LOS ANGELES HARBOR COLLEGE
COLLEGE PLANNING COUNCIL (CPC)
MINUTES
AUGUST 20, 2012
1:30 PM
SSA 219

Members Present:
Co-chairs: S. McMurray (presiding), A. Patterson
Faculty: J. Baez, N. Barakat, S. Fasteau, J. Stanbery, B. Young
 Classified: I. Clarke, T. Davis, L. Desilva, C. Diaz, B. Henderson, C. McClenney, B. Pisciotta
ASO: M. Lacy
Resources: K. Blackburn, B. Englert
Guests: E. Joiner, L. McKenzie, N. Tan, M. Yanez

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

II. Approval of Agenda (Action Item #1)
Accepted with the following changes: addition of Tim Davis under Public Comment.

III. Approval of Minutes (7/9/12, 7/23/12) (Action Item #2)
Motion to accept minutes with no changes by L. Rosas, seconded by N. Barakat; Approved.

IV. Public Comment
A) Tim Davis, on behalf of Lori Minor, formally requested that a hard copy of shared governance agendas and supplementary items be given to the Trades personnel at the time of meeting notice, as it is difficult for them to access their email and/or print. The suggestion was made to post agendas and items on a bulletin board, or have Mary Vargas and/or Bill Englert print, post and distribute to these employees.

V. Unfinished Business (Action items/Noticed items from previous CPC meetings)
A) Cluster Prioritization Survey:
   a. B. Pisciotta inquired as to how items get included in the survey; response from S. McMurray that it starts at Unit Plan level and reminded clusters that they need to be holding regular cluster meetings
   b. Survey was sent to LAHC-All so that the campus community would be aware of what was included
   c. A. Tomlinson presented an overview of the college budget situation:
      i. last year the college allocation was $29.3 million, with $29.1 million in transfers and $30.4 million true expenditures
      ii. this year, the college allocation is $25.8 million, $4 million less than last year but with similar true expenditures projected
      iii. all schools are in a similar predicament
   d. The committee agreed to review each cluster’s top five priorities (from the survey), presented by the VP of each cluster, and will then rank the 15
   e. Administrative Services Top Five Priorities (A. Tomlinson):
      i. Replacement of Core Switch – which supports the network and email
      ii. Update the telephone system – our campus is using an older version and there are much cheaper ways to get the same services now with upgrades
      iii. Central Plant Maintenance contract – the central plant that runs the new buildings is complicated and Bud and Bill need more training, the contract would allow them one year to learn with specialists
iv. Web Duties – a Webmaster is needed for accreditation but the college cannot afford a new position, could be assigned to an existing position, discussion of how the reassignment would actually work including concerns about classified working out of class already to cover webmaster/graphic artist duties (L. Doffoney), if we contract with another campus that person would be paid overtime by Harbor (M. Yanez), hiring process should be open regardless of how it is assigned (J. Lee)

v. Coin Sorter for Business Office – right now change is counted by hand and is very tedious and takes too long

vi. Fire Suppression Hoods for Culinary Arts – bids currently out for this to be in safety compliance

f. Student Services Top Five (that do not require program 100 funds) (A. Patterson):
   i. Financial Aid Technician – there is rapid growth in applications (over 30% every year) and office is behind in packaging students, current technician has been out on leave for over one year
   ii. Transfer Center Director – position was just filled so no longer need to prioritize
   iii. Admissions and Records Assistant – extra classified staff member needed
   iv. ASO Advisor/Student Activities Coordinator (certificated person) – this position is required in order for ASO and Student Government to exist, was a part of an administrative assignment in the past but too costly now, area needs at least two staff members to function properly
   v. Retention and Student Success Workshops/materials – counseling area wants to increase retention rates and retention-type activities such as workshops and literature, costs involved are for activities and not necessarily positions
   vi. Web Updated/Online Services – needed in order to bring web pages up-to-date
   vii. S. Fasteau inquired about International Student Office, not as big a push now because of lack of space in classes upon arriving for international students, these students cannot be given priority nor can classes be mandated for them

viii. Enhanced/Revised Student Orientation

g. Academic Affairs Top Five (L. Rosas):
   i. Academic Affairs Core Activities are of the highest priority, and if any Core is to be cut, maintaining 6000 FTES becomes number one
   ii. Hourly Faculty – required to maintain FTES, never funded and puts college in $4 million deficit from very beginning, is not listed on survey because at the time of creation, this was in Core Activities, M. Martinez would like to know how many hourly assignments can be reduced if full-time faculty’s reassigned time was reduced, B. Young reminded committee that CPC has already voted to maintain the 6000 FTES, S. McMurray stated that a previous president did do away with all additional assignments at one time, across the board
   iii. LAC/Library IAIT
   iv. Library Databases
   v. LAC – Tutors
   vi. LAC Online Tutoring
   vii. Library books

h. Motion to extend meeting by 30 minutes by T. Davis, seconded by C. McClenney. Approved. (Action Item #3)

i. B. Pisciotta inquired about number of Deans required for a college this size; there are minimal staffing guidelines set by the District and having fewer or more is not a problem for accreditation, but becomes a problem if the work doesn’t get done.

j. Members given a ballot to tally of top six items from each cluster
VI. Reports
A) President
   a. Introduction of New Staff by L. Rosas:
      i. Mark Wood, Acting Dean of Academic Affairs
      ii. Elena Reigadas, SLO Coordinator
      iii. David Ching, Distance Learning (still overseen by Dean)
      iv. Sara Rubio, Transfer Center Director/Counselor
   b. Thursday is Opening Day, agenda will include
      i. Plan for Accreditation Reaffirmation, preparation for another visit
         between March 1 and April 15
      ii. AtD Year 2 Expectations
      iii. Introduction of New Staff
      iv. Campus-wide lunch
      v. Accreditation Steering Committee meeting in afternoon
      vi. New parking permits will be available
   c. Bond Update- administrative spots will be removed from Lot 10 by first day of classes

B) CPC Standing Committee Reports
   a. Academic Affairs Cluster
   b. Student Services Cluster
   c. Administrative Services Cluster
   d. Budget
   e. Work Environment
      i. A. Tomlinson informed the committee of the desire to establish the
         Harbor campus as no-smoking due to major complaints, especially in
         NEA building. B. Young is a proponent of a culture change alerting
         students without using Sheriff but by talking to them, signs will be put
         up, smoking zones have been tried at other schools but were not
         successful. M. Lacy said the General Assembly of CA Community
         Colleges approved all campuses to be smoke-free two semesters ago.
      f. Staffing
      g. Technology Advisory
   h. Joint Committees of CPC/Academic Senate
      i. SAPPC
      ii. Curriculum
      iii. Assessment
      iv. Distance Ed
      v. Essential Skills
      vi. CTEC
      vii. Grants
      viii. Matriculation
      ix. Professional Development

C) Special Committees/Task Forces
   a. Web Standards
   b. Achieving the Dream

D) ASO

VII. New Business
A) Shared Governance Calendar

VIII. Good of the Order

IX. Adjourn
The meeting adjourned at 3:45 p.m.