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

I. Approval of Agenda

Motion to approve agenda by M. Yanez, seconded by B. Young. Approved. (Action Item 1)

II. Approval of Minutes (3/11/13)

Motion to approve minutes by M. Wood, seconded by M. Yanez. Approved. (Action Item 2)

V. New Business
A. AtD Coaches Comments (Terry Manning and John Nixon): J. Nixon wants to focus on perceptions and AtD in relationship to overall college planning and evaluation

- Functions of Data Team and Core Team on campus: Data Team does a thorough assessment of student data, identifies priorities for college to focus on for a period of time and identifies strategies or interventions for improvement
- Harbor has identified the areas of mathematics, cultural diversity, front door services (with focus on First Year Experience) where college can improve
- Goal of AtD is to have all students succeed, to have all core measures of student performance rise, therefore AtD cannot be seen as insular project but must be fully integrated with institutional planning and evaluation
- In any place where student success work becomes sustainable, it is because it informs the every-day work on the whole campus

III. Public Comment

IV. Unfinished Business (Action items/Noticed items from previous CPC meetings)
A. Vote to approve college priorities for 2013-14 (M. Wood): see priority list
   1. Discussion of how members used the ballot to rank; how many members submitted ballots (18 of 24); difficulty in obtaining/viewing information to make decisions; recommendation to review priority ballot created by the
HR Committee; confusion regarding document codes; what happens when recommendations from different bodies conflict (the President makes the final decision); Human Resources prioritizations are informational and used in the context of CPC planning process, not to replace it.

*Motion to approve college priorities by N. Barakat, seconded by M. Yanez, Unanimously approved.*  
*(Action Item 3)*

B. Forward list of cluster priorities to Mr. Martinez for action  
*Motion to forward list of cluster priorities to Mr. Martinez for action by S. Sanchez, seconded by S. Fasteau. Unanimously approved.*  
*(Action Item 4)*

VI. Reports  
A. President  
1. Glad that John and Terry are here – Harbor is lucky to have them; Campus is progressing very well with good coaches doing an incredible job; Cabinet meeting this Wednesday with tips from coaches and Millennial workshop; recognition of hard work for Core and Data Team members.
2. College presidents named: Larry Frank for Trade Tech starting July 1, this Wednesday interviews for City College, Chancellor will then focus on selecting interim for Harbor, most likely decision will be made in May; Martinez will meet with him or her to help with transition.
3. Two weeks ago Valley, Pierce and Mission all went through accreditation: Pierce did very well with some recommendations, Mission received mixed reviews, Valley does not look as good but waiting to see what report will say; ACCJC meets June 5-7 and will send letters to campuses around July 4.
4. At Irvine Valley College accreditation training for colleges. ACCJC decided all LACCD colleges will go through accreditation in 2015, the required self study reports will look different for colleges who will have had recent visits.
5. Met last week with Chief Fiscal Officer and Fiscal Controller for district to discuss new financial plan for LAHC; will bring to CPC, Budget Committee and Academic Senate as it will have a major impact; requesting to rebase with FTS needed to cover additional costs and to pay back debt campus still owes; Harbor is $6.2 million in debt to district, took back $1.3 million from our balance this year and we want to buy some money back for growth; Master Planning forum scheduled for April 26 will provide more detail.
6. Waiting to hear from ACCJC regarding visit details.
7. Events coming up – keep an eye out for Scholarship Ceremony, Honors Ceremony, Graduation, pre-reception prior to graduation ceremony.

A. ASO Report (Johnny Baeza):  
1. Spring Festival Wednesday & Thursday of last week, apologies to CPC for loud music.
2. Two weeks ago ASO participated in Read Across America at Child Development Center.
3. Friday night was ice skating fund-raiser for clubs- clubs made good amount of money, approximately 57 people attended.
4. Planning for general assembly; thinking to take 19 students, 1 delegate and 2 advisors.
5. March 27 blood drive in Seahawk Center hosted by Honors Transfer Club.
6. Upon recommendation by CPC ASO is working to develop an advisor booklet.
7. Lots of new clubs still chartering; the following new club have been approved: Latin Student, Future Engineers, Asian & Pacific Islander, Student Success Society, Criminal Justice, Latina Leadership Network, Psychology Club; 15 clubs total.
8. Denim Day coming up (senators currently working on the bill).
9. ICC Director, Claudia Catalan will be in charge of over 15 clubs interacting.
10. Working to finalize everything for upcoming elections and trustee election (extended by one week) April 16-17, 2013, 8:30-6:30pm.
11. Intramural basketball free throw contest went well and was fun, plans to do more activities with PE department.
12. Follow ASO on Facebook.
13. CPC recognizes the remarkable increase of ASO presence on campus.

