Call to Order
Meeting called to order at 1:37pm.

I. Approval of Agenda
Motion by N. Barakat to approve agenda as written. Second by C. McClennen.
Approval of agenda by consensus. (Action Item 1)

II. Approval of Minutes (4/14/14)
Motion by J. Lopez to approve minutes as written. Second by B. Villalobos.
Approval of minutes by consensus. (Action Item 2)

III. Public Comment
A. None.

IV. Unfinished Business (Action items/Noticed items from previous CPC meetings)
1. Cluster Unit Plan Presentations:
   a. Administrative Services (A. Tomlinson)
      i. Distributed Cluster Unit Plan and Hiring Priorities.
      ii. Described a paradigm shift on campus. Many processes are moving to electronic formats.
      iii. Explanation of the major tasks/areas of Administrative Services and their needs:
         1. Business Office: Workload has increased dramatically. New duties due to recent audit findings. Only the Business Office may now handle money. This means increasing the level of support for the Cafeteria, Library, etc. Support duties for the LAHC Foundation have also moved to the Business Office due to audit findings. This area is expanding as a result. Operating in a very old building.
         2. Budget & Procurement: Budgeting and procurement practices must follow directives/deadlines from the District and State levels. As a result, there is no flexibility on deadlines.
3. **IT Department:** The IT Department struggles to support the needs of the entire campus. Supports every type of software purchased by the campus, as well as every individual computer and piece of hardware. Adding computers rapidly with every new hire and the opening of new buildings. A Web Designer had been on the priority list for years, and the campus was finally able to hire one. An Office Technician will now assist the IT Department and also serve as a telephone operator.

4. **Facilities:** Recent retirements in HVAC. Not asking for additional Facilities positions this year. Four custodial positions were filled during the previous year. Some repair jobs will require equipment not owned by the campus.

5. **ADA Compliance:** Dr. Tomlinson is the campus ADA Officer and works with Bill Englert to keep the college in compliance. If someone needs ADA accommodation, she will assist.

b. **Student Services (A. Patterson)**
   i. Distributed Cluster Unit Plan, including hiring priorities. Individual area cluster plans are posted online.
   ii. Provided an overview of the plan. A major challenge is the need for additional fiscal resources to support student success.
   iii. Some areas, such as Financial Aid Department, have limited physical space.
   iv. SB 1456 led to many mandatory changes in the enrollment and matriculation process. Explained the major overhaul and expansion of our enrollment priority categories. Efforts to provide increased number of assessments, orientations, and educational plans. The division has increased the number of individual and group counseling sessions to achieve these goals. Brief discussion on how funding can be used.
   v. **Admissions & Records:** Implementation of PeopleSoft system in October. Electronic Transcript system will be fully implemented. Beginning Fall semester, add slips will be replaced by online ad codes. Exclusion rosters, grades, etc. must all be processed online. We will begin using the Open CCCapply system for student applications.
   vi. **Student Services:** Implementation of PeopleSoft system in October. Electronic Transcript system will be fully implemented. Beginning Fall semester, add slips will be replaced by online ad codes. Exclusion rosters, grades, etc. must all be processed online. We will begin using the Open CCCapply system for student applications.

   c. **Academic Affairs (L. Rosas)**
   i. Distributed a draft of the Academic Affairs Cluster Plan.
   ii. Next year’s total course offerings will be exactly like this year’s. The goal last year was to grow the college’s FTES.
We will still likely be several hundred FTES over our funded amount next year.

iii. With Achieving the Dream and the Student Success Plan, we will need to add more Basic Skills, Math, and English classes. As a result, we will have to take some sections away from several of the other areas to meet this need.

iv. S. Atkinson-Alston, B. Villalobos, and E. Reigadas are working to ensure that all SLOs are completed.

v. Description of staffing requirements. Currently in the process of hiring several faculty members, following FHPC suggestions.

vi. Suggestions for improvements to the plan included:
   1. M. Yanez: Consider mentioning SB1456 and the Student Equity Plan somewhere in the document to ensure congruency across clusters.
   2. A. Patterson: It would be useful to include a unit plan for the Economic Development area. Beneficial for accreditation purposes.

vii. The Cluster ballot is included in the plan. The Cluster has not yet prioritized these positions, but this will happen soon.

V. New Business

2. Achieving the Dream Survey Results (B. Villalobos)
   a. Distributed handout explaining the survey outcomes.
   b. Twenty-four employees completed the survey, which was developed by Achieving the Dream.
   c. The responses provide an informational snapshot of campus perceptions. We do not necessarily have to act upon the findings, but the information is useful to have.
   d. **Challenges identified:** Staffing levels in I.T. and Institutional Effectiveness are inadequate to meet demand for data and research.
   e. **Strengths identified:** Campus leadership, willingness to support change, existence of standing committees, and efforts by Institutional Effectiveness to help people use data/research effectively.
   f. It is possible that some of the findings do not adequately capture the efforts being made on campus. This indicates that we may need to improve awareness about some of our initiatives.

Motion by I. Clarke to extend the meeting for an additional 20 minutes. Second by C. Diaz.

*Approved to extend meeting by 20 minutes. (Action Item 3)*

3. College Prioritization Process (S. McMurray)
   a. Handout provided: “Planning Document Scope and Congruency across Clusters”.
   b. J. Stanbery discussed language from Accreditation Follow-Up Report about improvements that can be made in the planning process. Congruency on forms, etc. used across clusters.
   c. A. Patterson: That section really only concerns how we vote on the prioritization list.
d. Discussion followed regarding how priorities should be voted upon. Some members suggested including only the top five or ten priorities from each cluster. Others advocated included every single priority in a comprehensive ballot. A discussion took place concerning the pros and cons of each approach.
c. This item will be placed on the agenda for the next meeting under Unfinished Business.

VI. Reports
A. President:

B. ASO Report (J. Lopez):
   a. Elections for ASO Officers have concluded. Results will be announced today. Avery Bivenetto has been elected ASO President.
   b. The Educate Your Vote event was held last Wednesday. ASO would like to thank Dr. Loiterman’s and his students for attending, as well as the elected representatives and candidates for participating.
   c. ASO schedule will be finalized in the near future.
   d. Stepping out of his role as an ASO officer, J. Lopez commented on the presence of food trucks on campus. He personally feels that the trucks are beneficial to the campus. Suggests that competition will lead to a better quality of service. Points to the ASO and student government as an example of how competition makes us better.

C. Special Committees & Task Forces
   1. Web Standards:
   2. Bookstore Task Force: This entry should be removed from future agendas.
   3. Student Success Umbrella/Achieving the Dream (B. Villalobos):
      a. Currently working on ATD Reports. Annual Reflections Report and the Leader College Application are both due on May 8th.
      b. The District will continue to fund ATD membership for every college next year.

D. CPC Standing Committee Reports
   1. Academic Affairs Cluster Committee:
   2. Student Services Cluster Committee:
   3. Administrative Service Cluster Committee:
   4. Budget Committee (A. Tomlinson):
      a. The 3rd Quarter is due tomorrow. With regard to the deficit, the campus is better off today than it was one month ago.
   5. Human Resources Committee:
   6. Work Environment Committee:
   7. Staff Development Committee:
   8. Technology Advisory Committee
   9. Student Success Evidence:
   10. Committees of Academic Senate:

VII. Good of the Order

VIII. Adjourn
Meeting adjourned at 3:18 PM.