**CPC Committee Agenda**

**Meeting Date:** 9/8/2014  
**Noticed:** 9/5/2014

<table>
<thead>
<tr>
<th>Administration</th>
<th>ASO</th>
<th>Classified</th>
<th>Faculty</th>
<th>Ex-Officio</th>
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<tbody>
<tr>
<td>Luis Rosas</td>
<td>A.</td>
<td>Ivan Clarke (Unrep)</td>
<td>Juan Baez (AFT 1521)</td>
<td>Otto Lee</td>
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<td>Nestor Tan</td>
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<td>Claudette McClennen (SEIU 721)</td>
<td>Mona Redick (AFT 1521)</td>
<td>Abbie Patterson (Co-Chair)</td>
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<td>Stephanie Atkinson-Alston</td>
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<td>Jared Fowler (AFT 1521A)</td>
<td>Brad Young (AFT 1521)</td>
<td>Susan McMurray (Co-Chair)</td>
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<td>Sandra Sanchez</td>
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<td>Lakshman De Silva (AFT 1521A)</td>
<td>Nabeel Barakat (Academic Senate)</td>
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<td>Bobbi Villalobos</td>
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<td>Art Ruelas (Bldg &amp; Trades)</td>
<td>Ellen Joiner (Academic Senate)</td>
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<td>Mercy Yanez</td>
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<td>Carlos Diaz (SEIU 99)</td>
<td>Jim Stanbery (Academic Senate)</td>
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**Resources**

- Bobbi Villalobos
- Art Ruelas (Bldg & Trades)
- Carlos Diaz (SEIU 99)
- Ellen Joiner (Academic Senate)
- Jim Stanbery (Academic Senate)

**Mission Statement:** Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

I. Approval of Agenda

II. Approval of Minutes (August 25, 2014)

III. Public Comment

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

V. New Business
   A. Web Redesign (S. Atkinson-Alston)
   B. Money Handling Procedures for Student Clubs (J. Baez)
   C. Update on Voicemail System (I. Clarke)

VI. Reports
   A. President
      1. District Information/Updates
   B. ASO
   C. Special Committees/Task Forces
      1. Web Standards
      2. Student Success Umbrella/ATD
      3. Accreditation
   D. CPC Standing Committee Reports
      1. Academic Affairs Cluster Committee
      2. Student Services Cluster Committee
      3. Administrative Services Cluster Committee
      4. Budget Committee
      5. Human Resources Committee
      6. Work Environment Committee
      7. Staff Development Committee
      8. Technology Advisory Committee
      9. Student Success Evidence Committee
      10. Bond Steering Committee Updates (CORE)
      11. Committees of Academic Senate

VII. Good of the Order

VIII. Adjourn

Next meeting date: 9/22
I. Call to order
The meeting was called to order at 1:40 PM.

II. Approval of Agenda
   o Clarke proposed adding “Update on Voicemail System” as a new item under New Business.
   o Motion by B. Young to approve the agenda as amended. Second by N. Barakat.
   
   Agenda approved by consensus. (Action Item 1)

III. Approval of Minutes (August 25, 2014)
   o E. Joiner – Request to add additional information to the Accreditation Report section of the minutes. Insert a footnote and appendix to include the standardized committee templates for agendas and minutes.
   o Motion by N. Barakat to approve the minutes as amended. Second by S. Atkinson-Alston.
   
   Minutes approved by consensus. (Action Item 2)

IV. Public Comment
V. Unfinished Business

VI. New Business
   A. Web Redesign (S. Atkinson-Alston)
      • Jerry McClellan, Web Designer, updated the committee on recent changes to the website.
      • J. McClellan – Updates have been made to the Institutional Effectiveness, Accreditation, and News & Updates pages. Information has been organized in a more logical and accessible way. This should make information easier to find. The website has also been updated to have a cleaner, more visually appealing design.
      • S. Atkinson – Division chairs should review their webpages to make sure that all information is correct and up-to-date. Division secretaries will be the primary contacts responsible for entering changes. Pay attention to correspondence you receive, as
user accounts in OmniUpdate will change. We are making an effort to simplify the number of OmniUpdate users.

- Feedback was requested on header menu options. A sample page was distributed, and CPC members were asked to vote for their favorite layout.
- CPC members provided input and suggestions.

