I. Approval of Agenda

Motion to approve agenda by J. Baez, seconded by S. Fasteau. Approved.  
(Action Item 1)

II. Approval of Minutes (2/11/13)

Motion to approve minutes by R. Uhde, seconded by M. Yanez. Approved.  
(Action Item 2)

III. Public Comment

1. S. McMurray reported that the Harbor City Harbor Gateway Neighborhood Council discussed a medical marijuana clinic that was approved to go in two blocks from Narbonne High School and another elementary school. The Council will be registering a formal protest.

2. R. Uhde reported that the ASO forum held Friday with BOT and Carson mayoral candidates was extremely well-attended and a good experience for students.

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

A. Unit Prioritization – next steps (M. Wood):

1. Academic Affairs approved their cluster prioritization, Mark will merge the three clusters’ ballots and is hoping to ratify the new college-wide ballot at March 11, 2013 CPC meeting.

2. The College does not want to be in same position as last year, waiting until the last minute while expecting accreditation visitors.

3. There was much discussion about how many items to include on each ballot:
   i. Academic Affairs is a huge cluster and to cut off priorities at 15 or 20 is not a realistic cutoff point, should be proportionate.
   ii. President is concerned about length of prioritization from CPC and through discussion is also concerned that the planning process is still not clear. One of the accreditation recommendations is to clarify this very process.
   iii. Student Services did not include specially-funded priorities but Academic Affairs did, concern that the clusters are not on the
same page once again, although the process is still new and is still being tweaked to fit each cluster’s needs. Some members contend the planning documents say to include everything and some contend that would be too much but everything, regardless of whether or not it is on the ballot, needs to be included in unit plans. Presentations could be done at the next CPC meeting and voting could take place outside of the meeting and the process would still be on schedule (see Document Planning Timeline).

4. N. Barakat reported to the committee that Title 9 requires the college to add a women’s sport (or cut a men’s sport) and must be decided by March 15. This is included in the Athletics Unit Plan and falls under the Student Services cluster prioritization.

5. Administrative Services’ priorities have not been funded in the past two cycles and A. Tomlinson expressed frustration with going through the cycle and not getting funded.

Motion to prioritize the top 15 activities funded by the general fund (10100) from each cluster with cluster presentations at the next meeting by M. Wood, seconded by C McClennen. Approved. (Action Item 3)

V. New Business

A. Request to streamline sign in process for users of various college software systems (M. Wood): not much can be done about this as a single campus but will try to reduce by at least one.
   1. S. McMurray mentioned administrative vs. academic logins and not being able to access the same documents using both logins, updates are a major problem and are incredibly frustrating making the system inoperable

B. Advertising of new student (and all staff) email system (M. Yanez):
   1. District sent out to campuses what was used by others, taskforce created includes David Ching, Elizabeth Colocho and Mercy Yanez
   2. Announcement at next CPC meeting with copy of advertisement proposal

C. Development of a committee to select power users for minor upgrades to academic computer software (M. Wood):
   1. Ivan Clarke has created a form, next step is for CPC or Senior Staff to decide who the users are, will meet with Ann Tomlinson and I. Clarke to decide upon a selection system

D. Release time for faculty DE coordinator (M. Wood):
   1. All colleges have a faculty coordinator or Dean, Harbor doesn’t have either, needs to be included in future planning (unit plans). This responsibility has always been under a dean, as faculty release time is more expensive
   2. David Ching, Dean and faculty member along with Bob Richards are still doing a large part

VI. Reports:

A. President (M. Martinez):
   1. Budget meeting tomorrow, 2pm discussing impact of Prop 30 and Prop 20 on the budget, $27.4 million base budget, other sources pending and waiting to know exactly how much, which will impact the base budget; FTS target base will probably increase, will know soon.
   2. Chancellor resigned effective June 30, will have interim or new chancellor depending on how quickly Board Of Trustees (BOT) moves, selection committee in the fall to select
3. Notification of faculty hires will be 12 – green light to hire 6, will hire 6 more for new academic semester, 7 will be subsidized of the 12, same step as before ($35,000 subsidy for year one, etc.). 5 of the 12 are potential retirees so number will increases if there are more retirees
4. March 5 BOT elections, three new trustees to be voted in, report will be issued following day
5. BOT approved new HTPA contract, required a 7-member unanimous vote, LAUSD sent press release last Thursday and representatives came out to support at the board meeting including Dr. Vladovic and Deputy Superintendent
6. Email from HACU talking about sequestration effective March 1 and its impact on schools, mostly federal grants. Potential 6-7% cut in programs like Perkins and new grants to be released like Title V Co-op grant. Most likely will see effects October 1.
7. Thanks to ASO for Friday event with two candidates, Nancy Pearlman and Tom Oliver.

