Members Present:
  Co-chairs: S. McMurray (presiding), A. Patterson
  Administration: L. Doffoney, M. Martinez, L. Rosas, S. Sanchez, A.
  Tomlinson, M. Wood, M. Yanez
  Faculty: J. Baez, N. Barakat, S. Fasteau, L. McKenzie (for B.
  Young), J. Stanbery
  Classified: T. Davis (for T. Mariner), L. De Silva, K. Roberts (for L.
  Minor)
  ASO: A. Bivinatto, C. Catalan, D. Delgado, C. Egwuatu, L. Elias,
  E. Gutierrez, M. Lacy, A. Mestman, P. Morales, P.
  Mouradjan, P. Navarro, P. Ortiz, J. Sanders, R. Unde
  Resources: K. Blackburn
  Guests: W. Gilliam, G. Gonzalez, E. Joiner,

Call to Order
Meeting called to order at 1:46pm

I. Approval of Agenda
Motion to approve agenda, N. Barakat, seconded by J. Baez. Approved.
(Action Item 1)

II. Approval of Minutes
Motion to approve minutes with no changes, by A. Tomlinson, seconded by
J. Baez. Approved. (Action Item 2)

III. Public Comment
  • S. McMurray is pleased to see so many students - student introductions

IV. Unfinished Business (Action items/Noticed items from previous CPC meetings)
A. Approval of Human Resources Plan (K. Blackburn): this latest Version ‘O’
  includes changes from last presentation and feedback from HR forum; is
  technically for 12-13, not updated for 13-14 as that will be for next year’s
  plan
  1. Members of the committee include: Kristi Blackburn, Leige
  Doffoney, Rhea Estoya, Paul Grady, Brian Henderson, Bobby
  Henrichs, Megan Lange, Claudette McClenny, Susan McMurray,
  Jim Stanbery, Mercy Yanez
  2. Questions/comments: S. Fasteau and President would like to see
  list of college prioritization (from 8/12) in the plan, at least those
  involving positions which are (in order) 1)Hourly Faculty,
  2)LAC/Library IAIT, 3)Library databases, 4)LAC-tutors, 5)ASO
  Advisor/Student Act, 6)Financial Aid Technician, 7)web duties/web
  master, 8)Admissions assistant, 9)Central Plant management,
  10)LAC online tutor contract, 11)library books, 12)culinary hoods,
  13)core switch, 14)web updates/online svs, 15)workshop
  materials student success, 16)update telephone, 17)enhanced
  orientation, 18)business office counter; J. Stanbery and President
are in favor of adopting the Plan with understanding of continual evolution, i.e. inserting 12-13 priorities as adopted, neither want to delay further; after approval, next step is create a formal committee as sub-committee of CPC; pulling data from unit plans is not as clear as could be and needs to be written more clearly in both plans; who or what body will continue to update this plan once approved? According to J. Stanbery CPC should review all plans on a continuous basis and cannot necessarily wait until Shared Governance document is approved; A. Patterson would like to add a statement similar to what was added for administrator hiring process to classified process as well to address the accreditation concerns; can this HR plan can be integrated into the College Plan as an appendix, in order for decision making bodies to prove their decisions are data-based

3. Reiteration by J. Stanbery that these committees (including HR Committee) are functional but ultimately do not decide final staffing decisions, acts as a resource for priorities

Motion to adopt Human Resources Plan with changes/ recommendations as needed, by N. Barakat, seconded by M. Wood. Approved. (Action Item 3)

B. Clearance Committee Approval Form (K. Blackburn):
   1. Question by S. Fasteau on how to use this form, as with all forms, and what happens if the IT request cannot be supported
   2. M. Wood volunteered to create instructions to clarify use of form; is needed in unit plan discussions to show that request(s) can be supported
   3. Clearance committees cannot ‘stop’ any request
   4. Request for clarification for SFP purchases by S. Sanchez, grants specify certain things and there is urgency, M. Yanez echoed request for categorical purchases
   5. Request to make forms electronically writable; form is housed in office of Institutional Effectiveness

Motion to adopt Clearance Committee form by M. Wood, seconded by M. Yanez. Approved. (Action Item 4)

C. Evaluation of Planning Process (K. Blackburn): documents are the same from the last meeting
   1. will be going to subcommittees to discuss evaluation as well as Academic Senate & CPC to evaluate the planning process
   2. Barbara Beno workshop said evaluation is critical and requires 100% participation in this process
   3. CPC retreat will be the time to review results of evaluations and make changes as needed

Motion to adopt evaluation process on the basis explained at the last CPC meeting by J. Stanbery, no objections. Approved. (Action Item 5)

V. New Business
   A. Approval of Son Nguyen as Staff Development Chair

No objections, approved.

