LOS ANGELES HARBOR COLLEGE
PRESIDENT’S CABINET MEETING
February 1 - SSA 214 – 3 pm

MEETING NOTES

Attended: Juan Baez, Van Chaney, Mona Dallas-Reddick, Tim Davis, Carlos Dias, Luis Dorado, Otto Lee, Nicole Albo-Lopez (for Sandra Sanchez), Bob Suppelsa, Bobbi Villalobos

1. New Dates / Times
   - Cabinet meets every 1st and 3rd Thursday of the month at 3 pm
   - Dates: 2/1, 2/15, 3/1, 3/15, 4/5, 4/12, 5/3, 5/17, 6/7, 6/21 Etc.
     o This is the new schedule we are trying this Semester.

2. Preparations for Spring Semester (VPs)
   - Academic Affairs – Bobbi Villalobos
     o Keeping an eye on class sizes and working with Department Chairs.
     o We ran into issues with paperwork for the Middle Schools and High Schools. We are relying on Division Chairs and their Secretaries to assist.
     o A class list for each classroom on campus will be posted on the door, in an effort to assist students.
   - Student Services – Luis Dorado
     o The Registration Party today gained us about 50 full-time students.
     o Elika took the lead on this event and it was great. Would like to incorporate faculty for the next one.
     o Welcome Week will have tables and staff around campus as early as 7 am. Information will be emailed Friday, 2/2. The Outreach Office will again serve as the “triage” center.
     o The Phone App is helping us and students.
     o Student Services (most) will be open 2/10/18 - 9 am.
     o 2/24 – Cash for College event, 9 am to 1 pm in Tech 110. Outreach will be assisting.
     o Mona mentioned that it would be best if online classes could receive codes before Monday. Dorado will alert the team.
     o Thank you to Nicole who has served as our trouble-shooter for curriculum and other.
   - Administrative Services – Bob Suppelsa
     o We will have additional staff in the Bookstore to assist with the rush.
     o Sheriff’s Dept. will assist with traffic control as usual. The Spring not as impacted as the Fall semester.

3. Enrollment (Bobbi/Luis) –
   - The Spring cancellations list was distributed. This is the same document given in Senate. Twenty-nine (29) sections were cancelled.
   - During the first week, classes with less than 15 will be addressed.
   - We are 89% of where we were last year. Need 4300 students to get to where we were last year.
   - A list of open classes will be provided to Counselors and the Outreach Office.
   - Please forward any recruitment flyers to Luis Dorado for distribution.
Governor’s plan is to move towards a “Performance Base” spending formula starting July 1, 2018. Distribution of funds will no longer be based on enrollment. The formula may be identified in July. Funds may be available to assist through the transition.

4. Hiring
   - The last group retired December 2017. VPs were asked to share where the vacancies are in each cluster. An analysis per department is being done. Our HR and Budget committee has received the information. It should go through CPC as well. Some positions will not be filled and/or the position will be reclassified.
   - A list will be submitted to the Chancellor for his approval. The Chancellor is very supportive and wants to turn things around.

5. District / State News
   - The District is very interested in “Customer Service” and has mandated all to receive training. Trainers will visit the colleges and conduct the training.

6. Spring Semester Milestones *(Things we need to accomplish college-wide.)*
   - DEMO: The Seahawk Center, Cafeteria, and Old Library need to be vacated by June 1. Demo team will be coming in after June 1. Senior Staff is working with CORE to find temp locations for those being moved. Presentations were made to CORE. CORE needs to capture the moves and document them. A timeline of events would be helpful.
   - Measure CC Projects: Conversations about options are still taking place. Our College Master Plan needs to be updated. There seems to be a communication issue with those in charge of SEMP. Dr. Lee will assist in remedying the situation. We should have some plans for Measure CC by June 1. Consultants will work with each campus to assist in writing the Facilities Master Plan. They will write the plan once we have the pieces together.

7. Standing Items
   - Carlos: Negotiations are finally complete. It’s been a long road.

Next Meeting: Tuesday, February 15, 2018 – 3 pm – SSA214

UPCOMING EVENTS or IMPORTANT DATES*

- 2/1/18 – Registration Party in NEA124&126 – 10 am to 1 pm
- 2/6/18 – Transfer Center Open House in Transfer Center – 9 am to 6 pm
- 2/10/18 – Student Services Open for Students
- 2/13/18 – Financial Aid Workshops in Tech 212/214 – 12:15 pm to 1 pm
- 2/24/18 – Cash for College - in Tech 110 – 9 am to 1 pm
- 2/27/18 – Financial Aid Workshops in Tech 212/214 – 12:15 pm to 1 pm
- Graduation: Tuesday, June 5 at 10 am in Seahawk Stadium

*For an up-to-date calendar of events, please go to the front page of the LAHC Website.*