job related and support the responsibilities of the position may be included; and Provision for presentation of qualifications that are equivalent to the minimum qualifications.
   • Legal qualifiers, established by Human Resources to comply with federal, state, and District regulations.
3. The position announcement may also include preferred qualifications that reflect education, experience, and expertise that would enhance an applicant’s ability to meet the unique requirements and responsibilities of the position. Preferred qualifications must be reviewed by the District office of Human Resources to insure that they will not adversely affect the applicant pool.

4. The position announcement must be approved by the appropriate administrator (Division Dean, Vice President or President, Vice Chancellor or Chancellor), and the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee.

**SELECTION COMMITTEE**

The selection committee for academic administrators is composed of a minimum of XXX members, the majority of whom are administrators, including at least one from another district location. The selection committee reviews all applications, interviews a minimum of XXX candidates and forwards XXX final candidates to the president. An update to HR Guide R-110 (III.A.XX) in August 2012 clarified the selection committee composition to include that “if the president or vice chancellor will make the final selection, he/she will not be a member of the committee.” The Los Angeles Harbor College President forwards the name of the recommended candidate to the District Human Resources Department (III.A-3). All candidates selected for appointment are reviewed by the District Human Resources Division to ensure minimum state qualifications are met before the Chancellor appoints the nominee to the position. In the case of presidential selection committees, the committee forwards the names of the finalists to the chancellor, and the Board of Trustees makes the final selection (III.A-8).

**Membership**

Selection Committees for administrative positions will be established and convened by the appropriate College administrator or his/her designee. Administrative positions that have broad impact on faculty, the instructional program, and student learning shall have appropriate representation of the faculty and the campus EEO representative. At all times there should be more Administrators than other represented groups on the committee.

EEO Representatives ensure that Los Angeles Harbor College adheres to fair employment procedures and practices are directed by the established procedures within the collective bargaining agreements, Board Rules and Personnel guides. All union contracts are made available online for employees to refer to as needed. The Personnel Office also maintains a current copy for each unit. Many unions distribute hard copies to their members. Board Rules and personnel guides are posted on the Internet.

The supervising administrator serves as Chair of the committee. Responsibilities of the committee shall include:

- Discussion of District commitment to equal opportunity, diversity and student success
- The Selection and selection process
• Role of the Selection Committee
• Development of screening criteria
• Writing effective interview questions
• Cultural diversity in the interview process
• Role of the Equal Opportunity Representative
• Reference checking process
• Confidentiality commitment

Responsibilities

In order to ensure policies and employment procedures, the EEO Representative is responsible for explaining to all members of a hiring committee the Committee Members’ Review and Interview Agreement, which states the committee adhere to all equal employment opportunities and practices according to state, federal and district policies. For all full time academic hires, access to the People Admin applications is not granted until all panel members are instructed about the confidentiality regarding the privileged access to the information. Confirmation of these instructions are reaffirmed by signing the committee members’ review agreement.

The Selection Committee has the following responsibilities:

1. Review the position announcement.
2. Identify selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Selection criteria will include an evaluation of the extent to which applicants demonstrate sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
3. Develop job related interview questions designed to distinguish candidates who will best meet the needs of diverse students, the department/division, the College, and the District.
4. Determine whether to require candidates to make a presentation to the Committee in addition to responding to interview questions.
5. Screen all applications to select candidates for interview.
6. Establish an interview schedule that accommodates all committee members' schedules including the Equal Employment Opportunity (EEO) Representative.
7. Interview all selected candidates using pre-approved questions. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they do not seek information outside of the scope of the established hiring criteria, if they are not in violation of equal employment guidelines.
9. Conduct reference checks on candidates selected as finalists and share with appropriate Vice President and President.
a) Hiring Committee Administrator to conduct the reference calls;
b) Formulate questions to ask references (see addendum)
c) Chair will share reference information with the President.

