I. Call to Order
Meeting called to order at 1:39. Chaired by A. Patterson.

II. Approval of Agenda
N. Barakat moved to approve agenda as written. Second by M. Yanez. Minutes approved unanimously.

III. Approval of Minutes (11/26/12)
M. Wood moved to approve minutes as written. Second by M. Yanez. Minutes approved unanimously.

IV. Public Comment
L. Minor – The staff unions launched a STAR Recognition program, collecting nominations for outstanding staff members. Especially interested in student feedback, but anyone may nominate a staff member. Submission boxes are in the mail room and around campus.

V. Unfinished Business
a. Sunshine Clearance Committee Approval Form Instructions
   i. M. Wood – Provided a handout to review the clearance committee form that he developed.
   ii. Suggestions included:
       1. Adding language to include the Human Resources Committee
       2. Making a distinction between categorical and specially funded programs.
   iii. A version including the proposed changes will be distributed at a later date.
   iv. I. Clarke moved to approve the form with proposed changes. Second by M. Yanez. Motion approved unanimously.

b. Composition and function of Human Resources Committee
   i. K. Blackburn, T. Davis, and A. Tomlinson presented the proposed Composition and Functions of the Human Resources Committee. They also described the purpose of the committee. It will serve as a CPC clearing committee and will review hiring for administration and classified staff.
   ii. A discussion took place, which prompted the following suggestions:
1. The language should more explicitly state that the committee reviews hiring for classified staff and administrators.

2. M. Wood **moved** to change language from “1 Dean (at large)” to “1 Dean (Appointed by Teamsters).” **Second** by M. Yanez. Motion **approved** unanimously.

iii. A discussion regarding the purpose of the committee:

1. It was emphasized that this will not affect or take the place of the FHPC.
2. There currently is no formalized process for hiring administrators and classified staff. This would help to create a process where hires can be debated, and recommendations made to the President’s office.
3. This committee doesn’t change the planning process. Unit plans still need to include staffing needs, and unit plans must be approved by the cluster.
4. Concerns that some departments aren’t given an equal chance to replace staff members. Instructional Assistant positions that haven’t been replaced were cited as an example.
5. Some felt that certain positions should be replaced more quickly than others because they are vital to the functioning of a department.
6. This process gives us a chance to address our accreditation recommendations.

iv. N. Barakat **moved** to approve the Compositions and Functions as amended. **Second** by L. Minor. Motion **approved** unanimously.

v. A. Patterson – Suggested calling a first meeting of the Human Resources Committee in order to elect co-chairs.

c. College Functional Process: Centralization of personnel actions (PCRs), procurement orders (POs) and contracts.

1. A document was distributed, describing the centralized budget model. The committee was asked to provide input on the document’s wording.
2. Suggested changes:
   1. Strikeout the following text in step 5: “and that it meets the College’s Master plan goals.”
   2. Strikeout the following text in step 4: “and that it meets clusters unit plan goals.”

iii. A. Tomlinson **moved** to adopt the document as amended. **Second** by Tim Davis. Motion **approved** unanimously.

d. Participatory Governance Document

1. The CPC co-chairs will be responsible for bringing the final Participatory Governance Document to the next CPC meeting, including all necessary approval signatures.

VI. **New Business**

a. Unit Plan Parts B & C to Budget Committee

1. M. Wood – Distributed a document describing Parts B and C of 2013-2014 unit plans. These sections describe permanent staffing needs and other program requirements. Funding sources must be clearly listed in order to show that adequate funds exist, and how potential deficits will be covered.
2. M. Wood will compile Parts B and C from every unit plan and submit the items to the Budget Committee.
3. A discussion followed regarding improvements to the document’s language.
1. S. Sanchez suggested adding language that the Budget Committee will consult with grant directors.

2. Add the following language to the document’s first paragraph. *(New language italicized):*
   a. “The College Planning Council (CPC) will *collect and submit via a designated official* part “B” and “C” of the Program/Pathway review unit plan to the budget committee requesting that the budget committee or their task force sub-committee, *in consultation with the grants and categorical directors,* evaluate the activities …”


**VII. Reports**

a. President

i. Discussed the book “Good to Great” by Jim Collins, detailing how progress can be a slow, painstaking process. Encouraged the college to keep a long-term vision and aim for success.

ii. The campus Holiday Party will take place this Thursday at 11:30am.

iii. The Board of Trustees meeting on January 16th will be hosted by Harbor College.

iv. He will attend Wednesday’s District Budget Committee Meeting. They will consider releasing 9.9 million dollars in contingency reserves to the colleges. Of this amount, LAHC would likely receive $600,000 - $800,000. It is anticipated to pass. The Board of Trustees will likely take up the issue at their January 16th meeting.

v. Governor Brown will release the California State budget on January 10th. Proposition 30 will restore some of the funds that had been cut. Proposition 98 may bring us additional revenues. There is also the possibility of a COLA, and up to 2% growth for colleges over the next 2-3 years.

vi. A campus budget forum will be held on January 25th 9am-12pm. At that time we will have a clear idea of our funding levels, and what it means for the campus.

vii. There is a possibility of a 2013 summer semester. L. Minor stated that if we do hold a summer session, the schedule must be online by March 28th.

b. ASO

i. G. Gonzales – The ASO will hold a planning meeting on December 18th to discuss their goals for the spring semester.

c. Special Committees/Task Forces

i. Accreditation: Budget Website (Demo)
   1. A. Tomlinson –Lauren McKenzie and Arif Ahmed worked together to create a webpage hosting budget-related information. The website makes the information more accessible and transparent.
   2. I. Clarke **moved** to extend the meeting by 10 minutes. **Second** by A. Tomlinson. Motion **approved** unanimously.
   3. A. Ahmed – gave a presentation about the new website.