B. Special Committees & Task Forces
1. Accreditation (E. Joiner/J. Stanbery):
   i. a summary of the Follow-Up Report was submitted for inclusion in the Report to the Community
   ii. in preparation for visit, web site needs to be updated re memberships, minutes, preferably this week
   iii. Jonathon is creating a workshop to train folks on how to update their own pages
2. Achieving the Dream (S. Fasteau):
   i. Coaches are here through tomorrow helping Harbor to look at progress with interventions and to evaluate what’s working and what’s not
   ii. Student Success Society is the First Year Experience student club
   iii. FYE: evaluation of end of first semester shows they are more successful than comparison groups in the same classes; wants administrators and division chairs on board to make this program more permanent and scale up because it is successful.
3. Web Standards:

C. CPC Standing Committee Reports
1. Academic Affairs Cluster Committee (L. Rosas): reviewing schedule over next three years prioritizing courses and determining how many to offer, how much in growth; proposed growth plan to attempt to get to a higher FTS base; more discussion required and will focus on this subject over next several meetings
2. Student Services Cluster Committee (A. Patterson): areas are presenting unit plans, Thursday at 2pm will cover two more areas
3. Administrative Service Cluster Committee (A. Tomlinson):
   Maintenance area has dwindled to point where they are struggling with 7 trades people, need 11; looking forward to getting IT out of library with equipment; preliminary operational plan but lots of unknowns about next year’s budget; even with this year’s centralized budget system, $56,000 worth of assignments were over-expended
5. Human Resources Committee (T. Davis): Met on March 20 to review data and hold open discussion about positions; agreed to use rubric to function as a committee; will finish draft of procedure manual; hears concerns about HR Committee prioritization and assures CPC the HR committee is a resource and makes recommendations but puts it in order to submit to CPC with rationale, April 17th 11-12pm next meeting.


7. Staff Development Committee:

8. Technology Advisory Committee:

9. Committees of Academic Senate:
   i. Distance Ed (M. Wood): Turnitin is up and running, through 2014-15; request to alert instructors of license expiration as some are using Turnitin as course management system; concern over assigning faculty release time to manage Etudes.
   ii. Sat Area C at College of the Canyons, state-wide plenary session 18-19th
   iii. Terrific AtD conference at Mission on Friday
   iv. Academic Senate elections coming up soon, faculty members are welcome to run as officer, training is provided.

VII. Good of the Order
   A. Thank you to Megan in her role as recording secretary, CPC will need to find replacement for her.
   B. City of LA planning to upgrade street lighting on L Street.
   C. Thank you to Bill Englert for Bond Construction updates from S. McMurray.

VIII. Adjourn 3:00pm
## LA Harbor College 2013-14 unit plan prioritization ballot

**COLLEGE PLANNING COUNCIL**

March, 2013

Using the rating criteria listed below, rank the following activities/items from 0-10 (10 being the highest). A brief rationale supporting each activity has been provided. Further information supporting activities/items may be found in division unit plans.

