Members Present:
Co-chairs: S. McMurray (presiding)
Administration: L. Rosas, S. Sanchez, A. Tomlinson
Faculty: J. Baez, N. Barakat, E. Joiner, B. Young
Classified: C. Diaz, J. Fowler, K. Roberts (for L. De Silva), A. Ruelas
ASO: J. Caballero, C. Guzman, J. Lopez, J.H. Magaña, P. Morales
Resources: B. Englert
Guests: J. Arzaga, G. Gonzales, P. Grady, F. Saddigh

Call to Order
Meeting called to order at 1:49pm.

I. Approval of Agenda

Agenda approved with the following changes: move Staff Guild & Shoes That Fit Organization to next meeting, add TAACCCT as item E under New Business.

II. Approval of Minutes (9/9/13)

Motion to approve with no changes by S. Sanchez, seconded by B. Young.
Motion approved. (Action Item 1)

III. Public Comment
A. A. Tomlinson suggested implementing time limits on discussion items.

IV. Unfinished Business (Action items/Noticed items from previous CPC meetings)
A. Final Approval of ’13-’14 College Plan for Placement on College Website and Funding by Budget Committee: pending receipt by email of plan, item will be on next meeting’s agenda.

V. New Business
A. Staff Guild & Shoes That Fit Organization: moved to next meeting 10/14/13.
B. Locks/Security in Campus Buildings (A. Ruelas): Art provided an update on campus buildings and key issues, with the recommendation that all new buildings and updates move to an electronic keycard system and away from hard keys, as the keycard system allows the operator to see exact information e.g. who opened what door when, when it was closed, ability to auto lock, etc. Issues brought forth in discussion include:
1. Budget and cost of keycard/security systems;
2. Campus crime/building security;
3. Number of hard keys issued and returned/not returned/building access;
4. Update/upgrade of keycard software in certain buildings;
5. Need for planning on this issue;
6. S. McMurray requested Art’s report in writing in order to forward to WEC and Division Chairs for further review.
C. Evaluation of 2012-2013 Planning Process: Committee Evaluations (see handout from K. Blackburn): committee members and chairs requested to
make copies for their respective committees and return by next CPC meeting 10/14/13;
1. Recommendation to add “What are the accomplishments of this workgroup?”;
2. Revised form will be sent out electronically.
D. Student Success Umbrella: first meeting went well.
E. TAACCCT Grant (S. Sanchez): LACCD received $19million ($10million to LATTC, $975,000 to LAHC) to make clearer pathways regarding health careers and health sciences including EMT, CNA, Nursing as well as:
1. Orientation to advise students on available pathways;
2. Identify assessment to help students better prepare;
3. Establishment of credential for future employers;
4. Prior learning assessment and model to give credit for prior learning;
5. Transfer of non-credit to credit curriculum (e.g. medical billing);
6. Connecting to student services and creating student success specialist regarding health care careers;
7. Grant will require administrative personnel for data tracking, SFP personnel for implementation;
8. Grant should create a smooth and logical transition in regards to BSN requirements and district course alignment.

VI. Reports
A. President:
1. A. Tomlinson reported that DBC will postpone repayment of the LAHC $6million debt repayment ($1.2million annually) entirely during year with a interim president (this year), and the new president next year will have one year reprieve, LAHC and perennial deficit colleges will not have to repay anything within next two years;
   i. Structural problem referred back to Executive DBC, as some expenses cannot be controlled by college such as increase in fringe benefits.
2. L. Rosas reported that LAHC has one of strongest growth patterns of nine colleges, East (biggest school) is down almost 4%, LACCD as a whole is only up 1% which is below level needed to grow as a district in order to collect the most money from the state (minimum of 2% growth needed);
   i. Growth incentive is at half the normal rate;
   ii. Discussion of careful growth and rebase possibilities.

A. ASO Report (P. Morales):
1. Senator Lopez reported on the Region 7 meeting: Resolutions Committee was established;
2. Senators who miss 3 meetings will be taken off of the committee list;
3. Club Rush – 9/26 & 30 12-2:30pm Seahawk Center Quad, 23 chartered clubs this semester;
4. ICC meetings held Wednesdays at 1pm, if a club misses 3 meetings will lose their charter, (3 tardies equals 1 absence, can send alternate if the designated ICC rep cannot attend);
5. 10/3 America day with free hotdogs, $1 for non-ASO members;
6. Tomorrow 9/25 LAHC Birthday Bash;
7. 40 senators currently in ASO;
8. Constitution Day went well – thanks to Dr. Joiner, Dr. Loiterman, Professors Aquaye-Baddoo and Patterson for sending students.

