LOS ANGELES HARBOR COLLEGE
COLLEGE PLANNING COUNCIL (CPC)
MINUTES
January 27, 2014
1:30 PM
SSA 219

Members Present:
Co-chairs:       S. McMurray (presiding), A. Patterson
Administration: S. Atkinson-Alston, L. Rosas, S. Sanchez, A. Tomlinson,
                B. Villalobos, M. Yanez
Faculty:        J. Baez, N. Barakat, E. Joiner, S. Rubio (for L. Glover), J.
                Stanbery, L. Yamakawa
 Classified:     T. Davis (for J. Fowler), C. Diaz, P. Loewy-Wellisch (for I.
                Clarke), C. McClenny
               ASO:
 Resources:     K. Blackburn
 Guests:        G. Gonzales

Call to Order
Meeting called to order at 1:43 pm.

I. Approval of Agenda

   Motion to approve agenda by A. Tomlinson, seconded by M. Yanez. Motion
   approved. (Action Item 1)

II. Approval of Minutes (1/13/14)

   Motion to approve by minutes with the following changes: “A. Patterson
   (presiding)” by M. Yanez, seconded by J. Baez. Motion approved. (Action Item 2)

III. Public Comment

IV. Unfinished Business (Action items/Noticed items from previous CPC meetings)

V. New Business
   A. College Hour Discussion: College hour was the hour set aside Wednesday
      afternoons to focus on issues and programs that are positive for the campus
      (outside of meetings), time to be together with students as well and some on
      campus would like to see it reinstated. Discussion included;
      1. Someone or some area needs to be in charge of College hour,
         recommendation of Professional or Staff Development committee (staff
         would include more than just faculty), President’s Office, someone with
         Web access (to enhance Personal Connections’ Committee work), under
         the TLC (Teaching & Learning Center)
      2. should be inclusive of students as well as faculty and staff, will need to
         find out how students can be involved with Staff Development;
      3. schedule needs to be in place in order for this to happen;
      4. College Hour is a way to build community and was a recommendation by
         AtD coaches, to have a specified time for activities for campus-wide
         events (not just during FLEX) that include students, and then that time is
         available when needed on short notice, will also help with SB1456
         activities, doesn’t necessarily need to be education-based.

   Motion to charge Staff Development Committee with caring for and organizing this
   time, to include students, by N. Barakat seconded by J. Baez. Motion approved.
(Action Item 3)

B. Task Force Beginning & Ending (Susan McMurray): problem with task forces is that there is no built in reporting structure. CPC needs to ensure that task force committees 1) report somewhere, 2) don’t go on forever but have a specified lifetime (not to go on indefinitely). Discussion included:
1. Issue an end date with the creation of the task force, which would also be a reminder to ask for more time if needed;
2. Define operating guidelines and priorities at inception;
3. Amendment to Participatory Governance Agreement to include parameters for opening, closing, etc.;
4. M. Yanez, K. Blackburn and S. Sanchez will draft language addressing these issues to be brought back to CPC for review;
5. Dates of upcoming CPC meetings suggested to accommodate upcoming planning requirements with proposal for the campus to go dark (as dark as possible) the first week of classes

*Motion by M. Yanez to move CPC to Tuesday, 2/18 at 1:30pm and to make the first week of classes dark for meetings, seconded by T. Davis. One opposed, motion passed.*

(Action Item 4)

This afternoon’s Accreditation Steering Committee meeting will determine the agenda for the CPC Planning Retreat and whether or not the Cluster Plans will be presented on that day.