<table>
<thead>
<tr>
<th>Division/Unit</th>
<th>Activity/Item</th>
<th>Cluster Prioritization</th>
<th>Rationale/Supporting Information</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>Hire 1 Financial Aid Tech (1a)</td>
<td>1</td>
<td>$47,808 Program 100 – Necessary to provide adequate level of service HCSS6a14</td>
<td>448</td>
</tr>
<tr>
<td>LAC</td>
<td>Tutors Student Workers</td>
<td>2</td>
<td>$40,000, $25,000, $5000 Basic Skills, CTE, Student success support HCAA1a1 ; HCAA6a22</td>
<td>429</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>6454 FTES combined for fall and spring 2013-14</td>
<td>3</td>
<td>Prog. 100, Offer courses to allow for the maximum allowable FTES allotted by the state and district. HCAA1b</td>
<td>420</td>
</tr>
<tr>
<td>Facilities</td>
<td>Hire a minimum of 2 – 4 custodians</td>
<td>4</td>
<td>$30,366 per custodian, Program 100. Necessary due to the opening new buildings. HCAS6B</td>
<td>402</td>
</tr>
<tr>
<td>Math, Sci &amp; Tech</td>
<td>Fund Math Tutors</td>
<td>8</td>
<td>$50,000 Program 100, Basic Skills and STEM Initiatives</td>
<td>379</td>
</tr>
<tr>
<td>IT</td>
<td>Hire Web Designer</td>
<td>6</td>
<td>$67,706Program 100, Maintaining a web presence is essential for external and internal communications3 HACC15a1</td>
<td>378</td>
</tr>
<tr>
<td>Athletics</td>
<td>Coaches / Women’s Basketball Team</td>
<td>4</td>
<td>The Athletics Department needs seven head coaches (one for each sport), and a Women’s Basketball Team ($35,000) to meet Title IX Compliance.</td>
<td>366</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>Admissions &amp; Records Assistant</td>
<td>7</td>
<td>Full time Admissions &amp; Records assistant.</td>
<td>366</td>
</tr>
<tr>
<td>Facilities</td>
<td>Hire Building Engineer</td>
<td>2</td>
<td>Approx. $36 per hr. Program 100, Facilities systems management, will operate Central Plant (heating and air conditioning) HCAS6b</td>
<td>364</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>FT Classified</td>
<td>1</td>
<td>$35,000 Program 100 Women’s Facility Attendant, Title IX mandate HCSS4a</td>
<td>358</td>
</tr>
<tr>
<td>IT</td>
<td>Hire Sr. CNSS</td>
<td>1</td>
<td>$100,000 Program 100, Allow for design and higher level maintenance work. HCAA13a3</td>
<td>357</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>CDC Teacher (Replacement)</td>
<td>3</td>
<td>The Child Development Center needs to replace one certificated teacher. The position is vacant due to a retirement in June of 2011.</td>
<td>346</td>
</tr>
<tr>
<td>IT</td>
<td>Hire Secretary</td>
<td>5</td>
<td>$37,094 Program 100, To support IT staff in scheduling and communication of campus IT needs. HCAS7A1</td>
<td>339</td>
</tr>
<tr>
<td>Student Activities</td>
<td>ASO Advisor / Assistant Dean (1.0 FTE)</td>
<td>6</td>
<td>Hire full time Advisor for Associated Student Organization (ASO).</td>
<td>330</td>
</tr>
<tr>
<td>Business</td>
<td>Software upgrades</td>
<td>6</td>
<td>$10,000.00 Program 100, Student success HCAS6d</td>
<td>323</td>
</tr>
</tbody>
</table>
Using the rating criteria listed below, rank the following activities/items from 0-10 (10 being the highest). A brief rationale supporting each activity has been provided. Further information supporting activities/items may be found in division unit plans.

