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 (September 8, 2014)

III. Public Comment

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

V. New Business
   A. Campus Mission Statement (E. Joiner)
   B. 2014-2015 Student Success and Support Program Plan (M. Yanez)
   C. ESL / Basic Skills Initiative Plan (B. Villalobos)

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: 10/13/2014
I. Call to order
The meeting was called to order at 1:39 PM.

II. Approval of Agenda
   A. The Accreditation Report will be delivered as New Business. Due to time constraints, it was not covered during the prior CPC meeting.
   B. Minutes approved by consensus. \(\text{(Action Item 1)}\)

III. Approval of Minutes (September 8, 2014)
   A. Motion by M. Yanez to approve the minutes as written. Second by B. Young. Minutes approved by consensus. \(\text{(Action Item 2)}\)

IV. Public Comment
V. Unfinished Business

VI. New Business
   A. Campus Mission Statement (E. Joiner)
      - E. Joiner led a discussion regarding the Campus Mission Statement. The language was reviewed, and the committee was asked to either approve the current wording or to make appropriate changes.
      - A conversation took place about whether the wording should change. Several members felt that the mission statement should be reaffirmed by the committee, noting that it is very concise and inclusive. Others felt that the statement should change in order to reflect changes in campus, district, and accreditation goals.
      - It was widely agreed that the mission statement should mention diversity.
      - A. Patterson proposed that a working group review the mission statement and bring a suggestion back for approval at the next CPC meeting. The following members volunteered to participate: S. Atkinson-Alston, S. McMurray, M. Yanez, J. Fisher, A. Bivinetto, and A. Patterson.

   B. Accreditation Report (E. Joiner)
      - CPC will continue to review the suggestions that were made at the CPC Planning Retreat in February 2014.
A handout was provided. The document shows the units that previously fell under the President’s Cluster, and clarified which clusters they now belong to.

The third suggestion from the CPC Planning Retreat was: “Support an office on campus to house planning documents and to ensure that planning deadlines are met by responsible parties.”

The committee reviewed a Planning Timeline Diagram. The diagram displays plans that need to be updated every year. It displays planning deadlines along a yearly timeline, demonstrating how the planning process should take place. E. Joiner requested that CPC approve the diagram.

- **Motion** by B. Young to adopt the Planning Timeline Diagram. **Second** by N. Barakat.
  
  *Motion approved with unanimous consent.*

### C. 2014-2015 Student Success and Support Program Plan (M. Yanez)

- M. Yanez provided an overview of the Student Success and Support Program (SSSP) 2014-2015 Plan. A “Highlights and Summary” document was distributed.
- This is the first time that the college has submitted an SSSP Plan. It is an annual plan that will need to be updated every year. SSSP is the new matriculation program. It focuses our core services on better assisting new students. An overview of the report’s key activities was provided (orientation, assessment, etc.), as well as a discussion about future goals (staffing, technology needs, etc.).
- M. Yanez asks for CPC approval. Once the plan has been approved, it will be submitted to President Lee and then sent to the District Office for final review. The plan is due to the District Office by October 8th. It has already been approved by the Student Services Cluster, the Student Success Umbrella, and the Academic Senate.
- M. Yanez and C. Rodgers attended training session in Sacramento hosted by the State Chancellor’s Office.
- **Motion** by S. Atkinson-Alston to approve the SSSP Plan. **Second** by N. Barakat.
  
  *Motion approved with unanimous consent.*

### D. Basic Skills / ESL (B. Villalobos)

- Provided a review of the 2011-2012 Basic Skills / ESL Report. The campus had been given $90,000. Dr. Villalobos presented information from the report on how these funds were spent.
- We were also allotted $90,000 for 2012-2013. Of this, we still have $28,928 that can be spent before the end of the current fiscal year. Additionally, we have another $90,000 for 2013-2014 that must be spent by the end of the current fiscal year. The report provides estimates of how we expect to spend the money.
- The narrative portion of the report asks three questions:
  - **How are you institutionalizing Basic Skills funded projects?** – The college is institutionalizing additional tutoring, shortening the course pathway for math, etc. One obstacle is that we do not have a large population of ESL students, but the program has grown since hiring a new ESL faculty member.
  - **How does your Basic Skills fund support the goals of the SSSP and Student Equity Plans?** – We are aligning the plans to ensure that Basic Skills supports these goals.
  - **Was your college’s Basic Skills program more successful in 2011-2013 than it was in 2009-2011?** – The answer is somewhat mixed here. We do have more ESL students due to hiring a new faculty member. We are having course coding problems, which skews the quality of our data. We are trying to resolve this problem. Math is in the process of changing their assessment tool.
- Committee members had no questions regarding the report.
- **Motion** by N. Barakat to approve the Basic Skills/ESL Report. **Second** by I. Clarke.
  
  *Motion approved with unanimous consent.*
A. President
- **Accreditation** – President Lee commends E. Joiner, J. Stanbery, and Y. King on their work as Accreditation Coordinators. He appreciates that the committee is placing accreditation as a priority item on today’s agenda. We need to ensure that we always have adequate time to discuss planning and accreditation during CPC meetings.

