AGENDA

1. Approval of Agenda

2. Approval of Minutes – January 24, 2013

3. Confirmation of Voting Members

4. Vice President’s Report

5. Unit Plan Presentations
   a. Counseling, Transfer Center, Career Center & Matriculation (E. Colocho)

6. Items from the Floor
Student Services Cluster Meeting
February 28, 2013
SSA 214

Members Present:

Co-Chair
Abbie Patterson
Elena Reigadas

Administration
Mercy Yanez
David Ching
Sandra Sanchez
Kristi Blackburn (Resource)

Classified Staff
Sheila Millman
Robbie Barker
Tim Mariner

Faculty
Sue Steele
Elizabeth Colocho
Delores Hudson
Hale Savard

Students
Johnny Baeza
Abraham Mata
Mauro Gomez
Joseph Lopez
Ashley Oku

Minutes:
Meeting called to order at 2:10 PM. Chaired by Abbie Patterson.

1. Approval of Agenda
   Agenda approved as written.

2. Approval of Minutes – January 24, 2013
   a. Amend the minutes to show that Kristi Blackburn was present.
   b. S. Millman moved to approve minutes as amended.
   c. Second by T. Mariner. Minutes approved as amended.

3. Confirmation of Voting Members
   a. B. Henderson – Working to confirm the voting membership of the cluster committee. Still need to confirm with several bargaining units who their official voting members are.

4. Vice President’s Report
   a. Free Webinar will be held at 10am on March 7th in the Assessment Center. Information regarding statewide changes in priority enrollment will be covered.
   b. The date of graduation has been announced as June 6th at 5:30PM. A competition will be held to select the student speaker. Applications are available on the graduation website and will likely be due by the end of April.
   c. Accreditation –
      i. LAHC presented its Accreditation Follow-up Report at the District Institutional Effectiveness Committee meeting last Wednesday.
ii. The campus website has been updated with accreditation documents.

d. Millennium Foundation Program – Senior staff met with the CEO of the Millennium Foundation. They are asking us to partner with them in creating a leadership institute for students. The program will help students build leadership skills, and provide professional mentorships and scholarships. Five $3,000 scholarships will be available for LAHC students.

e. President Martinez is putting together a campus newsletter, and has asked for articles to be submitted by next week. Those who are interested may submit their articles to V.P. Patterson or Danielle Jack. The final newsletter will be distributed in May.

f. Dr. Bobbi Villalobos was hired as the new Dean in Academic Affairs. In her new role, she will be responsible for outreach with high schools, oversee the class schedule and catalog, as well as the Math, Science, and Communications Departments.

g. Tomorrow, the Faculty Hiring Priorities Committee (FHPC) will meet for the first time this year. They are tasked with prioritizing faculty hiring needs on campus.

h. CORE –
   i. The Board of Trustees approved a contract with LAUSD to begin construction on a $23 million permanent location for the Harbor Teacher Preparatory Program (high school) on campus.
   ii. The Astronomy Building has been approved for use.
   iii. The Library and Science Buildings are on track to be completed by the end of the semester. A grand opening ceremony will likely occur near the end of the summer semester.
   iv. We have been granted clearance to begin accepting construction company applications for the new Student Union Building.
   v. The new marquee will be installed and ready to use by the end of March.

i. Budget – The campus may have a financial carryover of up to $1 million this year.

j. Unit Priorities Ballot – At the next CPC meeting on March 11th, VP Patterson will present the top fifteen priorities for the cluster, as voted on by cluster members.

k. President Martinez will assume his new position at East Los Angeles Harbor College on July 1st. LAHC will have an interim president for one year, followed by a permanent president.

l. Chancellor Daniel LaVista has resigned effective June 30, 2013. He will be replaced by an interim chancellor, followed by a permanent chancellor.
   i. Several attendees voiced concerns with the changes in leadership, and how they may hurt our ability to meet the Standard IV accreditation requirement (stable leadership). It was suggested that we move directly to hiring a permanent president and/or chancellor.

5. Matriculation Unit Plan Presentation (E. Colocho)
   a. Matriculation is the process whereby students go through assessment testing, orientation, counseling, follow-up, and retention.
   b. This year the department focused on improving the orientation process, and explaining the changes in Title V and Ability to Benefit testing.
   c. The new SIS system will be rolling out. Features include an early-alert system and e-chatting.
   d. Disseminating information regarding the Student Success Act of 2012 (SB1456) via webinars.
   e. A major goal for the future is better tracking on students, especially in regards to assessment and student success. This will allow us to have better data for decisions made at the campus and state levels.
   f. Hope to expand the offering of online services, particularly in regards to online counseling sessions.
g. Need to hire a Retention Counselor (0.5 FTE)
h. Need to hire a Computer Technician to administer the SARS application.
i. Need additional hourly counseling.
j. Money is needed for testing units.
k. Matriculation activities support campus Achieving the Dream goals, as well as the Student Success Act.

6. Transfer Center Unit Plan Presentation (S. Rubio)
   a. Goal of increasing LAHC’s transfer rate by 10%.
   b. Department has increased communication with students via the internet, workshops, university reps, transfer fairs, field trips to universities, Facebook presence, emails, phone calls, and collaboration with faculty members.
   c. Currently in the process of revising the department’s Student Learning Outcomes. The current SLOs aren’t able to be measured.
   d. Current staffing needs include CGCAs and student workers.
   e. In an effort to raise visibility, the department has recently developed “Red Alert” weeks. Red balloons and signs are placed around campus reminding students of deadlines for university application periods.
   f. In the process of creating a Transfer Student Club.
   g. Department activities support the Educational Master Plan.

7. Counseling Department Unit Plan Presentation (E. Colocho)
   a. Department Needs:
      i. Hire a B Shift classified position. The department is open from 8am – 7pm, but the department secretary’s shift only lasts from 8am – 4:30pm. From 4:30 – 7:00 the area is only staffed by student workers.
      ii. Need to improve the offering of appointment times, by opening more spots per week (additional hourly, etc.).
      iii. Hire a 0.5 counselor to make up for the appointments lost when a counselor accepted 0.5 FTE advisor position.
   b. Activities have included “RISE” retention workshops, aimed at increasing the success of a cohort of 150 students on Academic/Progress Probation.
   c. Motivating students to declare majors.
   d. Currently articulating new programs, and correctly aligning current classes.

8. Items From the Floor
   a. None.

Meeting adjourned.