B. Composition of Staffing/Human Resources Committee in Participatory Governance Document

A. Tomlinson, T. Davis, K. Blackburn, G. Gonzalez volunteer to bring a proposed composition for the next meeting 12/10/12. (Action Item 7)
Motion to extend the meeting for 10 mn by N. Barakat, seconded by T Davis. Approved. (Action Item 8)

VI. Reports:
A. President:
1. Budget committee meeting Tuesday tomorrow 2:00pm in SSA 219 to discuss Prop 30 and what it did for Harbor college, only 5-7 year program & can go by quickly
   ▪ Issues that are being discussed at state level regarding current allocation level: we were given $2.3million to raise total to $28.7million, how does it compare to past, still short of past $30million, even though allocation is set, expenses are still higher
   ▪ State budget will be released in Jan, may be more funds available
   ▪ How do we maintain & continue support of voters?
2. FON – number of faculty members we can hire based on budget, Budget Committee to make recommendation to CPC, then recommendation to President regarding how many can be hired
3. Many events coming up this week on campus with ASO

B. Special Committees & Task Forces
1. Accreditation (E. Joiner/J. Stanbery):
2. Achieving the Dream:
3. Human Resources:
4. Web Standards:

C. CPC Standing Committee Reports
1. Academic Affairs Cluster Committee
2. Student Services Cluster Committee
3. Administrative Service Cluster Committee:
4. Budget – A Tomlinson:
5. Work Environment Committee
6. Staffing
7. Technology Advisory Committee:
8. Committees of Academic Senate:

D. ASO (Diego Delgado):
1. pre-finals stress reliever on Thursday including dunk tank, live music, DJ, tournaments, pizza, food (looking for volunteers for dunk tank)
2. ASO wants more activities for students on campus, think we would have bigger enrollment if they did because students decide on what school to go to in part based on fun events

VII. Good of the Order
none

VIII. Adjourn 3:09pm
Motion to adjourn by R. Unde, seconded by N. Barakat. Approved. (Action Item 9)
Human Resources Plan
For 2012-2013 academic year

Updated DRAFT (version O) Nov. 15, 2012
CPC approval date: Nov. 26, 2012

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I. Introduction
In March 2012, the college completed an Accreditation visit with WASC/ACCJC. During this visit, the college committed to completing a comprehensive staffing plan for the college which will include prioritization for personnel at the college, including clerical and administrative positions. The college was commended during the Accreditation visit for the data-based decision making rubric and FHPC Manual used during the FHPC process in determining prioritization for hiring faculty. The college was placed on probationary status following the ACCJC Commissioners vote June 6, 2012. The college received notice of this action in July, 2012—all of the correspondence is located on the college's webpage in the Accreditation section under the heading of "Documents". In the report, it is indicated in Recommendation #1 that the college needs to complete a Human Resources Master Plan. Further, in Recommendation #2, it is recommended that the college ensure staffing/hiring is done within set budgetary guidelines for the college. This planning document will help the college keep its focus on staffing for the college rooted in data and evidence. The follow up report to the ACCJC is due March 15, 2013.

Definition of HR Plan: The objective of the college's human resource plan is to align hiring decisions for the college with demonstrated need and prioritization within budget allocation as set forth in program review and unit/cluster planning documents.

A. College Mission
Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

B. College Vision
Los Angeles Harbor College provides a stimulating learning environment that prepares members within the community to met goals and opportunities successfully.

C. College Values
Student Success * Excellence * Integrity * Supportive Environment * Personal & Institutional Accountability * Civic Responsibility.

II. Influences/inputs
A. Budget outlook
Data shared at the June 5, 2012 Budget Committee meeting, indicate that the college budget will be $25,411,215. This is a reduction of $4,076,610 from the 2011-12; representing a 6.5% reduction. This is the third year of budget reductions. The Budget committee further made recommendations which will be presented to CPC on June 11th. Recommendations included the suspension of unclassified assignments "until further notice"; and it called for Unit Managers to provide written justification for non-regular assignments in addition to the total dollar amounts for the entire assignment when PCRs are created.

The College Budget was passed at the Aug. 21 Budget Committee meeting: $25,852,802. As mentioned above, this is a $4 million dollar cut from the previous year’s budget. Regular salaries and benefits account for $21,054,444 of the college budget. As a means of addressing Recommendation 2 from the ACCJC 2012 visit, each Vice President has been given a charge to re-organize their areas for efficiency. Retirements are anticipated and will be a key factor in how the re-organizations take shape.

Attached to this manual is the 2012-2013 Final Budget which shows our positions budgeted for in comparison with the other small colleges: West LA, Southwest, and Mission. This budget comparison by position will be very useful for the Vice Presidents and their clusters to review as they examine re-organization in their areas. This financial data can help the college establish baselines.
B. External Scan: http://www.lahc.edu/research/ExternalScan-EnrolMgmt.pdf

C. Internal Scan: http://www.lahc.edu/research/factbook11.html

1. External/Internal Scans: summary and analysis for human resource planning
   The following evidence/data should be considered in human resource planning for
   the college in regards to Staff positions:
   o Fastest declining occupations in our service area: Office clerks/general,
     bookkeeping/accounting clerks, executive secretaries, security guards,
     janitors/cleaners, cashiers.
       ▪ If the college has a staffing need in these areas, we will likely be
         able to fill the position(s).
   o Growing occupations in our service area: computer support specialist,
     environmental science/health technicians, Engineers and engineer techs (albeit
     slow and steady growth), nurses, EMTs, legal secretaries, computer support
     specialists, massage therapists, veterinary techs, health care techs, physical
     therapy assistants, radiologic techs/medical sonographers, library techs,
     architectural/civil drafters, funeral directors.
       ▪ If the college has a staffing need in these areas, we may face
         competition with local industry. Many of these areas do not have
         entry level positions at the college. The only positions which may
         be relevant from the list are computer support specialists.