B. Money Handling Procedures for Student Clubs (J. Baez)

- J. Baez – Requests clarification on how money and checks should be handled for campus clubs.
- N. Tan – The LAHC Business Office used to cash checks, but an internal auditor directed them to cease that practice. LACCD’s Audit Director confirmed that checks cannot be exchanged for cash on campus. Until the district changes this policy, it must remain in place.
- Committee members highlighted a number of rules and procedures that they believed to be problematic. These included:
  - When picking up a check from the Business Office, an advisor must sign a release form. The form threatens to garnish an advisor’s wages. (N. Tan – The wording was suggested by the District Office).
  - The inability to deposit cash on campus leads advisors and students to exchange large sums of money in public. This contributes to an unsafe environment.
  - Advisors are not able to collect money from students (for t-shirts, etc.), yet are asked to cash checks and trust students to spend the money wisely and provide receipts.
  - Not having the ability to collect money from students limits a club’s ability to operate.
  - Some employees do not have the financial resources to cash checks using their own personal bank accounts.
  - Other employees feel that it is inappropriate to use their own bank for work duties.
  - Reimbursement checks are not issued to students, even when the amount and purpose of the expenses are explicitly described in official club minutes.
- N. Barakat suggested utilizing the campus Sheriff Office when large sums of money are involved. A sheriff may be able to escort someone carrying cash or provide a safe in which to store money.
- A. Patterson – When an employee at LATTC was indicted following an audit, district auditors become more rigid regarding money handling rules. Remember that the Business Office is following the procedures that have been outlined for them.

C. Update on Voicemail System (I. Clarke)

- The campus voicemail system malfunctioned last week due to a hard drive failure. A backup had been made, but it could not be restored.
- The system is now partially repaired, but new mailboxes must be recreated for each extension. About half of the mailboxes have been created so far.
• The malfunction also resulted in the loss of phone menus, passwords, voicemail recordings, and outgoing messages. All of these will have to be replaced, and departments should make an effort to rerecord their outgoing messages.

• The system should be fully operational by the end of the day tomorrow.

VII. **Reports**

A. **President**

• President Lee commends LAHC employees for making opening week such a smooth experience for the students. Students were patient while waiting in line and seemed satisfied with the service they received.

• **Budget** –
  o Vice Presidents have been asked to review the budgets for each of their departments. It is important that money be used wisely.
  o In order to spend within our allocation, the campus will need to reduce spending by 10.5% this year. Doing so will ensure that the campus will once again end the fiscal year with a reserve.

• **CORE** –
  o CORE will change to a tri-chair model in order to improve effectiveness. The three chairs will consist of the construction project manager, the Facilities Director (Bill Englert), and a faculty member appointed by the Academic Senate (Juan Baez). This model has been very successful at other colleges.
  o Suggestions made at CORE meetings will be recorded, assigned to someone, and then followed-up on. Tri-chairs will shape the agenda together. Concerns may be brought to the tri-chairs for inclusion on the meeting agenda. Tri-chairs will be responsible for sharing important information at other campus meetings.
  o LACCD will hire new directors for the construction projects at each campus. There was an open call for applications, and over 200 applicants were very well qualified. Each college has identified five finalists. Dr. Lee will serve on the interview committee. The new director will start in mid-October. The current incumbents will be retained for a period of time to assist with the transition.

• **Accreditation and CPC** –
  o Our accreditation work is greatly improved by a well-functioning committee structure. CPC is the most critical committee for accreditation because it is responsible for planning. This committee should be free to focus on planning without distractions that will derail it from carrying out its main function. If a topic (unrelated to planning) would be better addressed in a different committee, it should be introduced there instead. Integrated planning must be CPC’s top priority.

• **Food Services Report** –
  o Dr. Lee received a call from Mona Reddick last week regarding a report that had been prepared by a consultant on the topic of food services. The report suggested that an outside vendor provide cafeteria services to LACCD colleges.
Concerned about the impact that such a move might have on our Culinary Arts program, Dr. Lee addressed this topic during a retreat with Chancellor Rodriguez.

- In 2013, the Board of Trustees authorized a consultant to research LACCD’s options for providing food services. The consultant then met with the Vice President of Administrative Services and Facilities Director at each campus. Input was not solicited from Academic Affairs or other campus stakeholders.

- The report proposed three possible options for LACCD:
  1. Make no changes.
  2. Hire an employee at the district level to coordinate food programs for all colleges.
  3. Outsource food service to a single company that would service all nine colleges (e.g., Aramark).

- Chancellor Rodriguez has been very responsive to LAHC’s concerns. He has directed the consultant to meet with leaders at each college. A decision will not be made until the consultant has gathered more information on the unique needs of each campus. If LACCD chooses to use an outside food vendor, those services will be scaled down at campuses with culinary programs.