**VIII. Good of the Order** – No comments

**IX. Adjourn** – Meeting adjourned at 3:07pm.
Los Angeles Harbor College  
College Planning Council (CPC)  
Instructions for use of “Clearance Committee Approval Form

When, during the planning/purchasing process, you find that you are about to purchase a product which falls under the requirement for “clearance committee approval”, you must complete and receive approval from that clearance committee. This document is designed to assist you in determining when to use this document and how to complete the form in accordance with college regulations.

Clearance committees are a part of our participatory governance system.

C. “CLEARANCE” COMMITTEE PROCESS

1. As provided in the Planning Flow Chart, the form on which all activities are proposed will include routing check-offs specifying the “clearance” committees to which any proposed activity must be referred upon inclusion in a unit plan being forwarded to the cluster planning committee. This has never been done. As provided in Planning Principle 3, “clearance” committees do not determine the priority or allocate the funding for the activities they authorize or for which they mandate technical or legal specifications.

2. Activities involving instructional technology will be referred to the Technology Advisory Committee for input as to any technical specifications involved and reconciliation with college-wide instructional technology capabilities.

3. Activities requiring facilities upgrades or construction or raising work environment issues will be referred to the Facilities/Work Environment Committee for input as to any legal or contractual questions involved and reconciliation with existing college facilities commitments. This has not been done to my knowledge.

Whenever the Academic Senate representatives on a cluster planning committee conclude that an activity being considered for prioritization by the committee raises issues of academic and professional policy or principle, the proposed activity shall be referred to the Academic Planning and Policy Committee of the Academic Senate.

5. In securing consensus for the adoption of cluster and college-wide operational plans, each cluster planning committee and CPC shall respect the input submitted pursuant to sections 2, 3, and 4 above as fully as that body concludes is warranted.

6. Course offerings involved in any proposed activity shall have been approved by the Curriculum Committee. This reads as curriculum needs to be complete prior to submission to the cluster. Sometimes the request will be to develop curriculum.

7. Activities prospectively eligible for categorical funding shall be referred to the committees which establish such eligibility.
Human Resources Committee Composition and Function
For CPC review 12/10/12

Human Resources Committee

Composition:
1- Vice President of Administrative Services (Co-Chair of Committee)
1- Classified Staff member (Co-Chair of Committee)
1- Dean (at large)
1- Classified Supervisor
1- Grants Committee Co-Chair
1- Faculty (AFT appointed)
1- Faculty (Academic Senate appointed)
4- Classified staff (at large from any of the unions or unrepresented)

Resources: SPOC; Institutional Effectiveness

Functions:
1. Lead/create the annual (functional) Human Resources Plan
2. Serve as a “Clearance Committee” within the structure of CPC
3. Examine data and determine the procedure for hiring to align with the college’s budget and prioritization as established in the college annual plan
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<thead>
<tr>
<th>DECENTRALIZED MODEL</th>
<th>CENTRALIZED MODEL</th>
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<tbody>
<tr>
<td>1. Budget action is developed at the cluster level</td>
<td>Budget action is developed at the cluster level</td>
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<td>Department Managers will submit budget action requests and clearly identify the</td>
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<td>funding source and need for the expenditure to their cluster VP for review by:</td>
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<td>(set date)</td>
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<td>2. Initiator input’s PCR’s, PO’s, EBTAs, etc.</td>
<td>2. Initiator input’s PCR’s, PO’s, EBTAs, etc.</td>
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<tr>
<td>3. Budget action is reviewed/approved by cluster manager</td>
<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</td>
<td>4. Budget action is reviewed/approved by vice president of the cluster</td>
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<td>of the cluster</td>
<td>The vice president of the cluster will certify that the funding sources are</td>
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<td>adequate to meet the expenditure request and that it meets clusters unit p</td>
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<td>goals. By: (set date)</td>
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<td>5. Budget action is reviewed by vice president of</td>
<td>5. Budget action is reviewed by vice president of Administrative Services</td>
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<td>Administrative Services</td>
<td>The Vice President of Administrative Services, will verify that the information</td>
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<td>provided is accurate and that it meets the Colleges Master plan goals. VP of</td>
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<td>Admin Services submits request to the college president for final approval.</td>
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<td>By: (set date)</td>
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<td>6. Budget action is approved by College President</td>
<td>6. Budget action is reviewed/approved by College President</td>
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<td>(with or without review)</td>
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<tr>
<td>7. Budget action goes to the District Office (with or</td>
<td>7. Budget action is transmitted to the District Office with funding source</td>
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<td>without funds)</td>
<td>clearly identified</td>
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The proposed budget model involves the use of District computer software. Users will abide by the District and College Computing Facilities Policy; http://www.lahc.edu/E76.pdf
December 10, 2012

The College Planning Council (CPC) will submit part “B” and “C” of the Program/Pathway review unit plan to the budget committee requesting that the budget committee or their task force sub-committee evaluate the activities listed in these documents and fulfill two functions:

1. Assess each of the activities to determine how they might best be funded (Program 10100, Categorical funding, or grant related funding).

2. Assess each item identified as categorical or grant funding sources and determine which budgets best align with restrictions associated with that funding source.