2. Internal Scan regarding Faculty positions.
   o In the recent years, filling Nursing Instructor (Faculty) positions has been a
     challenge because of the required Master’s level prepared Nurse has many
     options in our local job market. Based on the labor data, we are likely to continue
     having smaller pools of qualified applicants for Nursing Faculty positions.
   o In examining institutional data from the Factbook (2012), four metrics have been
     identified for the faculty internal scan data: faculty full-time to part-time ratios,
     WSCH/FTEF, class enrollments (higher/lower), and graduation rates. It is
     important to note that the FT/PT Faculty ratios have not been input into the
     system for 2012-13 calculation, so faculty hiring completed in the Summer of
     2012 is not reflected in this data table. The D.O stated that this data would be
     available in late October along with the updated FON calculation for the District.
     There are additional efficiency data points as well as other factors to consider in
     establishing faculty internal scan data, so what is presented below is to be
     considered as pieces of the whole.

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R 11 = Tenure track (2011)
H 11 = Hourly (2011)

### WSCH per FACULTY FTEF

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The asterisks in the above section of data refer to two programs which through contractual obligations do not meet the State WSCH target of 525.

### 5 year pattern of higher enrollment

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It should be noted in the patterns above that enrollment at the college in 2010 and 2011 may have inflation due to the economic climate and enrollment caps in place by CSU/UC schools; therefore 4 years of data prior to the economic crisis were included in the pattern examination to give a more complete picture of the trends.
It should be noted in the patterns above that enrollment at the college in 2010 and 2011 may have inflation due to the economic climate and enrollment caps in place by CSU/UC schools; therefore 4 years of data prior to the economic crisis were included in the pattern examination to give a more complete picture of the trends.

**The Nursing data reported on is based on Program 100; however, the department has been the recipient of several grants which have paid for sections/instruction which are not captured in the data. Therefore, the data picture of nursing is incomplete. This is an area that Institutional Effectiveness is committed to reconciling in the Factbook in the 2013 edition so that efficiency/class size can be better reported. Nursing lab courses are capped at 12 students due to BRN/NLN requirements; lecture courses are frequently over 60 students. In 2011, the Nursing Division was mandated to cut student admission into the program by the Senior Administration of the college. This cut is reflected in budget documents as a real cut of 30% in instruction expenditures.

**5 year higher Graduation Rates**

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<th>5 year higher Graduation Rates</th>
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<td>8</td>
<td>15</td>
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<tr>
<td>Business &amp; Commerce, General</td>
<td>16</td>
<td>5</td>
<td>6</td>
<td>13</td>
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<tr>
<td>Culinary Arts</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities &amp; Fine Arts</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

Culinary Arts and the HFA were newly introduced degrees and are reported for the 2 years in which they have had graduates.
III. Office of the President
   A. Vacancy Summary as of July 2012  (Please note that all Vacancy summaries provided within this document are from BW P31 Report dated July 2012 which is attached as a resource to this document).
   1. Director of Foundation (vacated Dec. 2010)
   2. Foundation Development Assistant (Sept. 2009)

IV. Summary of Academic Affairs Cluster data
   A. Vacancy Summary and benchmarks as of July 2012
      1. Faculty Obligation Number (FON) as of Nov. 28, 2011: Harbor College has 98 FT Faculty; 96.55 PT Faculty, which is 50.4%. The District was at 63.07%, which needs to increase to 75%. Comparing with other small colleges: Mission 52%; Southwest 65%; West 55%-- Harbor is lowest in the District as well as in comparison with the small colleges. Harbor hired 8 FT faculty beginning Fall 2012, so our FON is anticipated to come closer into alignment with the District and small college averages. The 2012 FON calculation is currently being processed by the District Office, and will be ready in late October of 2012.
      2. Faculty Vacancy summary (not listed in prioritization order) as of July 2012
         a. Instructor—Anthropology (vacated June 2011)
         b. Instructor—Child Development (vacated Feb. 2011)
         c. Instructor—Child Development (vacated June 2011)
         d. Instructor—Economics (vacated June 2011)
         e. Child Development Center Teacher (vacated June 2011)
         f. Instructor (vacated July 2012)
      3. Staff Vacancy summary as of July 2012
         a. Instructional Assistant- Office Administration (vacated Sept. 2007)
         b. Physical Sciences Lab Tech (vacated Jan. 2010)
         c. Physical Education/Athletics Facilities (vacated Jan. 2008)
         d. Community Services Specialist (vacated Feb. 2012)
         e. Sign Language Interpreter Specialist I (vacated June 2005)
         f. Instructional Assistant—Information Technology in LRC (vacated Sept. 2009)
   
   B. Faculty/Certificated
      1. Certificated positions
         a. Program Review Data 2012-13
         b. Unit Plan 2012-13

