AGENDA

1. Approval of Agenda

2. Approval of Minutes – February 28, 2013

3. Vice President’s Report

4. Unit Plan Presentations
   a. Athletics (N. Barakat)
   b. International Students (P. Grady)

5. Items from the Floor
Student Services Cluster Meeting  
April 25, 2013  
SSA 214

Members Present:

**Co-Chair**
Abbie Patterson  
Elena Reigadas

**Faculty**
Nabeel Barakat  
Sue Steele  
Elizabeth Colocho  
Hale Savard  
Paul Grady

**Administration**
None

**Classified Staff**
Sheila Millman  
Brian Henderson

**Students**
None

**Resource**
Kristi Blackburn

Minutes:
Meeting called to order at 2:05 PM. Chaired by Abbie Patterson.

1. **Approval of Agenda**
   Agenda approved as written.

2. **Approval of Minutes – January 24, 2013**
   S. Millman moved to approve the minutes as written. Second by E. Colocho. Minutes approved.

3. **Vice President’s Report**
   a. **Accreditation**
      i. The follow-up accreditation visit occurred. We think that the visit went well. The team felt that we adequately addressed our recommendations, but nothing is certain until the ACCJC writes their final response.
      ii. Within two weeks, we will receive an “Errors of Fact” report. We’ll have the final report from the commission in June or July.
      iii. The three Valley schools were visited in March. Pierce College is said to have done well. LA Mission College had problems with campus civility. LA Valley College had eight recommendations and likely had the worst visit of the three.
   b. **CPC Meeting**
      i. CPC approved the Human Resources Committee’s hiring recommendations. The recommendations will go forward to President Martinez.
      ii. A planning forum will be held tomorrow between 9am – 12pm. Mark Wood sent the agenda through campus email.
   c. **Budget Committee**
At the last Budget Committee meeting, information was distributed regarding deficit repayment, faculty hiring, and hiring’s impact on the campus FON number.

d. Faculty Hiring Priorities Committee (FHPC) –
i. Eighteen proposed faculty positions were presented to FHPC for consideration. When all of the positions have been ranked, the committee will write justifications for the top thirteen positions. The ranked priorities will be approved by both the Academic Senate and CPC before being given to President Martinez.

e. District Budget Committee –
i. The District Budget Committee is considering a proposal that would reduce the amount of debt LAHC would need to repay the district.

f. Campus Safety –
i. Since the Virginia Tech shootings, there have been over 30 incidents at colleges, including the recent stabbings in Texas. LACCD is interested in strengthening our threat assessment abilities and our mental health resources.

ii. A taskforce has been assembled to address the issue of campus safety, composed of Vice Presidents of Student Services and district health professionals.

iii. A proposal will be presented to the Board of Trustees to raise the health fee. The additional funds would be used to provide mental health services at each of our campuses.

iv. A discussion about mental health followed.

g. New SIS System –
i. Beginning in the fall semester, two colleges (Pierce and Valley) will pilot the new SIS system. All of the colleges may pilot one area of Student Services in the new system next year. Further details will be announced.

4. Unit Plan Presentations
a. Athletics (N. Barakat)
i. The Athletics program supports the college mission. Although it falls under Student Services, it is also a method of instruction.

ii. The main goal of the program is to transfer student athletes to four year universities. Students must maintain full-time status and have an educational plan to be eligible. The program is successful in transferring students who would have never otherwise thought of attending college.

iii. Other goals include ensuring student safety, ensuring equal opportunity, and ensuring gender equity.

iv. The biggest priority for the coming year is to restore the $250,000 that was previously cut from the program.

v. Other needs include the hiring of full-time coaches, summer classes for Fall sports preparation, and dedicated hours for an Athletic Counselor. The operating expenses for the program are approximately $200,000 per year, not including salaries or benefits.

vi. Athletics programs have been recognized by the State of California as one of the top ten retention strategies. Student athletes have one of the highest rates of transfer.

vii. Six soccer players received full scholarships this year at top universities. Hundreds of our student athletes have received such scholarships in the past.

b. International Students (P. Grady)
i. The college benefits greatly from the International Student program. International students pay more in tuition and fees. Those funds are a direct financial gain to the college, and the campus has full control over how the funds are spent.

ii. Services provided: provide recruitment information to potential students, review applications and clear students for admission, work with the federal government to acquire visas, orientation for new students, ensure that students stay enrolled as full-time students and pass their classes (needed to ensure the student’s legal visa status).

iii. Most of the students are recent high school graduates in their home countries, and have some level of English language proficiency.

iv. An International Advisory Committee was established to facilitate active recruitment. The department web page, an integral source of information for potential students, has been made much more user friendly.

v. Trying to increase the number of enrolled international students. It would provide more money to the school, and internationalizing the campus has a positive effect on the learning environment for all students.

vi. Student Ambassador Program: current international students make recruitment calls to potential students in their home country. This provides a direct connection to Harbor College, and an opportunity to learn about the campus.

vii. The program has a good rate of retention, and many students go on to graduate or transfer.

viii. Program Needs:

1. We need an online method of collecting payment for the $35 application fee. This would make the application process much easier for students and staff.

2. The district imposes a dollar limit on payments for student fees. International Students can’t pay their fees in one payment because the system won’t allow a $4,000 payment to be made. This needs to be addressed.

3. Coordinator assignment, 0.6 FTE.

4. Classified assistant was promoted. Position needs to be replaced.

5. Department needs a scanner and software to manage scanned documents.

6. Many schools use paid agents to recruit students. It’s beneficial because it brings many more students to the campus. So far, the district has not given approval for LAHC to work with a recruiter.

7. Unclassified assistance and additional core expenses.

5. Items From the Floor

a. **Student Email** – A conversation took place regarding the need for better communication with students about their LACCD email accounts. Although instructors discuss the email accounts in class, it seems that many students are still not checking their accounts. Several strategies were considered, including hanging banners and flyers around campus.

b. **Late Starting Classes** – There were questions regarding low enrollment for some Spring late-start classes. At the moment, some classes are only half full. We may need to review how these classes are announced/marketed to students.

c. **Printed Schedule of Classes** – Counselors and other faculty/staff members who need access to printed schedules can contact Lori Minor.

Meeting adjourned at 3:30 PM.