B. ASO Report (M. Lacy):
1. Friday’s forum (not technically a debate) was put together by ASO member Mary Fuentes
2. King carter will speak on 2/28 in T110 at 12pm for Black History Month
3. Soft open of Reggie’s Snack Shack raised $89 the first day, in process of reapplying for license and obtaining permits for students to handle unpackaged food
4. March in March on March 3 regarding summer school offerings, will go to talk to Assembly members
5. Claudia Catalan, ASO member, is the new K-12 recruitment officer

Motion to extend meeting for 10 minutes by S. McMurray, seconded by M. Yanez. Approved. (Action Item 4)

C. Special Committees & Task Forces
1. Accreditation (J. Stanbery): S. McMurray received apology from Yasmin Delahoussaye for late arrival of part 5 of the Follow-Up Report
   i. According to J. Stanbery Harbor will be ready to meet the March 15 deadline, with no difficulty in incorporating final submissions from District Office and missing evidence
   ii. Presentation to BOT last week, although went well their questions were not penetrating
   iii. ACCJC Annual Report due at end of March: requirement within report to establish targets for student success measures, M. Wood is shepherding through shared governance process and will keep CPC informed
2. Achieving the Dream (S. Fasteau): at AtD Core meeting last week Data Team reviewed data again that supports more face to face orientation activities. Committee wants to do more planning in this area and will form small discussion group and will try to include more people on campus
   i. Front Door intervention is for FYE and student orientation, need to expand committee for this first intervention to include Student Services groups like Matriculation and Counseling
   ii. Core group will bring recommendation to CPC soon
3. Web Standards:

D. CPC Standing Committee Reports
   1. Academic Affairs Cluster Committee:
   2. Student Services Cluster Committee:
   3. Administrative Service Cluster Committee (A. Tomlinson): distribution of prioritization ballot to be reviewed at next CPC meeting
   4. Budget Committee:
   5. Human Resources Committee:
   6. Work Environment Committee:
   7. Staff Development Committee:
   8. Technology Advisory Committee:
   9. Committees of Academic Senate:

VII. Good of the Order
    A. There will be a CORE meeting Tuesday

VIII. Adjourn 3:20pm
   Motion to adjourn by A. Tomlinson, seconded by C. Diaz. Approved.  
   (Action Item 5)
Los Angeles Harbor College 2012-13 Schedule of College Planning Documents

**Academic Affairs Program Reviews due:**
(see Program Review Manual Appendix A for listing of Programs identified)
- Business Voc Ed programs and the following skills certificates: Finance, Legal Studies, Management and Supervision, Marketing, Retail Management
- Computer Info Systems (Both Academic and Voc Ed PRs due)
- Drafting/Engineering & Technology pathway
- Essential Skills Pathway (Learning Skills/Learning Foundations)
- Engineering Technician/Engineering & Technology pathway
- Music, Commercial/Humanities and Fine Arts
- General Education Science Pathway (Anatomy, Biology, Micro, Physiology, Bio Environmental Science)
- Global Environmental Science Pathway (Environmental Science; Geography, Geology; Oceanography)
- Child Development
- Culinary Arts
- Personal Development
- Workforce Development
- Community Services

**Vocational Program Review Timeline:**
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 Accreditation Follow-up Report due March, 15, 2013**
**ACCJC Student Learning Outcomes Report due March 15, 2013**
- Jan. 17 (Thurs.) Approval at Academic Senate
- Jan. 28 (Mon.) Approval at CPC
- Feb. 6 (Weds.) LACCD Board Meeting

**Academic Affairs (Divisions and Cluster):**
- Sept. 28 (Thurs.): Enrollment Management Plan 2012-2013 available
- Oct. 11 (Thurs.): Divisions - 6-year Planned Offerings Due from Chairs
- Nov. 15 (Thurs.): Divisions - Unit Plans Due from Chairs/Deans
- Dec. 13 (Thurs.): Academic Affairs Cluster Plan Completed
- Jan. 28 (Mon.): Academic Affairs Cluster priorities due to CPC
- Feb. 11 (Mon.): All clusters present prioritizations to CPC (discussion)

