Members Present:
Co-chairs: S. McMurray (presiding), A. Patterson
Administration: L. Doffoney, D. Humphreys, N. Malone, M. Martinez, L. Rosas, S. Sanchez, A. Tomlinson
Faculty: J. Baez, R. Oakes, B. Young (AFT Faculty Guild)
S. Fasteau, M. Wood (Academic Senate)
Classified: I. Clarke, L. Minor
ASO:
Resources:

A. Call to Order
Meeting called to order at 1:35pm.

B. Agenda Approval
(1)
Accepted as submitted.

I. Review of Minutes of 6/4/12
(2)
Accepted as submitted.

II. Public Comment
• S. McMurray introduced L. Glover as the new AFT Faculty Guild President and B. Young as the new AFT Faculty Guild Grievance Representative.

III. President’s Report (M. Martinez)
A. Congratulations to L. Glover as new AFT Faculty Guild President and to B. Young as the new Grievance Representative. Thanks to R. Oakes for his many years of service.
B. Graduation last Thursday was a great success with 618 graduates, great turnout of faculty, classified and administrators; thanks to all who attended the Pre-Reception
C. Harbor College student Carlos Alvarado is one of 12 students from 12 colleges and universities selected to attend the HACU National College Quiz in Chicago on July 23-25. HACU covers the cost of attendance for student and one chaperone and event will be broadcast on PBS September 15-November 15 celebrating Hispanic Heritage Month.
D. Dr. Jamillah Moore will leave from City College as she has accepted the Chancellor position for Ventura County District as of July 1; City will start selection process for a new President.
E. The BOT interviewed three candidates to fill the President position at East LA College but did not make a selection from the three and will find a second interim President while continuing the search.

F. Dr. Chapdelaine from Trade Tech plans to retire June 30, 2013.

G. Tomorrow’s CORE meeting will include discussion of the following:
   - The LRC will now be completed July 27th, leaving one month for all to move in to the new building.
   - A proposed amendment regarding the final phase to the construction and Bond program.
   - Last Friday the Build LACCD program released $800 million in projects, released throughout the district, to complete pending facilities.

IV. Action/Discussion Items
   A. Cluster Plans and Prioritization (S. McMurray):
      - CPC cannot move forward at this point.
   B. CPC Retreat (A. Patterson):
      - Dates of CPC Retreat June 25-26, location not to be confirmed.
      - Focus will be on planning and accreditation: Day 1(Monday) - reframing the planning process, Participatory Governance Document, clarifying roles and process for reporting to CPC; Day 2 (Tuesday) – Diversity and Communication video, discussion of priorities and functional process for next year.
      - Retreat is open to all Harbor staff and faculty, not just CPC members.
      - Invitation and RSVP will be sent out after planning task force convenes again Thursday.
   C. LAHC Technology Master Plan (I. Clarke):
      - Consensus to approve the Los Angeles Harbor College Technology Plan (Action Item #3)
   D. Budget Committee Recommendations to CPC (A. Tomlinson):
      - See handout of six recommendations – recommendation six (6) should say travel claims, not just claims.
      - Consensus to change the deadline to submit date from 6/10/12 to 6/13/12 (Action Item #4)
      - Consensus to forward Budget Committee Recommendation to the President, as amended (Action Item #5)

V. Recommendations to be forwarded to President Martinez
   - Budget Committee Recommendations (see above)

VI. Campus Reports
   A. Accreditation (L. Rosas):
      - L. Rosas visited ACCJC on Wednesday of last week (6/6/12) to present feedback and a report to the Commission on how pleased LAHC was with Dr. Burgess and the visitation team and how their visit was conducted.
      - Spoke briefly with John Nixon and Barbara Beno.
      - ACCJC is dealing with other issues i.e. privatization and Department of Education concerns that the Commission is not “tough enough”.
      - Plan is to keep the focus on accreditation and how to continue to fund this process including ongoing functions related to SLOs, program review, etc.
• Discussion included Distance Learning and transitioning responsibilities once D. Humphreys is gone.

