Student Services Cluster Committee
December 13, 2012
2:00 pm
SSA 214

AGENDA

1. Approval of Agenda

2. Approval of Minutes – November 29, 2012

3. Vice President’s Report

4. Institutional Effectiveness: Evaluating Planning (K. Blackburn)

5. Unit Plan Presentations
   a. Admissions & Records (D. Ching)
   b. EOP&S/CARE (M. Yanez)

6. Items from the Floor
Student Services Cluster Meeting
December 13, 2012
SSA 214

Members Present:

Co-Chair
Abbie Patterson
Elena Reigadas

Administration
David Ching
Kristi Blackburn (Resource)
Mercy Yanez
Leige Doffoney

Classified Staff
Sheila Millman
Robbie Barker

Faculty
Hale Savard
Elizabeth Colocho

Students
Kristine Lagman

Minutes:
Meeting called to order at 2:07 PM. Chaired by Abbie Patterson.

1. Approval of Agenda
   Agenda approved as written.

2. Approval of Minutes – November 29, 2012
   Moved by Sheila Millman to approve the minutes. Second by David Ching. Minutes approved as written.

3. Vice President’s Report
   a. Updates from Campus & District Meetings
      i. Spring 2012 Student Survey – Results were distributed this week. Students had some very positive things to say about LAHC.
      ii. College Planning Council (CPC) –
         1. CPC made progress approving planning documents as we prepare for our follow-up accreditation visit.
         2. The final draft of the accreditation follow-up report will be finished before February. Will come before the Academic Senate on Jan. 17th and to CPC on Jan. 28th.
         3. Classified units created the STAR Recognition Program, accepting nominations for outstanding classified employees.
         4. A reporting form for CPC clearance committees was approved, formalizing the process for bringing forth recommendations to CPC.
         5. The Composition and functions of the Human Resources Committee was approved.
         6. Approved the functional process of moving from decentralized to a centralized budget system. Official approval was granted by CPC.
         7. The final, signed copy of the Participatory Governance Agreement will be distributed at the next CPC meeting.
8. President Martinez reported that we would most likely receive additional funding from district contingency reserves, as well as from Proposition 30 and 98. This may allow us to offer summer sessions again.


iii. CORE –
1. The inside of the Theater Building may be finished by the end of spring semester. Has been released by the Division of the State Architect (DSA).
2. The campus marquee should be in operation during the spring 2013 semester.
3. The parking structure just received final DSA approval, making it the first bond project in the district to finish completely.
4. The Science Building and Library are expected to finish construction during March – April 2013.
5. Community Services has temporarily moved to the Technology Building. The Old Administration Building has been renamed “LAHC Extension Program Building.”
6. The contract for construction of a 35,000 sq. ft. building has been approved for the Harbor Teacher Preparatory Academy high school has been approved. Construction is estimated to cost 23.5 million dollars.

iv. Board of Trustees – Harbor College will host the next Trustees meeting on January 16th. The campus community is encouraged to attend.

v. Child Development Center – A business plan/proposal was developed which may allow the CDC to serve up to 90 students. The center currently serves 45-50 children. The center will likely open to the community on a paid basis, while still supporting the current service population. This is expected to bring in further revenues. Additionally, they hope to work with Economic Development to identify additional grant sources of funding.

4. Institutional Effectiveness: Evaluating Planning (K. Blackburn)
   a. This afternoon, Institutional Development will send a link to a survey regarding our campus planning process. The ACCJC report suggested that we improve evaluation of our planning process. This survey is part of the effort to act upon the recommendation. The survey focuses both on process and documents. Some of the questions require evidence of the claims being made (referring to a specific meeting or subject would be helpful). The entire campus community is invited to submit feedback. The deadline to submit a response will be during the first week of January.

5. Unit Plan Presentations –
   In each coming Student Services Cluster meeting, we will be reviewing the unit plans of Student Services departments. David Ching and Mercy Yanez have volunteered to present their department plans first.
   a. Admissions & Records (D. Ching) –
      i. Reviewed the role and duties of the Admissions and Records Department.
      ii. Reviewed five main projects in the year to come:
         1. *Maintaining document managing programs.* Allow us to archive documents digitally, and can be shared with other departments (Counseling, especially).
         2. *Email System.* The district is providing each student with a Microsoft email account.
         3. *E-Transcript System.* Allows LAHC to electronically submit student transcripts to participating universities. Students may also order transcripts online now.
4. **Online Exclusion Roster and Grad Submission.** This system also includes the “Early Alert” system, which allows instructors to refer struggling students to appropriate campus resources.

5. **New Student Information System.** Implement the new SIS system (People Soft by Oracle).

   iii. Primary Staffing needs identified include the ten current full time positions (including Dean Ching’s position).

b. **EOP&S / CARE (M. Yanez)**

   i. Presenting highlights of the plan today. Will bring printed document at a later meeting.

   ii. Reviewed the role and duties of the EOPS / CARE program, including the services offered to students.

   iii. Reported on findings from the annual EOPS student survey.

      1. Students were most satisfied with the following services (in order of satisfaction): 1) Workshops, 2) Tutoring, 3) Transfer assistance, 4) Counseling.

      2. Students were very pleased with the cash benefit, office hours, and lending library.

   iv. Staffing changes have left the department short staffed. The CARE/EOPS Counselor transferred to General Counseling, and the Senior Office Assistant accepted a promotional transfer.

   v. Technology needs:

      1. Would like to purchase a database program that would allow the program to make self-assessments and improvements.

      2. Online services were found to be under-utilized. Looking into why that might be. Students don’t seem to check their email regularly, despite attending workshops demonstrating how to forward campus emails to their personal email accounts. A lengthy conversation followed regarding the challenges of providing online services.

6. **Items from the Floor –**

   a. **E. Colocho** –

      i. The Matriculation Advisory Committee is currently listed as a subcommittee of the Academic Senate in several campus planning documents. This is incorrect. The Matriculation Advisory Committee is actually a subcommittee of the Student Services Cluster. The Matriculation Committee will bring forth recommendations to the Cluster. The planning documents should be corrected so that the committee reports to the correct body.

      ii. LAHC Counselors will participate in the “GPS Your Future” event at CSUDH on January 25th. The event is a career exploration activity for high school students. Counselors will provide LAHC Orientation materials on flash drives.

b. **L. Doffoney** –

   i. The production schedule for the Fall/Summer semesters will be sent via email on Monday.

   ii. Achieving the Dream is moving forward with the campus cultural center, which will be housed in the Seahawk Center. Anyone interested in helping is encouraged to meet with Paula Brown and Lisa Mednick-Takami, the co-chairs of the ATD Cultural Equity intervention.

   iii. Over sixty students applied for the ATD Scholarship.

   iv. There are 22 confirmed attendees from Harbor College that will attend the ATD Conference in Anaheim.

c. **A. Patterson** –
i. The Student Services managers will plan for a marketing email at their next meeting.
ii. The next cluster meeting is scheduled for January 24, 2013.

Meeting adjourned at 3:38 PM.