B. Special Committees & Task Forces
1. Accreditation (E. Joiner): Kick-Off Forum 9/30 – 12:30pm with lunch, letters sent to standard committee members
2. Achieving the Dream:
3. Web Standards:
4. Bookstore Task Force (A. Tomlinson): meeting scheduled 9/25 at 10am to get organized and set goals, students are welcome, can reschedule for a more convenient time. Bookstore report:
   i. 1000 books in receiving, sold out books reordered quickly;
   ii. Some information may be duplicated in reports;
   iii. Student workers were released from bookstore after 2-3 weeks, more permanent staff will be hired;
   iv. Susan will apprise Communications Division that trade books (novels) cannot be sent back;
   v. Spring book order will be due soon, more details after first meeting.

C. CPC Standing Committee Reports
   1. Academic Affairs Cluster Committee: Meeting Thursday 1:30pm, SSA 219
   2. Student Services Cluster Committee
   3. Administrative Service Cluster Committee:
   4. Budget Committee: Academic Senate representative and co-chair is Susan McMurray, Tuesday’s meeting cancelled.
   5. Human Resources Committee:
   6. Work Environment Committee: meeting Tuesday 2pm
   7. Staff Development Committee: budget allocation has come through.
   8. Technology Advisory Committee:
   9. Committees of Academic Senate:
      i. CTEC – see report;
      ii. FHPC - accepting request for positions until 10/4, presentations will be the week after.

VII. Good of the Order
   A. Seahawk Republicans host special guest Tracy Hopkins to discuss UN Agenda 21 Environmental Treaty, 1pm Wed in NEA 107;
   B. 3-5-year warranty needed for PE machine maintenance, approximately $3-7,000/year, N. Barakat will ensure need is listed in planning documents, issue needs to be in a public discussion forum to ask for an accounting also;
   C. AGS will host a table to register voters for National Voter Registration Day Tuesday 8am-4pm in front of Seahawk Center.

VIII. Adjourn 2:56pm
Los Angeles Harbor College  
Shared Governance Committee  
Committee Self Evaluation Report 2012-13

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Please reflect in the above column actions/recommendations were included into college planning documents. Please reflect in the above column, actions taken at meetings which were evidence of college planning documents being enacted.

1. Review the charge of the committee as listed in the Participatory Governance Document (or Academic Senate Constitution if applicable). Did the committee successfully fulfill its stated charge (above) during the past year?  Yes  No

2. What obstacles/problems hindered committee function (if any)?

3. What changes should be made in committee composition, function, or charge to enhance its effectiveness?

4. Did the committee establish goals for 2012-13? If so, please share them here. Did the committee accomplish the goals?

5. What are the committee's goals for 2013-14?
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:** Student Success Umbrella  
**MEETING DATE:** 9/16/13

**COMMITTEE MEMBERS PRESENT** (list all those present; if a quorum was not present, please indicate):

- Daniel Ruiz – Counseling
- Mercy Yanez – Student Services
- Andrew Sanchez
- Anjanette Crum – English
- Rhea Estoya – Institutional Effectiveness
- Andrea Cano- ESL
- Jean Grooms – English
- Stephanie Brown – English
- Paula Brown – Kinesiology/TLC
- Lora Lane – Math & Technology
- Ellen Joiner – Social & Behavioral Sciences
- Carmen Carrillo – Communications
- Susan McMurray – Communications/Academic Senate
- Stephanie Atkinson-Alston – Academic Affairs
- Kristi Blackburn – Institutional Effectiveness
- Bobby Henrichs – Admissions & Records
- Maritza Jimenez-Zeljak – Math
- Cindy Dominguez – math adjunct
- Farah Saddigh – Math & Technology
- Jassiel Dominguez – Counseling & Puente
- Amaryllis Hall – SP&S
- Paul Grady – Learning Assistance Center
- Lisa Mednick-Takami – Title V
- Elena Reigadas – Social & Behavioral Science

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

This was the first meeting of the newly formed Student Success Umbrella Committee, combining ATD Core, ATD Data, and Essential Skills with Student Success and Support Programs, FYE, and Cultural Equity. The committee will meet the first and third Mondays of the month, 1:30 to 3 p.m., in SSA 219.

President Farley Herzek provided an overview of student success and encouraged the committee to think “big” and be innovative in terms of what we see possible at Harbor. He suggested that the committee be a working/planning committee rather than one that only hears reports.

Dean Bobbi Villalobos provided an overview of the State BSI report that she and co-chair Shazia Khan are preparing for submission by Oct. 1. The report includes 5-year goals for student success (2012-17) and the 2012-13 activities the College has planned related to those goals. Once completed, the BSI report will be available on the Essential Skills website. Dean Villalobos also gave an update of the BSI
funding, explaining how the College is allocated funds and how the funds have been spent in the past years.