<table>
<thead>
<tr>
<th>A. PROGRAM REVIEW DATA</th>
<th>B. UNIT PLAN REQUESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Architecture (2011)</strong></td>
<td>Humanities</td>
</tr>
<tr>
<td>2013 - 1 FT Instructor</td>
<td>2 FT music instructor in: Piano &amp; GE &amp; Jazz &amp; Commercial Music</td>
</tr>
<tr>
<td><strong>Art (2011)</strong></td>
<td></td>
</tr>
<tr>
<td>2014 – 1 FT faculty for Digital/Media Arts</td>
<td>1 FT speech instructor in next 3 years</td>
</tr>
<tr>
<td>2015 – 1 FT Animation Instructor</td>
<td>1 FT instructor for Architecture-Industrial Design</td>
</tr>
<tr>
<td><strong>Humanities (2011)</strong></td>
<td></td>
</tr>
<tr>
<td>1 FT faculty in next two years</td>
<td>2 FT instructors: Art History &amp; Drawing/Painting instructor/oversee gallery</td>
</tr>
<tr>
<td><strong>Philosophy (10-11)</strong></td>
<td>1 FT instructor for Technical Theater</td>
</tr>
<tr>
<td>1 FT instructor</td>
<td></td>
</tr>
<tr>
<td><strong>Speech (11-12)</strong></td>
<td>Communications</td>
</tr>
<tr>
<td>2013 -1 FT Faculty to replace retirement</td>
<td>1 FT instructor in ESL &amp; English (2 total)</td>
</tr>
</tbody>
</table>

<p>| Foreign Languages Pathway (2010)       | Communications         |
| 2 FT Foreign Language Instructors      | Additional reading tutors in Literacy Center |
| <strong>Journalism (11-12)</strong>                 |                       |
| 1 FT faculty                          |                       |</p>
<table>
<thead>
<tr>
<th>Library (2009)</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 librarian of instruction &amp; information literacy</td>
<td>Math/Physical Sciences</td>
</tr>
<tr>
<td></td>
<td>1 FT Math Learning Skills Specialist</td>
</tr>
<tr>
<td></td>
<td>1 FT Math Instructional Assistant</td>
</tr>
<tr>
<td>Mathematics (09-10)</td>
<td>Physical Sciences (2010)</td>
</tr>
<tr>
<td>Instructional staffing for math lab</td>
<td>1 FT Physics instructor (to replace retiree)</td>
</tr>
<tr>
<td>2 math specialists</td>
<td>1 FT physics lab tech</td>
</tr>
<tr>
<td>Physical Sciences (2010)</td>
<td>Math/Physical Sciences</td>
</tr>
<tr>
<td>Faculty below needed levels</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Nursing (2010)</th>
<th>Health Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>More FT faculty in coming years (replace retirees)</td>
<td>1 FT Nursing instructor</td>
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</table>

<table>
<thead>
<tr>
<th>Physical Education (2010)</th>
<th>Physical Education</th>
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</thead>
<tbody>
<tr>
<td>1 FT instructor/head coach</td>
<td>1 FT Adapted Kinesiology Instructor</td>
</tr>
<tr>
<td>1 adaptive PE instructor</td>
<td></td>
</tr>
<tr>
<td>1 regular PE instructor</td>
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<table>
<thead>
<tr>
<th>Social &amp; Behavioral Sciences</th>
<th>Social &amp; Behavioral Sciences</th>
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</thead>
<tbody>
<tr>
<td>Replacement for all vacancies due to retirement &amp; resignation</td>
<td>Replacement for all vacancies due to retirement &amp; resignation</td>
</tr>
<tr>
<td>1 FT instructor in AJ/Anthropology/Economics (possibly combined with Political Science)/Sociology (4 total)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Science/Family &amp; Consumer Studies</th>
<th>Academic Affairs Office</th>
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</thead>
<tbody>
<tr>
<td>1 FT faculty in Child Development</td>
<td>.8 SLO Coordinator</td>
</tr>
<tr>
<td>1 FT life sciences lab manager</td>
<td>.2 Ancillary – SLO (4 total)</td>
</tr>
<tr>
<td>1 PT lab manager (for nights &amp; weekends)</td>
<td></td>
</tr>
<tr>
<td>1 FT faculty in Culinary Arts</td>
<td></td>
</tr>
</tbody>
</table>

C. Staff
1. Program Review Data 2012-13
2. Unit Plan 2012-13

<table>
<thead>
<tr>
<th>1. PROGRAM REVIEW</th>
<th>2. UNIT PLAN</th>
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</thead>
<tbody>
<tr>
<td>Architecture (2011)</td>
<td>Humanities</td>
</tr>
<tr>
<td>2013 - IT staff</td>
<td>Shop Attendant for Theater</td>
</tr>
<tr>
<td>Art (2011)</td>
<td>Technical Director</td>
</tr>
<tr>
<td>2013 – PT tech support for Apple products</td>
<td></td>
</tr>
<tr>
<td>Speech (11-12)</td>
<td>Communications</td>
</tr>
<tr>
<td>2013 -1 student worker</td>
<td>Additional reading tutors in Literacy Center</td>
</tr>
<tr>
<td>Theater (2011)</td>
<td></td>
</tr>
<tr>
<td>2013 - 1 stage attendant</td>
<td></td>
</tr>
<tr>
<td>2014 – 1 FT Technical Director</td>
<td></td>
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</table>

LAC (09-10) | LAC |
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<tbody>
<tr>
<td>Additional personnel to assist students IAIT</td>
<td>IAIT</td>
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<tr>
<td>IAIT Tutors</td>
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</tbody>
</table>

