Student Services Cluster Meeting
January 18, 2012
SSA 214

Members Present:

Co-Chair
Abbie Patterson
Deborah Tull

Classified Staff
Sheila Millman
Robbie Barker
Rhea Estoya

Students
None

Faculty
Brenda Guertin
Sue Steele

Administration
Mercy Yanez
David Ching

Minutes:
Meeting called to order at 2:08 PM. Chaired by Abbie Patterson.

1. Approval of Agenda
The agenda was reviewed. Agenda incorrectly shows the year as 2011. Need to add an additional item: “2012 – 2013 Unit Plan Form.” Approved unanimously after correction of the date and addition of discussion item.

2. Approval of Minutes – December 14, 2011
The minutes were reviewed. Deborah Tull moved to approve the minutes as written. Motion seconded by Mercy Yanez. Approved by consensus.

3. Vice President’s Report
   a. Faculty Hiring –
The District approved LAHC to hire seven new faculty members to meet our FON number. Harbor College’s Faculty Hiring Priorities Committee (FHPHC) has already provided President Martinez with a prioritized list of eleven requested positions. Mr. Martinez will likely announce next week which positions will be selected.
   
   b. Bond Projects –
   b.i. The district will allow Harbor College to proceed with our building projects. There is still a strong possibility that the Student Union Building will be constructed.
   b.ii. Due to slow progress, the new library building will not be completed until the end of the Spring semester.
   b.iii. The new Science Building is also expected to be completed around the same time.
   
   c. The parking lot in front of the SSA Building has been closed due to the installation of a security system in the Child Development Center.
   
   d. Accreditation –
   d.i. All of the accreditation documents have been submitted, and we now know who will serve on the visiting accreditation team. The visit will start on March 12th, beginning with a college-wide breakfast to welcome the
team. The accreditation team will interview faculty, staff, administrators and students. They will then produce a report based on their findings.

d.ii. An accreditation forum will be held on February 24th to apprise the campus community on what to expect during the accreditation visit.

d.iii. Program managers should review their portions of the website for accuracy. They should also prepare a folder with any documents or reports that their program uses to serve students.

e. Achieving the Dream –

e.i. A district-wide Achieving the Dream Core Team meeting will take place at the District Office on Friday.

e.ii. ATD Coaches will return to campus on January 30th and 31st.

e.iii. LAHC was selected as one of three colleges in the nation to receive a financial literacy grant of $65,000 per year. The Foster Care and CalWorks office will work in conjunction with Bank of America. Several Chambers of Commerce are also interested in getting involved.

e.iv. Yasmin Delahoussaye is working to secure additional grant funding for each of the nine colleges.

e.v. The ATD teams are currently reviewing add/drop dates, course placement assessments, and the orientation process. Their findings may result in changes to our current practices.

f. Other Items –

f.i. Contracts for the college presidents have been extended until 2014.

f.ii. As of July 1st, students will no longer be able to take an “Ability to Benefit” test. Under the new change, only students who have earned a degree or GED will be eligible for financial aid.

f.iii. Discussions are taking place on campus regarding the class registration process. Faculty will likely make a recommendation to move deadlines for adds, drops, and “W’s” to earlier dates in the semester. If the changes are approved, they may take effect Fall 2012.

4. Budget Reduction Suggestions

a. The College Planning Council is holding an all-day retreat on January 23rd to discuss the budget and Shared Governance Document. Topics for discussion will include budget scenarios, the findings of the Budget Taskforce group, and FTES projections. Managers will want to prepare accurate budget numbers in preparation for Monday’s meeting.

b. Each cluster has been asked to cut their budgets by $100,000. As a result, Athletics and sub-relief funds will see a dramatic cut.

c. Reviewed a handout provided by Brad Young showing several scenarios for 5% to 7% budget cut.

d. Nina Malone and Deborah Tull attended a Budget Committee Taskforce meeting on behalf of Abbie Patterson. They provided a summary of the meeting.

e. A Student Services taskforce met to respond to the Budget Taskforce’s suggestions. Sue Steele, Mercy Yanez, Elizabeth Colocho, Brenda Guertin, and Deborah Tull participated. The group prepared a draft of the formal response from Student Services.

   e.i. The draft response was reviewed and amended. We will continue to finalize it. The response will not be ready in time for the CPC Retreat.
5. **Student Service Cluster Plan**
   An updated, finalized version of the Cluster Plan was distributed and reviewed. The plan was approved by consensus. It had also previously been approved in a Student Services Managers Meeting.

6. **2012 – 2013 Unit Plan Form**
   Mercy Yanez and Tim Mariner presented a revised Student Services unit plan form. The form is a modified version, based on the Academic Affairs unit plan form. Minor improvements were suggested, which will be incorporated into a new draft. The updated draft will be reviewed in the next Managers Meeting.

7. **Items from the Floor**
   No new items.

Meeting adjourned.