**Faculty Hiring Priorities Committee**
- Nov. 1 (Thurs.): List presented to the Academic Senate

**Student Services (Programs and Cluster):**
- Nov. 15 (Thurs.): Student Services Programs Unit Plans Due
- Dec. 13 (Thurs.): Student Services Cluster Plan Completed
- Jan. 28 (Mon.): Student Services Cluster priorities due to CPC
- Feb. 11 (Mon.): All clusters present prioritizations to CPC (discussion)

**Administrative Services (Programs and Cluster):**
- Nov. 20 (Tues.): Admin. Services Programs Unit Plans Due
- Dec. 11 (Tues.): Admin. Services Cluster Plan Completed
- Jan. 28 (Mon.): Admin. Services Cluster priorities due to CPC
- Feb. 11 (Mon.): All clusters present prioritizations to CPC (discussion)

**CPC Planning Document timelines:**
- Sept. 24 (Mon.): draft of Human Resources Plan 2012-13; addendum to come from FHPC in Nov.; Final draft HR Plan Dec. 10
- Feb. 11 (Mon.): All clusters present prioritizations to CPC (discussion)
- Feb. 25 (Mon.): Discussion and Completion of college prioritization
- Apr. 8 (Mon.): Educational Master Plan approval (Ac Sen approval 3/21/12)
- Apr. 22 (Mon.): Facilities Plan approval
- Apr. 22 (Mon.): Technology Plan approval

Updated: Oct. 22, 2012
CPC Committee Report

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: TAC  MEETING DATE: 2/19/13

COMMITTEE MEMBERS PRESENT (if a quorum was not present, please indicate):

Mark Wood (presiding), Michael Song (so-chair) H&FA; Ivan Clarke, IT; Joan Thomas-Spiegel, S&B; Wm. Heffern, MS&T; Jonathon Lee (LRC); Son Nguyen, S&B; Mike Reid, S&B; Andrew Sanchez, Title V

BRIEF SUMMARY OF DISCUSSION (attributions are not necessary):

2:10 Question on standardization of access:
   Mr. Lee brought before the committee an email where a student complained of multiple access passwords needed to access different college programs. The committee stated, with input from Mr. Clarke, that the systems are controlled by district policy and password protections are put in place to protect our systems. The committee will forward to the DE committee to address if there is a way to streamline some of the sign in procedures.

2:15 IT director report
   New SSI system:
   Mr. Clarke reported to the committee that the new student email system will go into effect after spring break. This system will be the official district wide communication link between all branches of the college (except DE) and students. The committee expressed a concern that there was limited information getting out to students on this major change in communication. Mr. Wood said he would help get the word out.
   Mr. Clarke also informed the committee that we have had a number of network shutdown problems; he apologized and stated that IT staff is working on the problems as quickly as possible.
   Spam filters currently in place block 95% of spam coming through our email system....be thankful you are only receiving one on 13 spam email being sent. The IT department wants to err on the side of allowing email to go through as to not interfere with academic communication.
   Installation of physical security server(s)
   Two new servers will be coming on line next week

IT help desk ticket procedures:
   The IT help desk is being overhauled. IT department will now send an acknowledgment of your receipt of request and will inform you when your project is complete. PLEASE USE THE HELP DESK INSTEAD OF CALLING THE IT DEPARTMENT.
   Mr. Clarke continues to request that the IT department be open in the evening but needs administration approval to move employees to "B" shift. Mr. Clarke will issue his private cell number to chairs (please keep confidential) so he can be contacted in case of (REAL) emergency.

2:41 Turnitin update:
   Mr. Wood informed the committee that Turnitin PO has been approved and that the system should be up and running by the end of the week. (He hopes©). Mr. Wood has requested that a three
year contract be awarded out of prop20 (lottery funding) for turnitin so faculty have security in knowing that the system will be there as they develop new curriculum around this system.

2:44 Power user rights:
Mr. Clarke stated he is in favor of faculty being able to assist IT by downloading minor changes to academic computers. He has developed a set of procedures and regulations for power users to follow. He questioned the system under which power users are selected. Mr. Wood assured Mr. Clarke that he would get a committee together and that Mr. Clarke would be a member of this committee.