Additional reading tutors in Literacy Center
<table>
<thead>
<tr>
<th>Library (2009)</th>
<th>Mathematics (09-10)</th>
<th>Math/Physical Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student workers</td>
<td>Instructional staffing formation</td>
<td>1 FT physics lab tech</td>
</tr>
<tr>
<td></td>
<td>Business</td>
<td>2 Instructional Aids</td>
</tr>
<tr>
<td></td>
<td></td>
<td>½ time Office Assistant</td>
</tr>
<tr>
<td></td>
<td>Economic Development</td>
<td>Senior Secretary</td>
</tr>
<tr>
<td></td>
<td>Science/Family &amp; Consumer Studies</td>
<td>Student workers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 FT life sciences lab manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 PT lab manager (for nights &amp; weekends)</td>
</tr>
<tr>
<td></td>
<td>Academic Affairs Office</td>
<td>1 FT Graphic Designer/Webmaster/PIO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 FT Research Analyst for CTE/Grant/AtD (*Institutional Effectiveness)</td>
</tr>
</tbody>
</table>

E. Succession planning data
1. Data from the college Factbook (2012) indicates that 15.6% of our full-time faculty members are over the age of 65; and nearly 38% are between 55 and 64 years of age. Given these percentages, we can anticipate hiring of faculty to take place routinely over the next several years in order to be in compliance with the FON (75/25).

F. Academic Affairs Cluster Prioritization 2012-13: The Cluster plan states supporting whatever hiring is necessary to maintain Core functions of the Cluster. It is not prioritized by position title or department.

V. Summary of Student Services Cluster data
A. Vacancy summary and benchmarks as of July 2012
1. Faculty: 1.0 FTE Certificated Position in Child Development Center
2. Staff: there are currently no vacant positions in Student Services

B. Faculty/Certificated
1. Program Review Data 2012-13
   a. Counseling: Athletic Counselor; Additional Career Counselor
   b. Special Programs and Services: 1 full-time disability specialist/counselor
   c. Matriculation: 1 full-time counselor
   d. Athletics: Multiple Full-Time Coaches/Instructors
   e. International Student Program: International Student Counselor (If enrollment increases); Full Time International Student Advisor
   f. Life Skills Center: 1.0 FTE Licensed Clinical Psychologist

2. Unit Plans Position Requests 2012-13
   a. Child Development Center
      - Replace certificated staff position left vacant after a retirement. 1.0 FTE Certificated Position And benefits
   b. Counseling
      - Hire a transfer counselor
c. EOPS/CARE/CalWORKs
   • Full time Counselor/CARE Coordinator (0.5 EOPS, 0.25 CARE and 0.25 CalWORKs.) The new position will assist students in all three programs.

d. Life Skills Center
   • Hire 1.0 FTE Clinical Psychologist Counselor

e. Matriculation
   • 0.5 Counselor (if Matriculation funds are restored).

f. SPS
   • Need additional 1.0 FTE Disability Specialist/Counselor

C. Staff

1. Program Review Data 2012-13

a. Admissions & Records
   • 1 assistant registrar (vacant over 9 years)
   • 1 new admissions and records assistant

b. Student Activities / Student Government
   • 1 additional support staff position

c. Athletics
   • Sports Information Director

d. CalWORKs
   • 1 Assistant Director / Supervisor – Similar to model in Financial Aid Office as the dean assumes supervision of additional areas.
   • 1 Job Developer/Coach
   • 2 Tutors (Math and English)

e. Child Development Center
   • 1 full time SFP Program Assistant to help with paperwork and documentation necessary for State Preschool Grant funding terms and conditions.
   • 1.0 Child Development Center Food Services Assistant. (District Required)
   • (Maintain 10-15 unclassified CDC Assistants)

f. Counseling
   • Evening Information Desk Staff (B Shift)
   • 2 Clerical support staff (shared among Articulation, Counseling, Honors, Matriculation, Career & Transfer Center)

g. EOPS
   • Assistant Director / Supervisor – Similar to the model in Financial Aid Office as the dean assumes supervision of additional areas.
   • Job Developer
   • Career Guidance and Counseling Assistant / Peer Mentor
   • Tutor (Math and English)

h. Financial Aid
   • Additional Financial Aid Technicians to work the counter and take in complete information and package files (Priority one)
   • Veterans Center Coordinator

i. Matriculation
• 1 full-time CGCA

j. Special Program and Services
• Part-time supplemental learning disability assessment personnel
• 1 full-time classified instructional assistant for High Tech Center
• 1 full-time High Tech Center Disability Specialist

k. Student Health Center
• RN to cover weekends and evenings
• Clinical staff for office management/Ful time clerical staff needed

l. Transfer Center
• 1.0 FTE Classified secretary for Honors, Career, and Transfer Center
• Increased hours equivalent to full time for the CGCA
• % of time the IT staff should be allocated to the center to support technological needs
• 2 regular budgeted student workers at 25 hours/week

m. Student Recruitment
• 1 full-time Student Recruiter
• 1 full time classified clerical worker
• Additional student workers, including CGCAs