  - **Motion** by N. Barakat to extend the meeting by 15 minutes. **Second** by S. Atkinson-Alston.
  - **Motion Approved by consensus. (Action Item 3)**

B. ASO

- A. Bivinetto – Described ASO activities that took place during Welcome Week, which included assisting students with finding classrooms. The first official ASO meeting for 2014-2015 has not yet occurred. By next Tuesday, ASO senators will be assigned to each of the shared governance meetings.

C. Special Committees/Task Forces

- **Web Standards**

- **Student Success Umbrella/ATD**
  - B. Villalobos – The Student Success Umbrella is a coordinating group that oversees several campus success initiatives. The meetings allow us to coordinate and ensure that we are not duplicating efforts or spending.
  - A debriefing meeting will be held soon to discuss Harbor Advantage. Attendees will reflect on the implementation of Harbor Advantage and suggest ways in which we can improve in future years.
  - Workgroup meetings are being held every Thursday from 3–4pm (SSA 219) to write the Student Equity Plan. Employees are welcome to attend. The final draft will be completed by the end of November, and will be brought to shared governance meetings for approval.

- **Accreditation**
  - Due to time constraints, this item will be addressed at the next CPC meeting.
  - E. Joiner briefly outlined the information that will be discussed:
1. Earlier this year, CPC suggested that the President’s Cluster Committee be reestablished. A request was sent to Dr. Lee for consideration. He prefers that departments previously belonging to the President’s Cluster instead be organized under the existing clusters.

2. To improve the planning process, we should confirm that all departments on campus are represented by a cluster. Proposes that CPC review the departments formerly belonging to the President’s Cluster in order to identify which cluster they belong to.

D. CPC Standing Committee Reports

- Academic Affairs Cluster Committee
- Student Services Cluster Committee — The next Student Services Cluster Committee meeting will take place on Wednesday. This will be a joint meeting with the SSSP Committee. The draft SSSP Plan will be reviewed.
- Administrative Services Cluster Committee
- Budget Committee — The next meeting will take place on September 23, 2014.
- Human Resources Committee
- Work Environment Committee — The next meeting will take place tomorrow.
- Staff Development Committee
- Technology Advisory Committee — The next meeting will take place tomorrow.
- Student Success Evidence Committee
- Bond Steering Committee Updates (CORE)
- Committees of Academic Senate

VIII. Good of the Order
IX. Adjourn
Meeting adjourned at 3:24pm.
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: Accreditation

MEETING DATE:

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

BRIEF SUMMARY OF DISCUSSION (attributions are not necessary):

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

ANNOUNCEMENTS:

Recommendations from Planning Evaluation Comprehensive Report  2012-2013

The CPC planning retreat in February 2014 completed a comprehensive evaluation of its 2012-13 planning in order to improve its outcomes and process. As a result of the retreat and a subsequent survey, several recommendations came forward:

1) Use template for committee agendas and minutes that include the college mission statement.
2) Re-establish the President's Cluster.
3) Support an office on campus to “house” planning documents and to insure that planning deadlines are met by responsible parties.
4) Streamline and simplify Parts A, B, C, D, and E of unit and cluster plans.
5) De-thread College Annual Plan from college’s Educational master Plan and clarify similarities and distinctions.
6) Incorporate functional plans (student success, technology, human resources, enrollment management, 5-year planned offerings) into unit planning.
7) Establish multi-year planning cycle with Educational Master Plan spanning 3 years.

On August 11, 2014 CPC agreed to systematically consider and evaluate each recommendation and if necessary make the recommended changes to the college Planning and Procedure Manual. It is imperative that the college complete its 2014-15 planning cycle as scheduled. The changes discussed in the fall 2014 CPC meetings will be implemented in the 2015-16 planning cycle.

Planning Evaluation Recommendation #1:

1) Use template for committee agendas and minutes that include the college mission statement.

This recommendation has already been approved and implemented by CPC and the Faculty Senate. The use of the standardized template which includes the meeting date, committee membership, and college mission statement should be used by all committees in order to provide organized evidence for accreditation reporting. All committees must provide a complete list of committee membership and designate who is responsible for keeping and distributing committee agendas and minutes in a timely manner. Approved minutes must also be submitted for posting on the web.

Planning Evaluation Recommendation #2:

2) Re-establish the President’s Cluster.
CPC Committee Report

This recommendation seeks to address perceived gaps in the planning process where the college has certain units that are "clusterless." At the August 18 CPC meeting President Lee announced that all units have been assigned to a cluster and as a result a president's cluster is not needed. For clarification however CPC should identify the units that previously were part of the President's Cluster to insure that each has a cluster "home" and a voice in the planning process.