- **Hall of Fame Dinner** – President Lee attended the Athletics Hall of Fame Dinner on Friday, September 19th. He commended Nabeel Barakat and the coaches for putting on a great event.

- **Chinese Delegation** – (S. Rhi Kleinert) LAHC hosted a delegation of approximately 30 Chinese educators. Vice Chancellor Chito Cajayon and Mercy Yanez (as Acting President) accompanied the delegation on a two hour tour, which included stops at the Virtual Reality Center, and the Drafting, Architecture, and Engineering studios. Culinary Arts provided lunch and an overview of their program. Our guests were very impressed with Chef Giovanni Delrosario, the Culinary Club, and Los Angeles Harbor College as a whole. The head delegate said that she would work to build vocational training agreements between LACCD and the Chinese Ministry of Education.

- **CORE** –
  - Interviews were held for the new Project Manager positions. Approximately ten finalists were interviewed by two committees composed of college presidents. Each president was able to provide input about which candidates would fit best with their college. Dr. Lee saw at least two candidates who would be a very good fit for LAHC. BuildLACCD will now review the final scores and suggest some hiring options. The new Project Manager should begin working in mid-October.
  - The CORE Committee will change to a tri-chair model. Bill Englert and Juan Baez will serve as two of the chairs. The new Project Manager will serve as the third. Dr. Lee requested that the ASO also appoint a member. There will be a number of important decisions to be made on the new Student Union Building, and it is important that we have student input.

- **LLRC Ribbon Cutting** – President Lee wants to move forward with a Grand Opening and Ribbon Cutting event for the new LLRC Building. It is important that we invite the community, as their support has allowed us to transform the campus.

B. ASO
- A. Bivinetto –
  - Provided an update on the Club Rush event, which was held in partnership with the Transfer Fair and Student Success Summit. Described it as an improvement over the previous year, with a fun atmosphere and a live band
  - Each student club will adopt two LAHC sports team, making an effort to attend the games and show support for our teams.

- G. Gonzales –
  - ASO students will take part in a statewide leadership conference taking place in Los Angeles.
  - The ASO generously provided lunches for participating college reps at this year’s Transfer Fair.

C. Special Committees/Task Forces
- **Web Standards** – (S. Atkinson-Alston) We are continuing to make progress on the website redesign.

- **Student Success Umbrella/ATD** (B. Villalobos)
  - **Student Equity Plan** – We have been meeting every Thursday from 3-4PM to work on the plan. Several committee members attended a district-wide meeting and found that we are farther along than many of the other campuses.

- **Cultural Equity** – The Cultural Responsive Training group will present at the District Administrative Summit this Friday. They will also present at the RP Conference, one of the nation’s biggest student success conferences, on October 8th. A special collection on cultural equity will be available in the LAHC Library.

- **Accreditation** – (Covered under New Business)

D. CPC Standing Committee Reports
- **Academic Affairs Cluster Committee** (L. Rosas)
Discussed the cluster’s strategy to help balance the campus budget. We will identify salaries and expenses that are appropriate to cover with special funds. The savings will then be used to cover hourly rate expenses. This will result in a balanced budget well ahead of the end of the fiscal year. The cluster will work with Administrative Services to see how this can best be done.

• **Student Services Cluster Committee** *(A. Patterson)*
  - During the last cluster meeting, we discussed the SSSP Plan. Our other meetings this semester focused on Unit Plans and SLO planning. The committee will meet with Joachin Arias to discuss SLOs.

• **Administrative Services Cluster Committee** *(N. Tan)*
  - The cluster is focusing on how to balance the campus budget. Discussed the challenges Administrative Services for making reductions in expenditures. Unlike the two other clusters, Administrative Services is unable to leverage special funds for their expenses.

• **Budget Committee** *(N. Tan)*
  - The committee will meet tomorrow at 2PM in SSA 219

• **Human Resources Committee** *(T. Davis)*
  - The committee will meet tomorrow at 1PM in SSA 219. This will be the first meeting in several months. We will reaffirm the committee members and then quickly move into the planning phase.

• **Work Environment Committee**

• **Staff Development Committee**

• **Technology Advisory Committee** *(S. Atkinson Alston)*
  - Our recent meeting was well attended. We want to make sure that people in the newer buildings are attending these meetings. There is a need for better campus communication regarding grant purchases of technology equipment. A template is being developed that will help to address this. Remember that technology purchases need to be brought through the Technology Advisory Committee.

• **Student Success Evidence Committee**

• **Bond Steering Committee** *(CORE)*

• **Committees of Academic Senate**

VIII. **Good of the Order**

IX. **Adjourn**

Meeting adjourned at 2:56 PM.
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, 6-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.

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 identified the units that previously were part of the President’s Cluster and their placement in the planning structure.

IT (Administrative Services)

Economic and Workforce Development, Extension, Research & Planning (Academic Affairs)

The Foundation is being reorganized under the supervision of the Office of the President and is not in a cluster at this point.
3) Support an office on campus to "house" planning documents and to insure that planning deadlines are met by responsible parties.

LAHC Planning Timeline

Ongoing assessment and evaluation of SLOs and SAOs