2. Unit Plans Position Requests 2012-13
a. Hire Admissions & Records Assistants
b. CalWORKs
   • CalWORKs Tutors; CalWORKs E C.G.C.A.s—need to hire tutors and C.G.C.A.s; Support Staff
c. Child Development Center
   • Hire classified office assistant or SFP program assistant/analyst. Hire an hourly person to provide computer support and assist with getting website current and put application on line. Fund a part time hourly position in the summer.
d. Counseling
   • Hire clerical staff for Honors and Articulation, and Transfer Center and Counseling
e. EOPS
   • Tutors, support staff, CGCAs
f. Financial Aid
   • Hire 2 Financial Aid Technicians to handle the increase in aid applicants.
g. Matriculation
   • Hire a computer technician to maintain all software computer systems with updates and new releases and to take over some of the computer programming duties and responsibilities of the student services aide. (If Matriculation funds are restored).
h. Student Health Center
   • Provide full time student health center assistant.

E. Student Services Cluster Prioritization Plan
1. Program 100 Priorities for 2012-2013
   a. 2 Financial Aid Technicians
b. CDC Instructor
c. Transfer Counselor
d. Admissions & Records Assistants
e. Staff Student Activities Office
f. Upgrade Student Services Assistant to Student Services Specialist (Student Activities Office)
g. Classified Office Employee for Child Development Center

2. Specially Funded Program Priorities for 2012-2013
a. Full Time Student Health Center Assistant
b. Job Developer/Case Manager
c. 1.0 FTE Disability Specialist/Counselor
d. 1.0 FTE Retention Counselor for EOPS

VI. Summary of Administrative Services Cluster data

A. Vacancy summary (not listed in prioritization order) as of July 2012
   1. Senior Personnel Assistant (vacated June 2009)
   2. Carpenter (vacated August 2009)
   3. Graphic Arts Designer (vacated January 2012)

B. Staff
   1. Program Review Data 2012-13
      a. Bookstore/Reprographics: Cashier, Buyer, office assistant, .8 office assistant
      b. Business Office – Accounting Assistant
      c. IT-Web Designer
      d. Facilities – Carpenter and Custodial Supervisor
      e. Sheriffs – Sr. Office Assistant
   2. Unit Plan Position Requests 2012-13
      a. Carpenter and Custodial Supervisor - Facilities
      b. Web Designer – IT
      c. Accounting Assistant – Business Office
      d. Sr. Personnel Assistant - Payroll/Personnel
      e. Sr. Office Assistant – Sheriffs
   3. Cluster Plan
      There are two types of staffing plans—one for growth and one for retrenchment. Unfortunately, the current economic situation requires retrenchment and cross training. Custodial staffing will need to increase during the build out of the bond. To keep up with computer and technology demands, I would recommend greater centralization of IT staff including all instructional assistants reporting to IT especially since there is no winter or summer school.

VI. Recommendations for College Staffing based on data and analysis

A. Faculty and Certificated (Administrators) positions
   1. The Academic Senate Faculty Hiring Priorities Committee’s (FHPC) recommendations and justifications for 2012-13 are at the following link: http://www.lahc.edu/govplanning/governance/senate/fhpc/FHPC%20Rankings%202011.pdf
      The ranking order of positions for 2012-13:
      1. Administration of Justice
      2. Nursing
      3. English
      4. Math
      5. Architecture tied with PE/Adaptive and tied with Sociology
      8. Foreign Language
      9. Health/PE/Coach
10. ESL
11. Child Development
12. Counseling- Transfer
13. Counseling- Life Skills
14. Music
15. Technical Theater

2. Budgeting for the positions and integrating into planning cycle:

a. How will new faculty positions be funded? (zero sum gain = part-time section cuts; reallocation of funds = cutting another division’s budget to fund a position.) As a college, we need to be clear on the fiscal implications of each hire.

b. The District Office offered a subsidy for each instructional faculty hired in order to be in compliance with the Faculty Obligation Number (FON).
   1. Administration of Justice
      a. Zero sum gain
      b. District subsidy of $35,000 to meet FON
   2. Nursing: Not hired
   3. English
      a. Zero sum gain
      b. District subsidy of $35,000 to meet FON
   4. Math—2 positions hired
      a. Zero sum gain
      b. District subsidy of $35,000 to meet FON
   5. Architecture tied with PE/Adaptive and tied with Sociology
      a. Sociology hired; other 2 were not
      b. Zero sum gain
      c. District subsidy of $35,000 to meet FON
   8. Foreign Language
      a. Zero sum gain
      b. District subsidy of $35,000 to meet FON
   9. Health/PE/Coach: Not hired
   10. ESL
      a. Zero sum gain
      b. District subsidy of $35,000 to meet FON
   11. Child Development: Not hired
   12. Counseling- Transfer
      a. Funding source for position was Program 100 with reallocation of funds within Student Services directed to the position.
   13. Counseling- Life Skills: Not hired
   14. Music: Not hired
   15. Technical Theater: Not hired

B. Staff
   1. With the re-organization that the Vice Presidents have been charged with (due Sept. 17, 2012), the committee is unable to make recommendations at this time. This section will also need to be completed upon discussion and recommendations coming forward from CPC integrating planning and budgeting information for the good of the college. It was determined at the Accreditation Steering Committee meeting held Oct. 29, 2012 that the re-organization plans need further vetting by constituency groups. The college President and the Vice Presidents will likely implement changes in the next year 2013-14.