President's Cluster-July 2010:

IT, Foundation, Economic and Workforce Development, Extension, Research & Planning

VP-Acad. Affairs, Adm. Services, Student Services, Dean- Acad. Affairs, 4 faculty, 2 students
Los Angeles Harbor College Schedule of College Planning Documents—DRAFT August 25, 2014

Academic Affairs (instructional) Program Reviews due:
(see Program Review Manual Appendix A for complete listing)

**Academic Program Reviews Due:**
- Essential Skills: Learning Skills (due Fall 2012)
- Essential Skills: Learning Foundations (due Fall 2012)
- Math: CSIT (due Fall 2012 both Academic & CTE Program Reviews)
- Geography (due Fall 2012)
- Workforce Development Cooperative Education (due Fall 2012)
- Communications: English and ESL (Spr 2015)
- Communications: Developmental Communication (Spr 2015)
- Learning Assistance Center (Spr 2015)
- Library: Library Science (Spr 2015)
- Math, Physical Science & Technology: Mathematics (Spr 2015)
- Physical Science Pathway: Chemistry, Physical Science & Physics (Spr 2015)
- Science, Family, Consumer Science: Child Development (Spr 2015)
- Science, Family, Consumer Science: Culinary Arts (Spr 2015)

**Vocational Program Reviews Due:**
- Center for Occupational Development (due Fall 2014)
- Business: Legal Studies Skills Certificate (due Spring 2014 as of 6/9/14)
- Journalism (due Spring 2014 as of 6/9/14)
- Math & Tech: Computer Information Systems (due Spring 2014 as of 6/9/14)
- Engineering & Tech Pathway: Drafting; Engineering Tech; Engineering General; Electronics; Computer Tech (due Spring 2014 as of 6/9/14)
- Administration of Justice; Fire Technology; E.D.A. (due Spring 2014 as of 6/9/14)
- Personal Development (due Fall 2012)

**Vocational Program Review Timeline (see manual):**
- By beginning Feb: Obtain, review, and comment from WIB
- By mid-March: Hold Advisory Committee meeting
- By end April: Submit to President & Academic Senate
- By end May: Submit to Chancellor

**ACCJC REPORTS DUE**
- ACCJC MID TERM REPORT: MARCH 2015
- ANNUAL REPORT (includes SLOs) (expected due April 2015)
- ANNUAL FISCAL REPORT (expected due April 2015)

**State Required Plans:** SSSP and Student Equity are due by Nov. 1, 2014
- Academic Senate: Sept. 18th OR Oct. 2nd, 2014
- CPC: Sept. 22nd OR Oct. 13th, 2014

**Academic Affairs (Divisions and Cluster):**
- Jan. 12 (Mon.): Divisions— 6-year (2014-2020) Planned Offerings by Division
- Jan. 12 (Mon.): Divisions—2015-16 Unit Plans Due from Chairs/Deans
- Jan. 26 (Mon.): Academic Affairs 2015-16 Cluster Plan Completed
- Jan. 26 (Mon.): Enrollment Management Plan 2015-2016
- Feb. 11 (Weds.): Cluster priorities due to Brian (for CPC agenda 2/23/15)
- Feb. 23 (Mon.): Present prioritizations to CPC (discussion)

**Student Services (Programs and Cluster):**
- Jan. 5 (Mon.): Student Services Programs 2015-16 Unit Plans Due
- Jan. 26 (Mon.): Student Services 2015-16 Cluster Plan Completed
- Feb. 11 (Weds.): Cluster priorities due to Brian (for CPC agenda 2/23/15)
- Feb. 23 (Mon.): All clusters present prioritizations to CPC (discussion)

**Administrative Services (Programs and Cluster):**
- Jan. 5 (Mon.): Admin. Services Programs 2015-16 Unit Plans Due
- Jan. 26 (Mon.): Admin. Services 2015-16 Cluster Plan Completed
- Feb. 11 (Weds.): Cluster priorities due to Brian (for CPC agenda 2/23/15)
- Feb. 23 (Mon.): All clusters present prioritizations to CPC (discussion)

**CPC Planning Document timelines:**
- Feb. 9 (Mon.): draft of Human Resources Plan 2015-16
- Feb. 23 (Mon.): All clusters present prioritizations to CPC (discussion)
- Mar. 2 (Mon.): Ballots due
- Mar. 9 (Mon.): Discussion college prioritization ballot results
- Mar. 23 (Mon.): College Annual Plan approval
- Apr. 27 (Mon.): Facilities Plan 2015-16 approval
- Apr. 27 (Mon.): Technology Plan 2015-16 approval
- May 11 (Mon.): Educational Master Plan approval