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<tbody>
<tr>
<td>Facilities</td>
<td>Add 1-2 Maintenance Assistants</td>
<td>7</td>
<td>$41,391 per assistant, Program 100. To support growing physical plant and replace retirements. HCAS6b</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>Admissions &amp; Records Supervisor</td>
<td>12</td>
<td>Full time Admissions &amp; Records supervisor.</td>
</tr>
<tr>
<td>IT</td>
<td>Upgrade campus phone system</td>
<td>8</td>
<td>$ 200,000 Program 100, Campus phone switch is aged and needs updating. HCAA13a2</td>
</tr>
<tr>
<td>Business office</td>
<td>Cashier</td>
<td>3</td>
<td>$32,113 Program 100. Will increase efficiency. Old position that was never replaced. HCAS5</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>Microfilm equipment upgrade or conversion</td>
<td>11</td>
<td>$ 10,000 to $ 20,000 - Microfilm equipment is 20 year old and condition of the microfilm HCAA1a1</td>
</tr>
<tr>
<td>Counseling</td>
<td>“B” shift clerical position (0.5 FTE)</td>
<td>9</td>
<td>$35,000 Program 100 – To provide front door/customer service to our student population, general public, staff, and faculty HCSS4a, HCSS4a1-S, HCSS4b-c, HCSS4a5, HCSS6a1-17</td>
</tr>
<tr>
<td>Math, Sci &amp; Tech</td>
<td>Chemistry Probationary Faculty</td>
<td>10</td>
<td>$90,000 Program 100, Program demand</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Hire 1 Financial Aid Tech (1b)</td>
<td>14</td>
<td>$47,808 Prog. 100 – Necessary to provide adequate level of service HCSS6a14</td>
</tr>
<tr>
<td>LAC</td>
<td>Fund Fast Track in Winter and Summer</td>
<td>13</td>
<td>$40,000 Title V grant, Perkins CTE Basic Skills Program 100, ATD Student success intervention HCAA11a1 ; HCAA9a ; HCAA9e ;HCAA6a22</td>
</tr>
<tr>
<td>Library</td>
<td>Library Science 101/102</td>
<td>11</td>
<td>$5,766 Prog. 100, Required co-requisite with Eng. 101 for Honors Transfer students; Partnered with History and Psychology as extra credit HCAA1b, HCAA1d</td>
</tr>
<tr>
<td>Sci, Fam &amp; Con Studies</td>
<td>Microscope Maintenance</td>
<td>9</td>
<td>$4000. Program 100, Program Viability HCASSa1</td>
</tr>
<tr>
<td>Counseling</td>
<td>Counseling Hourly</td>
<td>5</td>
<td>$20,000 Program 100 – To provide counseling appointments and drop in services to students to develop an educational plan, clear prerequisites, and/or help them with registration for spring 2013 semester. HCSS4a, HCSS4a1-5, HCSS4b-c, HCSS4a5, HCSS6a1-17</td>
</tr>
<tr>
<td>Facilities</td>
<td>Funding of Overtime for</td>
<td>10</td>
<td>$ 2,500.00 Program 100. Necessary in order to keep the Athletic facilities clean and well maintained.</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>Nursing</td>
<td>Limited position</td>
<td>85,000.00 10-100, Ensure adequate faculty for BRN/NLNAC HCAA1e1</td>
</tr>
<tr>
<td>IT</td>
<td>Provide services beyond normal working hours</td>
<td>$4,500.00 plus Program 100, Allow IT to provide support for events such as graduation, etc. HCAA13a3</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Provide for common academic environmental needs, projector lamps, copy paper</td>
<td>$4500 Prog. 100, Technological destination HCAA13</td>
</tr>
<tr>
<td>Counseling</td>
<td>Career Counselor</td>
<td>$80,000 Program 100/CTE program – To assist students in choosing their major by the second semester in college. HCSS4a, HCSS4a1-5, HCSS4b-c, HCSS4a5, HCSS6a1-17</td>
</tr>
<tr>
<td>Life Skills</td>
<td>Counselor</td>
<td>A 1.0 FTE counselor (licensed clinical psychologist) needs to be hired as a permanent tenure track employee to meet the health and safety needs of the Los Angeles Harbor College campus.</td>
</tr>
<tr>
<td>Math, Sci &amp; Tech</td>
<td>Physics Lab Tech</td>
<td>$60,000 Program 100, Program demand</td>
</tr>
<tr>
<td>International Students</td>
<td>Senior Office Assistant (Replacement)</td>
<td>Full time Senior Office Assistant. Position is currently vacant and needs to be replaced.</td>
</tr>
<tr>
<td>Counseling</td>
<td>SARS Suite</td>
<td>$6,000 CTE Program - Counseling and testing appointment and tracking system software. HCSS1a4</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>Document management system upgrade</td>
<td>$10,000 - Documents management is over eight years old. HCAA1a1</td>
</tr>
<tr>
<td>Communications</td>
<td>Grammar Slam</td>
<td>$15,000 Basic Skills or Program 100, Assist at-risk students, Student success HCAA10a2</td>
</tr>
<tr>
<td>Nursing / CNA</td>
<td>Practice supplies</td>
<td>2,000.00 10-100, CTE program HCAA3</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>FT instructor</td>
<td>$65,000 Program 100, Conference attendance, Develop CTE Certificates HCAA1b</td>
</tr>
</tbody>
</table>
CPC Committee Report

All committees need to submit reports in writing to be recognized at the CPC meeting. This report is intended to be brief and assist the college planning process in connecting the work of the college, integrating planning/budgeting. Committees will continue to post their agendas/minutes on the appropriate websites.