C. Miscellaneous recommendations based on this first time HR Master Planning process
   1. The creation of PCRs and approval processes needs to be outlined. There is not a process flow which would show where/when a position should be generated or stopped
based upon Cluster prioritizations and budget. This will help the college realize its intent to have a balanced budget each year as well as fulfill its staffing with the prioritizations established through the planning process, ultimately linking budget and planning.

This recommendation has been addressed. A form has been created and put into use by the college for requesting positions. It requires 3 levels of approval: Dean, VP of the area, and President. The form indicates how the position is funded (with line item identified) as well as benefit calculation for total ownership cost calculations in projecting salary/benefits. Additionally, the form provides for information to ascertain budget availability should the budget line item be funding more than one position.

2. There have been instances on the campus where faculty have been hired (on a faculty release basis) to complete the work of a classified personnel. This needs to come into Union compliance for the betterment of the college.

3. Pathways for promotion and advancement
   a. The process for upgrade/advancement needs to be clarified and objective for classified staff. The opportunities need to be equal and equitable. Without a path for promotional opportunities, we may lose valuable employees.

   b. The process for upgrade/advancement for Academic Administrators (Teamsters Local 911 members). The opportunities need to be equal and equitable. Without a path for promotional opportunities, we may lose valuable employees.

4. Staffing Committee and its role in CPC: at the college’s planning retreat in June 2012, the shared governance agreement was examined. During the robust dialogue, it was determined that the HR Planning Taskforce should make a recommendation as to whether or not the committee is needed; and if it is needed, what its role and scope would be. At this time, the committee recommends having the Staffing Committee for a 1-year pilot project and have the following scope/purpose:

   a. Suggest calling the staffing committee the “Human Resources Committee” so that it encompasses all of college rather than imply only applicable to Classified positions.

   b. The HR Committee should serve as a “clearance committee” which can examine data/evidence.

   b. Ensure that positions being filled are in the appropriate cluster plans and within the available budget

   c. Examine budget data in regards to ensure that priorities are aligned with plans/staffing.

   d. Examine staffing in all areas of the college.

   e. Have Grant Committee Co-Chair serve on the staffing committee:

      1. Have awareness of all SFP positions being hired/staffed to ensure budgets of the SFP positions will cover the positions and the time period of the grants with no overrun into Program 100.

      2. Transparency of grant positions which require Institutionalization initially funded as SFP.

5. Union contracts need to become aligned in regards to college committee composition and responsibilities. A example of this is the Work Environment Committee. There are conflicts between the AFT Faculty contract and other union agreements in regards to the work of the W.E.C. committee.

6. The Personnel Commission list generation process is not as responsive to the college’s staffing needs as is needed by the college.
C. Accomplishments
1. The college is proud of this first attempt at a Human Resources Plan with the goal of constant improvement for subsequent documents.
2. The generation and use of the request for staffing form has been embraced and in the short few months of implementation, is being enforced and “lived”.
3. Through the process of the HR Plan, the Deans determined that there was a need to have an established college plan for hiring Administrators, similar to that of the FHPC Manual for Hiring Faculty. This is a work in process and we look forward to including it as a resource link in the 2013-14 Human Resource Plan.
4. Through this process, there was a strong affirmation for our Classified Employees and the work they perform. The classified employees are critical to accomplishing the work of the college and we further affirm their value by ensuring their work is accomplished by their Union membership.

VIII. Areas identified for professional/staff development through the Cluster prioritization process
A. Certificated/Faculty
1. Use of Technology (Student Survey 2012)
2. Other ongoing professional development activities already in progress:
   a. Achieving the Dream (interventions surrounding equity in student success)
   b. Reading Apprenticeship Faculty Interest Group (FIG) (Shazia Kahn)
   c. iFIG (Elena Reigadas) (developing undergraduate researchers).
3. Training on eBTAs for budget managers.
B. Staff
1. Admissions and Records ongoing training was reflected in the Student Services plans.

IX. Resources (California Ed Code/Board Policies/Union Contracts/Factbook/Personnel Commission)
A. California Education Code:  
   http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=edc&codebody=&hits=20
   Title 5 of the California Ed Code:  
   http://www.cde.ca.gov/sp/gt/lw/gatetitle5ccr.asp
B. L.A.C.C.D. Board Policies:  
   http://www.laccd.edu/board_rules/
C. L.A.H.C. Factbook (most current edition)  
   http://www.lahc.edu/research/factbook11.html
D. L.A.C.C.D. Union Contracts  
   http://www.laccd.edu/faculty_staff/hr/union_contracts.htm
E. L.A.C.C.D. Personnel Commission  
   http://www.laccd.edu/perscom/
F. L.A.C.C.D. Strategic Plan  
   http://planning.laccdssi.org/
G. Planning Documents Flow Diagram. Link to the document will be inserted upon posting on the college website.
   http://www.laccd.edu/budget/documents/2012-2013FinalBudget.pdf
I. Amended Appendix C which is the comparisons of small colleges 2012-2013 (pdf file attached)
   http://www.laccd.edu/faculty_staff/hr/documents/HRGuide_R-110_AcadAdminSelection.pdf
K. Vacancy Report—BW P31 as of July 2012 (attached)
CLEARANCE COMMITTEE APPROVAL FORM
COLLEGE PLANNING PROCESS