VI. Reports
A. President (L. Rosas):
1. There is much concern among presidents regarding presentation of healthy budgets, LAHC is on track to present a balanced budget and has reason to be optimistic (despite dollars arriving late);
2. Showing 9% increase in enrollment, 16% increase in sections, some due to schedule clean up, new classes for student success are not high enrollment classes and efficiency is lower;
3. TMC degrees are on track;
4. FON/FHPC – 8 was the last number of positions, all replacements for retirees or vacant positions, will go for 10 anticipating there may be more retirements in the future, these positions will not be subsidized as before by district and campus will be forced to reduce hourly rate to not go over expenses (some reduction);
5. Library will not be moving as planned due to more litigation problems and no sign off, must wait perhaps another 6 months, we are “helpless in the sea of legalities”, all books and equipment will be moved back and old library needs to be cleaned up for use this spring semester, Jonathon Lee confirmed all faculty reserves are fine and operations will be normal;
6. Brad and Susan are meeting with president tomorrow morning regarding re-ordering of FHPC list, until that is done the list will not be shared;
7. Accreditation (K. Blackburn): ACCJC sent policy language changes from their January meeting which was forwarded to Steering Committee members, if you want to know the changes, please see one of these members (3 VPs, Ellen, Jim, Yesi, Elena or Kristi), the college is welcome to comment on these policy changes.

B. ASO Report (G. Gonzales):
1. ASO Retreat this Friday, getting students prepared for this next semester and will discuss Welcome Week involvement, helping to get students to the right places;
2. Getting Seahawk Center in shape, have ten new chairs;
3. Covered CA is going to be on campus to sign up students and inform them of what it is the week of 2/24, 2 labs are reserved for this purpose, USC has a grant to train students to visit all 9 campuses in LACCD, takes about 30-40mn, everyone needs to be signed up by 3/31;
4. Student Trustee election information TBA;
5. Veteran's Center is not moving anywhere.

C. Special Committees & Task Forces
   1. Web Standards
   2. Bookstore Task Force (A. Tomlinson): everything has been ordered except physics lab books, only 3 registers (not 6) will be running, books are on shelves and are ready.
   3. Student Success Umbrella/AtD (B. Villalobos): workgroups working hard on program advantage, Thursday will Program of Studies committee will meet:
      i. Student Success Plan will be developed this spring;
      ii. AtD conference the last week of Feb, Bobbi, Mercy and Shazia will attend;
      iii. March 26-27 Coaches are coming;
      iv. Deborah Harrington is very impressed with how LAHC has joined all of the efforts together under the Umbrella work group.

D. CPC Standing Committee Reports
   1. Academic Affairs Cluster Committee (L. Rosas): have been doing Unit Plan presentations.
   2. Student Services Cluster Committee (A. Patterson): voted on cluster priorities to include in the Student Services cluster plan.
   3. Administrative Services Cluster Committee (A. Tomlinson): cluster met, switchboard issue is now resolved, as ADA coordinator will try to create a webpage regarding emergency preparedness, recent threat assessment training would be a good FLEX workshop.
   4. Budget Committee (A. Tomlinson): DBC faculty have been pushing district and BOT to give colleges more money as colleges still struggle and cash flow is sometimes difficult, Next meeting is Wednesday, 29th at 10am.
   5. Human Resources Committee: will meet following the budget committee at 11:30am.
   6. Work Environment Committee:
   7. Staff Development Committee:
   8. Technology Advisory Committee:
   9. Student Success Evidence (K. Blackburn): will meet first Fridays at 1:30pm, next meeting Feb 7 at 1:30 in SSA 214.
   10. Committees of Academic Senate:

VII. Good of the Order
   A. David Ching's retirement party will be Friday, 1/31 in Cafeteria;
   B. ASO retreat Friday 1/31 from 9am-6pm with refreshments;
   C. Retirement parties do not have anything to do with the LAHC Foundation and can no longer accept monies for retirement party purposes;
D. Participatory Governance Handbook with revisions over the last year, added committees, document on web needs to be updated, has been Academic Affairs Deans in the past
E. City will be ticketing in the golf course city parking lot;
F. Change in District policy: ASO clubs cannot spend or give money to outside entities, fundraised dollars have to stay on campus with/to students, this information was requested in writing.

VIII. Adjourn 3:11pm