COMMITTEE NAME: Human Resources (HR) Committee MEETING DATE: 03/20/13

COMMITTEE MEMBERS PRESENT (if a quorum was not present, please indicate):

Quorum was made:
| Jones, Thomas | Rhi-Kleinert, Susan | Young, Bradley | Kotelyan, Hovsep | Diaz, Carlos | Clarke, Ivan | Tomlinson, Ann | Rosas, Luis | Davis, Timothy | Kristi Blackburn | Robert Kenny |

BRIEF SUMMARY OF DISCUSSION (attributions are not necessary):

On March 20th the HR Committee reviewed data and had an open discussion about the non-faculty positions that the Clusters mentioned in their unit plans. It was agreed by unanimous decision to use a newly developed Rubric to do a straw poll as test to a pilot system for possibly future use within the HR committees approach to making data informed decisions. The Rubric was emailed out on March 21st to all the voting members and the results will be tabulated on March 28th by a neutral 3rd person who is not a member of the committee.

The committee is still working on its Policy & Procedure manual along with its HR Plan and recommendations for the college. The committee formed a task group to handle this task, which will be meeting separately to work on revising the drafts of the Manual and Plan.

The committee will present all three documents
1. Straw Poll results
3. Draft HR Plan
To CPC for review once the Committee reaches a consensus on them.

OUTCOMES OR RECOMMENDATIONS TO MOVE FORWARD IN THE PLANNING PROCESS (these items will be placed in the “New Business” agenda item):

Outcome: To conduct a poll to test the Rubric (results)
Recommendations: To finish the HR Policy & Procedure Manual
The Next HR meeting set for the 3rd Wednesday of every month April 17th 2013

Motion:
There are no Motions being made to CPC at this time.
All committees need to submit reports in writing to be recognized at the CPC meeting. This report is intended to be brief and assist the college planning process in connecting the work of the college, integrating planning/budgeting. Committees will continue to post their agendas/minutes on the appropriate websites.

**COMMITTEE NAME:** Distance Education Committee  
**MEETING DATE:** 03/12/13

**COMMITTEE MEMBERS PRESENT** (if a quorum was not present, please indicate): Mark Wood (presiding), Joan Thomas-Spiegel, Bob Richards, Andrew Sanchez, David Ching, Mona Dallas-Reddick, Paula Brown

**BRIEF SUMMARY OF DISCUSSION** (attributions are not necessary):

Turnitin update: Mr. Wood told the committee that Turnitin was up and running. Those present who have used the system agreed that it is working properly.

Out of state authorization: Mr. Wood distributed the out of state authorization which was sent to him by the district.

The committee discussed the need for a Faculty Distance Coordinator

**Duties of DE coordinator:**

1. **Online Sites**
   a. Request Etudes Sites
   b. Set up LACCD parser files

2. **24/7 student help site**

3. **Committees**
   a. Districtwide D/L coordinators—4th Thursday, 10 am to Noon
   b. College D/L – 2nd Tuesday, noon to 1pm
      i. Serve as co-chair, announce meeting, publish agenda, arrange location.
   c. Statewide D/L coordinators—3rd Friday, Noon to 1:30 pm
   d. Functional Users’ Group

4. **Contracts/payments**
   a. Mahara
   b. Intellecom
   c. Etudes
   d. Is Turnitin part of D/L?

5. **Other**
   a. State Authorization/Online Degrees
   b. Maintaining/updating information for online students and faculty
      i. Use the LAHC users’ site? The college website?

The committee discussed Department of Education Standards related to distance education

Institution’s policy that the student who registers in a dist. Ed. Class is the student who participates in and completes the course or program
It was requested by the committee that Mr. Wood review the Distance Education Policy and Procedure Manual to see if we state how we conform to these requirements.

The committee requested that Mr. Wood review West LA colleges DE P&P manual to see how they conform.

How does DE address complaints as identified in the DoE Standards? Mr. Wood will check with David Jordan at Mission to see how they address this issue. How do we address this for Face to Face classes?

The committee requested that Mr. Wood encourage online instructors to use ETUDES for all activities that utilize student information.

The committee requested that Mr. Wood inquire with Tim Davis as to how the college is addressing ADA compliance with online instruction.

The committee asked that more professional development for Distance Ed. be made available.

**OUTCOMES OR RECOMMENDATIONS TO MOVE FORWARD IN THE PLANNING PROCESS** (these items will be placed in the “New Business” agenda item):

**Motion:** The DE committee to send to curriculum committee a request to ask the college to create a .2 release time assignment for a DE coordinator. (MSP) Richards / Thomas-Spiegel