B. Achieving the Dream (AtD) (L. Doffoney, S. Fasteau):
• Thank you to AtD team for Terri Manning’s excellent presentation, “The Millennials”; a copy of her presentation will be on the AtD homepage within the week.
• First Year Experience (Intervention 1) will kick-off Saturday at 9am with a 70-student cohort.
• On Course workshop will be available to faculty and staff, August 6-8.
• Financial Literacy Grant Counselor Training June 27-29 and August 15-16: intensive training by Central New Mexico University and Bank of America to learn how to coach students to better manage their funds so they can stay in school including budgeting, investing and saving; limited to 25 participants; email L. Doffoney if interested.
• A. Patterson added that there is a change in the fall 2012 schedule stating that new applications will not be accepted the two weeks before classes, but if a student obtains an add card for a fall class Admissions and Records will accept their application with their add card. Discussion ensued.
• Point of clarification regarding AtD policy recommendations: AtD Recommendations go to the Academic Senate and CPC for approval.

VII. CPC Cluster Reports
A. Academic Affairs Cluster (L. Rosas):
• The Prioritization ballot is done and results are tallied; was hoping the other two clusters would be done as well in order to create a college-wide survey based on the three ballots.
• Date needs to be set for voting on College Plan.

B. Administrative Services Cluster (A. Tomlinson):
• Would like to point out that the cluster plan in Academic Affairs does not define operations like how it is being asked of in Administrative Services.

C. Student Services Cluster (A. Patterson):
• CPC saw the cluster priorities last week, will be sending out the ballot for vote next week.

VIII. District Committee Reports
A. District Budget Committee
• None – committee meets next week.

B. Student Success Initiative
• Expected to transition to L. Doffoney (to replace D. Humphreys).
• Committee will meet over the summer discussing how leadership changes on campuses affect student success and training implications as well as an accelerated math model.

IX. CPC Committee/Other Reports
A. Budget Committee (A. Tomlinson):
• Working to reconcile $381,000 deficit prior to close of fiscal year.

B. Facilities (B. Young):
• Question regarding whether the elevator technicians are contracted to respond within 24 hours when needed – yes, however they do not always have the parts so repairs are not always within that period.
• Request to Administrative Services for Facilities to send out a notice when elevators are down (including anticipated repair dates) so faculty can make arrangements or move classes.

C. Information Technology (I. Clarke):
• With library now opening in July, please notify IT immediately of any assistance or issues required over the summer.

D. Staff Development (M. Wood):
• Had three good days of workshops last week.

E. Web-Page (M. Wood):
• Committee meets next week; no action required on draft of Project Overview Statement (see handout).

F. TAC (I. Clarke):
• Will cost approximately $360,000 for the entire project of distributing cable TV signal to classrooms including video storage and capture, will present to CORE Tuesday.
• Discussion regarding Direct TV vs Time-Warner contract: previous attempts to contract with Time-Warner failed, however Direct TV does not carry the LAHC channel.

G. Other:
• Summer dates set for CPC meetings: July 9, July 23, August 20.

Meeting adjourned at 2:59 pm.
Ad Hoc Budget Sub Committee Recommendations to CPC

The following college budget structural actions are required to close a $381,092 deficit for 2011-12, deal with a $25.4M budget allocation for the 2012-13 fiscal year and begin to steer the college culture toward fiscal sustainability.

1. All unit managers must suspend current unclassified assignments until further notice because unclassified assignments are a source to recoup salaries not mandated by contract, categorical or other regulations.

2. All unit managers must cancel current open orders and budget commitments by June 10, 2012 to comply with the district deadline to process orders for equipment, contracts and supplies. Deadline to process orders was April 16, 2012 for program 100 and May 14, 2012 for SFP orders.

3. All unit managers must provide written justification for non – regular assignments as well as total dollar amounts for entire assignment when entering PCR’s. All extra assignments will require approval by the college president. Assignments with no budget source or total dollar amount are currently entered via PCR. Personnel responsible for the college budget do not become aware of these discrepancies until a paycheck is issued. At this point cluster managers are asked to identify the source of payment.

4. The Budget Ad Hoc Subcommittee will develop college cluster budgets for the 2012-13 fiscal year based on a $25.4M allocation.

5. Athletics programs scheduled for fall 2012 will begin when evidence of fundraising proceeds are deposited into LAHC Auxiliary Foundation and ASO account(s). Athletic program coaches met with Pres. Martinez and agreed to raise money to help offset expenses related to each sport. To date all sports except football have raised agreed upon funds.

6. Last day to submit mileage and college related travel claims is June 10, 2012. The district deadline to process mileage and travel claims is June 15, 2012. The college requires a few days prior to the deadline to identify overages and carry forward expenses related to these claims.