I. Call to Order
Meeting called to order at 1:42pm

II. Approval of Agenda
- Suggestions by co-chairs to move ASO from the bottom
- S. Fasteau suggested moving New Business (V.) before Reports (IV)
- J. Stanbery suggested to establish at start of meeting who will report (all reports should be in writing)

Motion to adopt agenda with recommended changes by J. Baez, seconded by S. Fasteau

III. Approval of Minutes – 8/20/12

Motion to approve minutes with no changes by N. Barakat, seconded by C. McClenney

IV. Public Comment
- B. Pisciotta: people who are retiring soon shouldn’t be voting on things that will far outlast them, especially in consideration for those employees who are staying longer.

V. Unfinished Business (Action items/Noticed items from previous CPC meetings)
A. Adopt College-wide priorities

Motion to adopt College-Wide priorities with no changes by M. Wood, seconded by N. Barakat

B. Shared governance calendar: recorder will send out updated version electronically to all, dated 9/10/12

V. New Business
A. Recommendation to reduce significantly the catalog and schedule printed copies due to budget constraints: request to table discussion until L. Doffoney can be present by L. Minor

B. Credit card POS system for cafeteria (M. Lacy):
   - 80% students on campus use credit/debit cards and financial aid is now distributed via Higher One Mastercard debit cards not checks, LAHC culinary program is one of very few programs that do not have a system
• A. Tomlinson reminded committee this item was not on the priority list and therefore did not get prioritized, would like to see a price associated with system
• Clarification on lost revenue in Bookstore: students charged their book rentals but then canceled their credit card and at end of semester college had to pay full price for the canceled card rental holds, suggestion to hold funds on cards prior to rental

C. Ratification of timeline for Academic Affairs Unit Plan submission and list of program/pathways (M. Wood):
• Timeline was approved by Academic Affairs already and conforms with the planning calendar for accreditation, other two clusters can now plug in their dates
• K. Blackburn said a document flow plan was already created for the whole college over the summer but was not turned in to CPC as it is waiting on Academic Affairs dates, the dates all match with handout, will go back to Senior Staff for another review
• Discussion included:
  o J. Stanbery suggested it is responsibility of CPC co-chairs to shepherd the planning process and ensure each committee is staying to their timeline - after discussion, it was agreed that VPs are responsible for clusters adhering to the completion timeline
  o Educational Master Plan is outline for planning process and should be no reason why all three clusters cannot work on their plans simultaneously,
  o Administrative Services is operational and does the same thing every year therefore unit planning is not the same as other two clusters,
  o Planning and Procedures Manual reads, under III, C, 2: “…CPC shall reach its decisions within the framework and through the continual review of the plan, monitoring the fulfillment by CPC standing committees of their responsibilities in the planning cycle as specified in the College Participatory Governance Document…”

VI. Reports
A. President (L Rosas):
• Reminder from President Martinez that we have a huge responsibility to be mindful of the budget situation; both scenarios are bad, one is worse. He is concerned that attitudes are not reflecting the weight of responsibility
• Concerned to not break something that was already approved in this last accreditation cycle, with reference to all items under standard II - academic programs, students services, library - if new team comes and sees break down in previously approved, they could form new recommendations

B. Special Committees/Task Forces
• Accreditation (M. Wood):
  o 2011-12 Educational Master Plan and 12-13 Strategic Directions Draft will be available for next agenda of CPC
  o Standard I Committee met last week to review Flow Diagram and will be forwarded to CPC & Academic Senate shortly; K. Blackburn will also discuss Process Diagram
• HR Plan (K. Blackburn):
o Plan is nearly finished, hopefully by Friday; committee will meet one more time then will be forwarded to senior staff for review to be ready by 9/24 CPC meeting
• Web Standards (M. Wood):
  o Redesign Team is conducting user group meetings to find out how different people use the web to make the web site more user-friendly and more functional but need lots of input, please reply to Jonathon Lee regarding meetings and survey.
C. CPC Standing Committees
• TAC (M. Wood):
  o no Policy & Procedure Manual that he knows of
• Budget (A. Tomlinson):
  o for accreditation folks talked about developing easier to read budget sheets, hopes new format is simpler can be changed (see handout);
  o SAP training in development to help budget managers access their budget information in SAP
• Request by S. McMurray to include form/document names and dates on all pieces of paper
D. Committees of Academic Senate
E. ASO (M. Lacy):
• Thank you to committee, is honored to be here and with these members
• Hall of Fame Dinner was great, was outstanding to hear from the living legends
• Monday, 9/17/12 is Constitution Day from 11am-2pm in Cafeteria quad – set up at 10am, if you want to have a table let him know, will have info on Prop 30, 32 and 28, all clubs are getting together
• ICC meets 1st & 3rd Tuesdays following ASO meeting at 2pm
• Looking for ways to get more instructors to talk to their students about shared governance and accreditation, doesn't have to be in ASO
• Oh LALA Mobile, will have more information at next meeting, it's a free mobile social networking application tied to Twitter and Facebook that allows students to download a list of calendared events and connect with each other, trying to keep students more involved and informed
• N. Barakat thanked Mario for cleaning bleachers for two hours before the football game
• University/College Transfer Fair Tuesday morning (tomorrow)

VI. Adjourn 2:37pm