Co-Chair Shazia Khan reported on the LACCD Student Success Practices Survey that was submitted to the District on Oct. 11. The report asked for the College to list specific student success activities we offer for our students. The report included First Year Experience, orientation, EOPS, college success courses, mentoring, Math/English/ESL sequences and redesigning, the Teaching Learning Center, math Fast Track, the Literacy Center, tutoring, and Grammar Slam among other activities. Shazia also reported on the BSI Leadership Institute she and three others attended over the summer. A Student Success Summit is being planned for the spring semester, the goal of which is to inform the campus community of all the resources Harbor offers to promote student success.

In preparation for the next meeting, the co-chairs asked the members to start thinking about scaling up the FYE program. Currently, 115 students are enrolled—what if we enrolled 400-500? How could that happen? What are the obstacles we would need to overcome? They also commented that data would be reviewed to help in this effort.

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

None

ANNOUNCEMENTS: The next meeting will be Monday, Sept. 30, 2:30-4, SSA 219 (one time only time changed to accommodate the Accreditation Kick Off meeting).
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:** CTE Career Technical Education  **MEETING DATE:**

May 7, 2013  Meeting minutes attached.
September 3, 2013  Meeting minutes forthcoming.

**COMMITTEE MEMBERS PRESENT** (list all those present; if a quorum was not present, please indicate):

See minutes

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

**Perkins 12-13:**
Perkins expenditures were completed for all funded programs at the end of last academic year. Faculty development and conference reimbursement was utilized by multiple departments. Final grant reports were submitted to the District in July.

**Perkins 13-14:**
Applications for Perkins funding for 13-14 were submitted by each program in February 2012. Each program presented their needs and allocation amounts were decided collectively by representatives from each program on March 27, 2013. This was reported previously to the Academic Senate last year.

**Expenditures**
The Office of Economic and Workforce Development is accepting purchase order forms and Assignment requests for Perkins 13-14. Purchase orders are due December 13, 2013. Assignment requests for Fall were due last week.

**District Surveys**
Reminder to CTE Faculty and others to have their students complete surveys. Initial analysis suggests that if all students completed their surveys, the campus would receive a 25% increase in Perkins funding.

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

None
ANNOUNCEMENTS:

Upcoming Events

10/11 GPS Your future, CSUDH
10/13-16 NACCE Entrepreneurship Conference, North Carolina
10/23-25 CCCAOE Conference, Palm Springs
11/18 Career Café Seminar for Student Retention and Completion

Perkins will fund travel for CTE faculty/staff.
Meeting was called to order by Scott Callihan at 3:12 pm.

**Attendees:** Sandra Sanchez, Scott Callihan, Charles Davis, Karen Grgas, Sorangel Hernandez, Mike Hiscocks, Hovsep Kotelyan, Elsie Linares, Mica Murillo, Craig Sutherland, Lynn Yamakawa, Yovanna Walker.

**3:11 Approval of Agenda:** (MSP) Sutherland, Murillo  
**3:12 Approval of minutes from April 9, 2013:** (MSP) Sutherland, Yamakawa

**3:14 Announcement s /Upcoming events:**
**District CTE Surveys:** The District has changed the web address of the link to the online survey. Callihan will distribute the revised link. Callihan requested that faculty to complete as many surveys as possible as a main way of increasing Harbor’s allocation of Perkins funds. List of students who have not completed the survey is prepared by the District at the 13th and 15th weeks.

**Student Success Scorecard:**
State Chancellor’s Office has created a tool to view overall College statistics easily, such as completion rates, etc. Although it does not directly compare Colleges, it is easy for users to make that assessment. The website does not provide program level data, but Callihan and Sanchez discussed general trend of quantitative assessment by the State and other administrative agencies.

Sanchez again urged our programs to register skills certificates with the State so that our completers would be counted in State data.

**Perkins 2013-14**
Harbor has filed the applications and allocation information with the District, which will then be forwarded to the Federal Government. Subaccounts will be created at Harbor as soon as possible to begin ordering equipment and supplies over the summer. Walker will create a breakdown of each program’s allocation into subcategories and distribute to programs for review.

**3:40 CCCAOE Conference Reports**
Sanchez, Callihan, and Hernandez discussed information and experiences from the conference in Oakland earlier in the year. Items included:

- Changes in State data, such as consolidating databases for easier access by users/students.
- Future jobs and fundamental direction of the workplace in the future.
- Enrollment plans for growth in CTE.
- Best practice models between HS and CC, such as the HTPA model.

The Fall conference will be held in Southern California and CTE faculty are welcome to attend. Contact Callihan for more information.

**3:48 Reminders**
Thursday May 9th the CTE Deans meeting will be held at LAHC from 9am-noon in SSA 219. Program representatives are welcome to attend.

**3:51 Adjournment**