Student Services Cluster Meeting  
April 25, 2012  
SSA 214

Members Present:

Co-Chair  
Abbie Patterson  
Deborah Tull  

Faculty  
Brenda Guertin  
Elizabeth Colocho  
Delores Hudson  

Classified Staff  
Bobby Henrichs  
Tim Mariner  

Administration  
Mercy Yanez  
Kristi Blackburn *(Institutional Effectiveness Resource)*  

Students  
La Shelle Daisy  

Guests  
Jim Stanbery

Minutes:  
Meeting called to order at 2:07 PM. Chaired by Abbie Patterson.

1. Approval of Agenda  
The agenda was reviewed. Approved unanimously.

2. Approval of Minutes – March 14, 2012  
The minutes were reviewed. It was noted that in the Vice President’s Report (Section 3, a, ii) the wording should be changed to read “We are not likely to have a Winter semester, due to lowered campus FTES target.” **Motion** by M. Yanez, seconded by E. Colocho to approve minutes as amended. Approved unanimously.

3. Vice President’s Report  
   a. Institutional Effectiveness Meeting –  
      i. (K. Blackburn) Board of Trustees’ Institutional Effectiveness meeting took place this morning. LAHC’s presentation was well received. The presentation highlighted how our campus strategic plan aligns with the district’s strategic plan. Other areas included the accreditation commendations, and Achieving the Dream updates.
   
      b. Allied Health Career Fair – Joy Fisher, Sara Rubio, and Dan Ruiz collaborated with the Counseling Department to organize a career fair highlighting careers in the health field. The event was well attended.
   
      c. Budget –  
         i. The campus is working to balance this year’s budget.
         ii. The district revised the resource allocation formula, which will benefit LAHC. There may also be opportunities to access district reserves.
         iii. Chancellor LaVista is holding meetings with union leaders to discuss options regarding furloughs, layoffs, etc.
d. Faculty Obligation Number –
   i. LACCD is hiring 55 new faculty members in order to address the FON obligation. Of these, LAHC will hire 8, bringing our ratio up to 51%.
   ii. Student Services will hire a Transfer Center counselor. A notice of intent to hire will be submitted, with the goal of hiring before Fall semester.

e. CORE / Bond Projects –
   i. LAHC was the only campus to have all building projects released from the moratorium. Campus building plans have been changed because of fewer available funds. The Nursing Program will remain in its current location. The Student Union building will be much smaller than previously planned.

f. Enrollment Priorities –
   i. Statewide recommendations are being considered for priority enrollment. Under the proposed changes, veterans and foster youth would have first enrollment priority, followed by EOPS and DSPS students. Students on probation or over 100 units (unless needed for major) would have lowered priority.
   ii. Enrollment dates may also be tied to having a completed Educational Plan on file. If so, the Counseling Department would need to find new ways to meet the increased demand.
   iii. The Board of Governors will receive recommendations regarding the unintended consequences of the proposed changes.

g. Youth Worksource Grant –
   i. LAHC was awarded this $900,000 per year grant. We are the only community college in California to do so. Mercy Yanez and Sandra Sanchez are taking the lead. The grant helps high school dropouts to develop basic skills and find employment. It will also help to develop a Job Center on campus.

h. Smoking Ban –
   i. A district-wide no-smoking policy was passed by the Board of Trustees. Each campus will designate a smoking area, and likely issue fines for smoking in other areas.

i. District Human Resources Committee –
   i. At the Human Resources Committee meeting, Joan Stevers discussed the following items:
      1. Classified employees who teach. Determine how much time is required to make up the hours spent away from their classified position.
      2. Career Development release time for classified employees.
      3. Student Workers. The five year limit does not include CGCAs, cadets, and tutors.
      4. Some department chairs in the District have been overpaid because all of their assignments were entered as “D basis.” They were receiving pay for teaching, even during the summer months when classes were not offered and they didn’t have a teaching assignment.

   a. (J. Stanbery) At the CPC Meeting on 4/30/12, each cluster will present their Cluster Plan for 2012 – 2013. President Martinez has asked for the cluster plans to be sunshined in order for all of the finalized plans to have a similar style.
   b. (A. Patterson) Student Services will present the 2012 – 2013 Cluster Plan and list of priorities at the CPC meeting. Some areas are still working on unit plans due to formatting issues with the PDF form that was
5. **Personal Development Courses Transfer Group**  
   a. (E. Colacho) Personal Development courses are currently offered under the Social and Behavioral Sciences Division. The Counseling Division has long tried to change this. At most of the nine district campuses, Personal Development classes are offered under Counseling.  
   b. The Counseling Division doesn’t have final input regarding hiring, scheduling, types of PD classes offered, number of PD classes offered, and who will teach which class. This has led to errors in the printed schedule, and difficulty coordinating the classes.  
   c. A draft letter was distributed. The final version will be sent to Academic Senate, requesting that Personal Development courses instead be offered by the Counseling Division. B. Guertin will request for this issue to be added to the next Academic Senate meeting agenda.

6. **Mental Health Grant Proposal**  
   a. D. Tull gave a presentation yesterday (4/24/12) at the Grant Committee regarding the CCC Chancellor’s Office Student Mental Health Program. This $250,000 grant would help to defray the costs of Life Skills. We will apply for the grant as a consortium with Harbor College as the lead campus. The Grant Committee voted to approve moving forward.  
   b. D. Tull is also working on a $1.5 million Department of Justice grant focusing on violence prevention.

7. **2012 – 2013 Unit Plans**  
   a. Managers have reported trouble using the PDF Unit Plan form that was distributed. There have been software and formatting problems. A meeting will be held before the CPC Meeting (4/30/12) to discuss the problems, and will include B. Henderson, T. Mariner, J. Stanbery, and M. Yanez.

8. **Items from the Floor**  
   None.

Meeting adjourned at 3:44 PM.