10. Recommend the finalists (more than one) for consideration by the President. Any exception to this recommendation process must be approved by the President. The finalists are forwarded to the Chancellor or appropriate Vice Chancellor. An unranked list of final candidates is forwarded to the President.

11. Each member of the Selection Committee is responsible for maintaining the confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently.

SELECTION COMMITTEE

Membership

The selection committee for academic administrators is composed of a minimum of five members, the majority of whom are administrators, including at least one from another district location. The selection committee reviews all applications, interviews a minimum of five candidates and forwards three final candidates to the president. An update to HR Guide R-110 (appendix) in August 2012 clarified the selection committee composition to include that "if the president or vice chancellor will make the final selection, he/she will not be a member of the committee." The Los Angeles Harbor College President forwards the name of the recommended candidate to the District Human Resources Department. All candidates selected for appointment are reviewed by the District Human Resources Division to ensure minimum state qualifications are met before the Chancellor appoints the nominee to the position.

Role of EEO Representative

All hiring selection committees must have an equal employment opportunity (EEO) representative present at all times. Currently this individual is assigned by the appropriate Vice President and/or Designee. The EEO Representative collects records for each stage of the selection process including the Campus Interview Committee Members’ Agreement (Appendix?) and Evidence of Effort Report (Appendix?). The EEO Representative must submit the above documentation for a certificated position to its respective administrator in charge before the District Division of Human Resources’ final offer of employment is made. The data are then analyzed to ensure that the pattern of hiring is in accord with state and federal laws and does not indicate any adverse impact against any racial or gender group.

Role of Committee Membership
The Selection Committee evaluates and validates the candidate’s strengths in meeting the needs of a diverse student population and the needs of the division, department/program, and the College.

Responsibilities

The Selection Committee has the following responsibilities:

1. Develop appropriate interview questions to be used in the Selection committee interview process.
2. Evaluate and validate the academic and professional qualifications of each candidate and his/her strengths in meeting the diverse needs of students in the division/program.
3. Evaluate the finalists in an open and collaborative discussion. Before a final decision is reached, the Equal Opportunity representative will review the process to determine that all candidates were treated fairly and equally and that the process yielded candidates able to meet the needs of a diverse student population.
4. Advise the President after completion of the interviews if asked. If there is not consensus, the President may decide, in consultation with the Selection Committee, to interview the finalists a second time; review the interview pool in consultation with the Selection Committee for additional candidates; re-open the Selection; or select one of the finalists.
5. Each member of the Selection Committee is responsible for maintaining the confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently.

PROCESS

Recruitment and Advertising

Administrative positions are advertised for a minimum of eight (8) weeks or time period established by the District office. In unusual or extenuating circumstances, the time frame may be reduced to not less than six (6) weeks with the approval of the President or Chancellor and consultation with President of Teamsters Local 911.

Applications Process

Los Angeles Harbor College’s hiring processes for full- and part-time employees in all categories are thorough and clearly delineated. In the Spring 2012 LAHC was provided with training by the LACCD Human Resources Department on PeopleAdmin for full-time faculty and academic administrator hires. PeopleAdmin is a web-based online applicant tracking system which automates the collection, qualification, and distribution of employment applications, cover letters, resumes, references, transcripts and applicant notifications. Using PeopleAdmin, selection committee members are able to review and evaluate applicant information online. Additionally, the system generates letters and notifications to applicants throughout the hiring process. Implementation of this software at LAHC began in spring 2012.
Screening Process

Screening criteria and interview questions must be completed and approved by the Equal Opportunity Representative as well as the Selection Committee. Screening criteria must be job related and are developed from the position description and the qualifications and requirements listed in the position announcement. Screening criteria help members to review each application objectively. The screening criteria must be used by each member of the Committee. Each committee member must participate in the screening process.

The Equal Opportunity Representative reviews the pool selected for interviews to insure that no screening or selection criteria has adversely affected any monitored group. The Committee may decide to interview additional candidates or recommend that further recruitment be initiated before proceeding.