In accordance with the College Planning Committee “clearance committee” structure, the following form has been created to facilitate recommendations and enact planning priorities as determined by the college planning process. Please check the box for the appropriate clearance committee this proposal:

- Technology Advisory Committee
- Facilities
- Work Environment
- Human Resources
- Other (specify)

Proposed Activity/Purchase:

Is this Activity/Purchase in the following planning documents?
- Division Unit Plan
- Cluster Plan
- College Plan

If any of the above questions are answered “NO”, please provide an explanation as to why it is not in the planning document(s). Additionally, provide a rationale as to why the Activity/Purchase is necessary and the impact on Division/Cluster/College plans:

Clearance Committee Recommendation:

Date of meeting. Attach agenda for the committee meeting. Quorum must have been met.
Chair of the Clearance comm. signature
COMMENTS:

Academic Senate Recommendation (if applicable):

Date of meeting. Attach agenda for the committee meeting. Quorum must have been met.
Signature of the Academic Senate President:
COMMENTS:

CPC Recommendation:

Date of meeting. Attach agenda for the committee meeting. Quorum must have been met.
Signature of the Co-Chairs of CPC:
Signature of the Co-Chairs of CPC:
Recommendation:
COMMENTS:
Evaluation of the Planning/Shared Governance Process

Directions: This assessment is to reflect on the shared governance process in the creation/implementation of our college planning documents. If the committee is involved in creating the plan, place an "X" in the box; if the committee is involved in implementing the plan, then place an "O". Boxes may have both Xs and Os. Boxes may also be left blank.

<table>
<thead>
<tr>
<th>Committees</th>
<th>EMP</th>
<th>CAP</th>
<th>Cluster Plans</th>
<th>Unit Plans</th>
<th>Enrollment</th>
<th>6-year</th>
<th>HRP</th>
<th>PR</th>
<th>Factbook</th>
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Evaluating the Shared Governance/Planning Process

Qualitative Assessment

This assessment will be administered to CPC and the sub-committees of CPC and the Academic Senate. The results of this survey will be used during our annual (end of the year) college planning retreat.

1. Provide evidence of recommendations moving forward from sub-committees to CPC. Address the extent to which the recommendations were implemented.

2. What recommendations did not move forward in the planning process; what impact, if any, did it have on the planning process?

3. How has the college planning process been changed or revised (constant improvement) to accomplish the goals/objectives outlined in the college’s planning documents?

4. How were planning outcomes implemented in alignment of the budgeting process for the college?

5. How has the college budgeting process been changed or revised (constant improvement) to accomplish the goals/objectives outlined in the college’s planning documents?
Narrative Assessment of LAHC College Planning Documents
Administered via Survey Monkey to All CPC members and CPC/Academic Senate Sub-Committee members (ie. Budget, Technology, Matriculation, etc.)

PROVIDE EVIDENCE/OUTCOMES TO DEMONSTRATE THE EXTENT TO WHICH THE 2012-13 PLANNING DOCUMENTS WERE IMPLEMENTED BY THE COLLEGE IN 2012-13

**EDUCATIONAL MASTER PLAN**
SCORE 1-5; 1= NOT IMPLEMENTED, 5= FULLY IMPLEMENTED
EVIDENCE:

**COLLEGE ANNUAL PLAN**
SCORE 1-5; 1= NOT IMPLEMENTED, 5= FULLY IMPLEMENTED
EVIDENCE:

**ACADEMIC AFFAIRS CLUSTER PLAN**
SCORE 1-5; 1= NOT IMPLEMENTED, 5= FULLY IMPLEMENTED
EVIDENCE:

**STUDENT SERVICES CLUSTER PLAN**
SCORE 1-5; 1= NOT IMPLEMENTED, 5= FULLY IMPLEMENTED
EVIDENCE:

**ADMINISTRATIVE SERVICES PLAN**
SCORE 1-5; 1= NOT IMPLEMENTED, 5= FULLY IMPLEMENTED
EVIDENCE:

**ENROLLMENT PLAN**
SCORE 1-5; 1= NOT IMPLEMENTED, 5= FULLY IMPLEMENTED
EVIDENCE:

**HUMAN RESOURCES PLAN**
SCORE 1-5; 1= NOT IMPLEMENTED, 5= FULLY IMPLEMENTED
EVIDENCE:

**6-YEAR PLANNED OFFERINGS**
SCORE 1-5; 1= NOT IMPLEMENTED, 5= FULLY IMPLEMENTED
EVIDENCE:
LAHC ASSESSMENT OF COLLEGE PLANNING PROCESS:
ASSESSING OUR PLANNING DIAGRAM (DO WE FUNCTION THE WAY WE SAY WE DO?)

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<tr>
<th>COLLEGE PLANNING DOCUMENTS</th>
<th>EMP</th>
<th>CAP</th>
<th>Cluster</th>
<th>Unit</th>
<th>Enrollment</th>
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**Directions: Using the matrix above**
Insert an "X" to show which documents are used to INFORM which college documents
Insert an "O" to show which documents are used BY the others
Boxes can have both X and Os present

For example:

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