Student Services Cluster Committee
October 25, 2012
2:30 pm
SSA 214

AGENDA

1. Approval of Agenda
2. Approval of Minutes – September 27, 2012
3. Vice President’s Report
5. Accreditation Update
6. Items from the Floor

Upcoming Meeting Dates:
• November 15
• December 13
Student Services Cluster Meeting
October 25, 2012
SSA 214

Members Present:

Co-Chair
Abbie Patterson
Elena Reigadas

Faculty
Elizabeth Colocho
Delores Hudson
Sue Steele

Administration
David Ching
Mercy Yanez

Students
Johnny Baeza
Byung Do Lee (Alex)
Kristine Lagman
Blanca Sanchez

Classified Staff
Tim Mariner
Sheila Millman

Minutes:
Meeting called to order at 2:35 PM. Chaired by Abbie Patterson.

1. Approval of Agenda
   Agenda approved as written.

2. Approval of Minutes – September 27, 2012
   Section 7a should be changed to include the Financial Aid Department and Student Health Center in the list of programs being audited. Moved by Sheila Millman to approve minutes as amended. Second by Sue Steele. Minutes approved as amended.

3. Vice President’s Report
   a. Updates from Campus & District Meetings
      i. CSSO Meeting – The new SIS student system will replace our current DEC system. Betsy Regalado, Vice President of Student Services at West LA College, has been selected as the lead administrator for the implementation of the new system. There is a new student email system. Adjunct faculty will now be able to use the new district email accounts. Students will receive instructions on how to forward campus and district emails to their personal email address.
      ii. CORE – All bond construction projects will be completed by late 2016. Harbor is farther along than any other college in our district. We will be able to move in to the library in January, and it will open to the public spring semester. The Science Building will not be finished in time for spring. Title V and Community Services will move to the Technology Building.
   b. Student Enrollment –
      i. The Student Success Initiative allows colleges to develop new categories for priority enrollment. The district-wide Enrollment Priority Taskforce is determining what new categories could be included.
ii. The Student Success Initiative also identifies “course families.” Students will no longer be able to repeat courses within the same “family” more than three times.

iii. LACCD Matriculation Officers developed a proposal to recommend that all nine campuses stop accepting applications during the two weeks prior to the start of each semester. It is going through the consultation process for implementation for Fall 2013.

c. Harbor Youthsource Center – The center’s grand opening event will take place November 8th. Mayor Antonio Villaraigosa and Councilmember Joe Buscaino will attend. The center will be named in honor of Assemblymember Warren T. Furutani, and in partnership with LAUSD will serve students who have dropped out of high school. The office will help students to reenter the educational pipeline. It is one of thirteen such centers in Los Angeles, and the only community college center.

d. Audits – Categoricals and Grants are finishing their audits. Admissions and Records needs to work with Academic Affairs to improve on submission of census rosters. There were no findings for Financial Aid. The exit interview for Special Programs and Services and EOPS is this afternoon.

e. Achieving the Dream –
   i. ATD Coaches will be visiting the campus November 5th and 6th.
   ii. Leige Doffoney presented information about the $500 Achieving the Dream scholarship. Applications will be accepted until November 9th. At least 36 scholarships will be awarded to LAHC students. ABS40 and international students are eligible.
   iii. Senior Staff granted permission for ATD to use space in the Seahawk Center for a multicultural community center. The campus faculty and staff are invited to donate decorations.


   a. At the last CPC meeting, Mark Wood presented the new forms that will be used for the 2013 – 2014 Unit Plans.
   b. Copies of the form were distributed for review.
   c. At their next meeting, the Student Services managers will review the form in detail.
   d. Final unit plans are due no later than November 15th.

5. Accreditation Update

   a. One of the biggest recommendations from the accreditation was the need to clarify our planning process. In order to shed light on how each department contributes to planning for the cluster, future cluster meetings will allow time for departments to present on their unit plans. Dates for each department will be assigned at a later time.
   b. A draft of the Human Resources plan is underway. The plan will address recommendations on hiring classified and administrators.
   c. District recommendations included reviewing the effectiveness of the construction bond oversight, and ensuring the financial integrity of the district and the colleges. The LACCD must also conduct realistic assessments of financial resources, financial stability, and the effectiveness of financial planning. Members of the Board of Trustees will participate in a personal development retreat to ensure a full understanding of the Board’s role in policy and governance.

6. Items from the Floor
a. **Halloween** – Blanca Sanchez gave an update about the ASO’s plans for Halloween. She was responsible for organizing a Halloween party called “Zombie Fest” (10am – 2pm). Students will also celebrate Dia de los Muertos in front of the SSA building.

b. **Compliance Officer** – Blanca Sanchez explained that there isn’t a campus Compliance Officer following Nina Malone’s retirement. Who should students speak with in case they have a problem? Abbie Patterson suggested that students speak to her so that she can direct them to the correct person, either at the campus or district level.

c. **Millennium Award** – Harbor College has been nominated and selected for the Millennium Ambassador of Education Award. We are the first community college to ever win. The event will be a black tie affair. Three tables will be available for LAHC, including one specifically for ASO.

Meeting adjourned.