1) Granting of academic local admin rights for selected faculty
   A) “Contract”
   B) Use discussions
   C) How faculty are selected (and limits on number)

2:55 DE coordinator:
Mr. Wood expressed the need for release time for a DE coordinator (one who is actually knowledgeable about the pedagogy and technologies associated with distance learning). The committee requested that he send a motion on to the senate.

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

1. Request to streamline sign in process for users of various college software systems.
2. Advertising of new student (and all staff) email system.
3. Development of a committee to select power users for minor upgrades to academic computer software.
4. Release time for faculty DE coordinator.

ANNOUNCEMENTS:
<table>
<thead>
<tr>
<th>Division/Unit</th>
<th>Activity/Item</th>
<th>Rating</th>
<th>Rationale/Supporting Information</th>
<th>2012-13 Educational Master Plan</th>
<th>Supporting by Data/SLOs</th>
<th>Program Review Recommendations</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services Cluster</td>
<td>Printer for Laser Checks</td>
<td>9</td>
<td>Types and number of checks have changed and increased. Currently using old method. Will increase efficiency. Program 100, HCAS7</td>
<td></td>
<td></td>
<td></td>
<td>245</td>
</tr>
<tr>
<td>Business office</td>
<td>Cashier</td>
<td>8</td>
<td>$32,113 Program 100. Will increase efficiency. Old position that was never replaced. HCAS5</td>
<td></td>
<td></td>
<td></td>
<td>238/4</td>
</tr>
<tr>
<td>Facilities</td>
<td>Funding of Overtime for Athletic Games and Emergency Situations</td>
<td>11</td>
<td>$2,500.00 Program 100. Necessary in order to keep the Athletic facilities clean and well maintained. HCAS6B</td>
<td></td>
<td></td>
<td></td>
<td>160/11</td>
</tr>
<tr>
<td>Facilities</td>
<td>Hire a minimum of 2-4 custodians</td>
<td>1</td>
<td>$30,366 per custodian, Program 100. Necessary due to the opening new buildings. HCAS6B</td>
<td></td>
<td></td>
<td></td>
<td>304/1</td>
</tr>
<tr>
<td>Facilities</td>
<td>Hire Building Engineer</td>
<td>5</td>
<td>Approx. $36 per hr. Program 100, Facilities systems management. HCAS6b</td>
<td></td>
<td></td>
<td></td>
<td>236/5</td>
</tr>
<tr>
<td>Facilities</td>
<td>Add 1-2 Maintenance Assistants</td>
<td>7</td>
<td>$41,391 per assistant, Program 100. To support growing physical plant and replace retirements. HCAS6b</td>
<td></td>
<td></td>
<td></td>
<td>207/9</td>
</tr>
<tr>
<td>IT</td>
<td>IT Staff Training</td>
<td>10</td>
<td>$14,000 Program 100, Update skills with professional training. HCAA13a3</td>
<td></td>
<td></td>
<td></td>
<td>234/6</td>
</tr>
<tr>
<td>IT</td>
<td>Hire Sr. CNSS</td>
<td>2</td>
<td>$100,000 Program 100, Allow for design and higher level maintenance work. HCAA13a3</td>
<td></td>
<td></td>
<td></td>
<td>245/3</td>
</tr>
<tr>
<td>IT</td>
<td>Upgrade campus phone system</td>
<td>12</td>
<td>$200,000 Program 100, Campus phone switch is aged and needs updating. HCAA13a2</td>
<td></td>
<td></td>
<td></td>
<td>208/8</td>
</tr>
</tbody>
</table>
Using the rating criteria listed below, rank the following activities/items from 0-10 (10 being the highest). A brief rationale supporting each activity has been provided. Further information supporting activities/items may be found in division unit plans.

<table>
<thead>
<tr>
<th>Division/Unit</th>
<th>Activity/Item</th>
<th>Rating</th>
<th>Rationale/Supporting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td>Provide services beyond normal working hours</td>
<td>3</td>
<td>$4,500.00 plus Program 100, Allow IT to provide support for events such as graduation, etc. HCAA13a3</td>
</tr>
<tr>
<td>IT</td>
<td>Hire Secretary</td>
<td>6</td>
<td>$37,094 Program 100, To support IT staff in scheduling and communication of campus IT needs. HCAS7A1</td>
</tr>
<tr>
<td>IT</td>
<td>Hire Web Designer</td>
<td>4</td>
<td>$67,706 Program 100, Maintaining a web presence is essential for external and internal communications HACC15a1</td>
</tr>
</tbody>
</table>