Interviews

Interviews are scheduled by the Chair of the Selection Committee. Each candidate must be provided the same interview information and offered a choice of interview times whenever possible.

All members of the Selection Committee must be present for all interviews. If a member misses an interview, that committee member is removed from the Selection Committee unless the use of technology (such as Skype) can provide access for participation. Each member of the Committee documents the interview in a format agreed upon by the Committee.

After interviews are completed, members of the Selection Committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of a diverse student population and the college.

- Review the applicant pool to ensure that qualified applicants have not been overlooked;
- If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening;
- Extend or re-open the search.

The Selection Committee identifies two or more candidates to meet with the President and/or appropriate Vice President for further assessment.

An unranked list of finalists is forwarded to the President who convenes the Selection Committee. As noted above any exceptions to this process must be approved by the President and/or Chancellor or their designees. The Search Committee Chair returns all the screening and interview forms and all other non-finalists application materials to the appropriate college office and forwards the appropriate documentation to the district.

Reference Checking
Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information should be held in strict confidence.

**Final Selection**

The President (Vice Chancellor or Chancellor) will make the final decision on the candidates and forward the selected candidate to the Chancellor for recommendation to the Board.

The President or his/her designee may extend a tentative offer of employment to the selected candidate pending approval by the Board of Trustees. Any offer prior to Board approval must be clearly stated as a tentative offer contingent on Board approval.
<table>
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<tr>
<th>DECENTRALIZED MODEL</th>
<th>CENTRALIZED MODEL</th>
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<tr>
<td>1. Budget action is developed at the cluster level</td>
<td>1. Budget action is developed at the cluster level</td>
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<td>2. Initiator input's PCR's, PO's, EBTAs, etc.</td>
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<td>3. Budget action is reviewed/approved by cluster manager</td>
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<td>4. Budget action is reviewed/approved by vice president of the cluster</td>
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<td>5. Budget action is reviewed by vice president of Administrative Services</td>
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<td>6. Budget action is approved by College President (with or without review)</td>
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<tr>
<td>7. Budget action goes to the District Office (with or without funds)</td>
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DCC Representatives: Elizabeth Atonda, PIERCE, Jing Babb, TRADE TECH, Sheri Berger, VALLEY, Adrienne Foster- WEST, Lauren McKenzie- HARBOR, Said Patirendeh, MISION, Maria Reiss-CITY, Steve Wardinski EAST, Dr. Kristine Wright- SOUTHWEST
Budget
Decentralized vs. Centralized

When I read the comparison between the two statements Decentralized vs. Centralized budgets the only thing that I could see that had really changed was the line "Reviewed/approved by College President" I believe we could do better with more of a clear cut directive by adding four points of action.

1. Clarify
2. Certify
3. Verify
4. Approve

From: Decentralized
Budget developed at cluster level
Budget managers input PCR’s PO’s, EBTAs, etc.
Reviewed/approved by Vice President of the cluster
Goes to the District Office for action (with or without funds)

To: Centralized
Budget developed at cluster level
Budget managers input PCR’s PO’s, EBTAs, etc.
Reviewed/approved by Vice President of the cluster
Reviewed by Vice President of Administrative Services
Reviewed/approved by College President
Goes to the District Office for action

Please bear with me wordsmithing is not my expertise, but this is my stab at it. 😊

To: Centralized
Budgets will be developed at the cluster level adhering to strict State / Federal law and the College guidelines of Shared Governance. Shared responsibility in budgeting is always a good practice.

Clarify Department Managers will submit their budgets and clearly identify the funding source for these expenditures to their VP for review by: (set date)

Certify The Vice President will certify that the funding sources are adequate to fund the expenditures requested. By: (set date)

Verify The Vice President of Administrative Services, will then verify that the information provided is accurate and correct and submit it for final approval to the president. By: (set date)

Approve by College President, if there are any concerns the president will send the propose budget back down to the clusters for revision. Once funding has been established approval will be granted and sent on to the District Office for action.