LOS ANGELES HARBOR COLLEGE
COLLEGE PLANNING COUNCIL (CPC)
MINUTES
JULY 23, 2012
1:30 PM
SSA 219

Members Present:
Co-chairs: S. McMurray (presiding), A. Patterson
Administration: D. Ching, M. Martinez, L. Rosas, S. Sanchez, A. Tomlinson
Faculty: L. Glover, J. Stanbery, M. Wood, B. Young
Classified: I. Clarke, C. Diaz, C. McClenny, L. Minor, B. Pisciotta
ASO:
Resources: K. Blackburn
Guests: N. Barakat, T. Davis

I. Call to Order
Meeting called to order at 1:45pm

II. Agenda Approval (Action Item #1)
Accepted with the following changes: move items 1-4 under Recommendations to be forwarded to President Martinez under Action/Discussion items, replacing related items.

III. Review of Minutes 6/11/12, CPC Retreat 6/25-26 (Action Item #2)
Accepted as submitted.

IV. Public Comment
None.

V. President’s Report (M. Martinez)
A) Accreditation – Probation status
1. College received two recommendations regarding planning/hiring process and budgeting (with money we are given, not money we don’t have)
2. Spoke with Barbara Beno to help clarify: regarding rec#1 – ACCJC expects us to clearly integrate planning with data & budget, which we are not now, team felt many staff members did not have clarity with planning process; regarding rec#2 and deficit mode, team saying we are over spending with money we don’t have- number of programs again this year that exceeded their budget; if we continue as is, we WILL be put on “show-cause”; Barbara offered to do a conference call with steering committee to answer additional questions; West received 7 recommendations but only put on “warning” due to oversight
3. L. Minor asked how it is possible to overspend a budget when SAP will not allow one to do so: Salary expenditures do process, regardless of budget, which pushes expenditures over, as well as people order
things without doing ANY paperwork (100 POs were processed after the district close date)

4. Report due March 15 to ACCJC addressing/correcting recommendations: draft due in October and ready to be approved by BOT mid-December (scheduled to present Action Plans to BOT 8/22 – with Southwest and West, will repeat the presentation before campus community on Opening Day, 8/23); second visit will take place in March as well; Steering committee is reconvening to write report and prepare for visit

5. All documents regarding new status are available online

6. District received four recommendations regarding: micromanagement, construction moratorium, financing, retirements (district is not budgeting enough to cover the retirements now & future

7. SLO report due in March as well – we are really behind in SLO completion and behind in program assessments as well

8. Met with Chancellor last Friday; he would like to see budget associated with meeting recommendations

9. Mission, Valley and Pierce’s visits scheduled for March and campuses are nervous; easier to meet two recommendations than six or seven

VI. Action/Discussion Items

A. CPC Co-Chair Elections (Action Item #3)
   1. N. Barakat nominated Susan McMurray and Abbie Patterson to continue as chairs, J. Stanbery seconded
   2. Both candidates, Susan McMurray and Abbie Patterson, consent to being re-elected as co-chairs of the College Planning Council

B. Affirmation of the revised Participatory Governance Agreement except for the sections on the Work Environment and Staffing Committees
   1. Handout is not correct document; tabled until next meeting

C. New Agenda Format (Action Item #4)
   1. Tries to streamline reporting during the meeting
   2. No objection, consensus with the following changes: addition of LAHC at top, list co-chairs, add approval of agenda as item I, change “CORE Updates” to “District Information/Updates” under President’s report

D. New Reporting Form for CPC Committees (Action Item #5)
   1. To facilitate recording of minutes and to better allot time during meeting for each agenda item
   2. No objection, consensus with the following changes: add LAHC at top, name of committee and date of committee meeting

E. Clarification of function of clearance committees
   1. Request for revised list of all clearance committees, as these committees do report to CPC
   2. Change to “Modification of Proposed Clearance Form”; feedback on form for next meeting’s agenda
F. Endorsement of the decision made at the retreat to reaffirm the November, 2011, recommendation that “CPC form a task force to review the...hiring process and...examine whether we need a staffing committee and what its function and composition would be,” and charging the existing human resources task force with that study (Action Item #7)
   1. Task force requires new student representative (L. Daisy graduated), report from task force requested at next meeting on 8/20
   2. No objection, consensus

G. Appointment of another, more select task force to propose language addressing the proper title, functions, and composition of a work environment/facilities committee (Action Item #8)
   1. Those interested in this issue meet at WEC meeting on Tuesday, 7/31
   2. No objection, consensus

H. Assignment of the highest urgency to the completion by each cluster of its ’12-’13 cluster plan in the congruent formats required by the Planning Manual, so CPC may adopt a college-wide prioritization ballot at its July 23 meeting for voting through Survey Monkey, which will in turn enable CPC to adopt the ’12-’13 college plan at its August 9 meeting (Action Item #9)
   1. Request for identification of priority activities for clusters/units that are unfamiliar with others (six weeks are allotted in planning calendar during February and March for this purpose)
   2. J. Stanbery addressed draft ballot (see handout) by again outlining the distinction between CORE and Essential activities; ballot is advisory only, not binding; will eventually need to incorporate Actionable Improvement Items from this year’s Self Evaluation Report
   3. B. Young asked for a budget to begin the year that reflects known income based on 6000 FTES
   4. N. Barakat requested a recorded presentation of planning and procedures process to show to division before semester begins
   5. No objection, consensus

VII. Recommendations to be forwarded to President Martinez

VIII. Campus Reports
A. Accreditation (L. Rosas):
B. Achieving the Dream (AtD) (L. Doffoney, S. Fasteau):

IX. CPC Cluster Reports
A. Academic Affairs Cluster (L. Rosas):
B. Administrative Services Cluster (A. Tomlinson):
C. Student Services Cluster (A. Patterson):

X. District Committee Reports
A. District Budget Committee
B. Student Success Initiative

XI. CPC Committee/Other Reports
A. Budget Committee (A. Tomlinson):
B. Facilities (B. Young):
C. Information Technology (I. Clarke):
   - Student Email system (for which Harbor was a pilot school) and
     assigned emails will be adopted as official means of communication
     with students as of Spring 2013 (see handout)
   - District email archiving server (see handout): will keep copy of
     EVERY email (incoming and outgoing) from last two years to
     accommodate increasing requests for public records; any email older
     than two years will be deleted; to be implemented by fall semester
     i. Training requested on how to save older emails to computer
        hard drives
     ii. I. Clarke has requested protocol from DO regarding how public
         records requests are handled
     iii. There will be search option for individuals to find lost/deleted
         emails (from last two years) on server
D. Staff Development (M. Wood):
E. Web-Page (M. Wood):
F. TAC (I. Clarke):
G. Other:
   - Text alert system was not used for Friday’s evacuation as it only
     goes to those who sign up for it; Sheriff called for evacuation per Fire
     Department’s recommendation to due shift in winds and possible
     smoke inhalation problems; calls for evacuation are not negotiable
   - Administrators’ parking spaces were supposed to move during spring
     break to back in front of Music building but time has now delayed to
     August

Meeting adjourned at 3:53 p.m.