President’s Cabinet

Wednesday, January 16, 2019 ● 9:00-12:00 p.m. ● President’s Conference Room

NOTES

|  |
| --- |
| Facilitator: Chris |

|  |  |
| --- | --- |
| Updates (2-minute max) | Presenter |
| AB 19 | No report |
| Chancellor’s Cabinet (15 min) | No report |
| Final exam schedule | Becky/Mary are still working on solution |
| January All College Day | Laurie shared agenda |
| PRT | No report |
| Communication Committee | No report |
| Technology | No report |
| Governance | No report |
| Vacation Coverage | No report |
| ADA and safety issues in Humanities Building | Carol/Newin—M&O will restripe classrooms before semester starts.  Newin will ask David and Isma’il to calendar regular trainings for the custodians. |
| Staff Appreciation | No report |
| Car drop off | Laurie |
| Hiring Plans+  (2) Custodian II  Art Instructional Assistant | All  Approved  Approved |
| Other  Title IX issues while Newin is on leave. | All  Will be coordinated in the VPSS office with notification to the president. Newin will ask Beth to get Susan access in Simplicity. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Presenter** | **Agenda Item** | **Time** | **Outcomes/Next Steps** | **Lead** | **Bring Back Date (BBD)**  **or Finished** |
| Becky/Susan | Procedure Review+ | 15min | *(Discussion)* Cabinet will review procedures weekly. |  | Ongoing |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Carol/ Mary | YearUp Facility needs | 15min | *(Discuss future)*   * Carol will bring Project Management information to next Cabinet meeting |  | Update |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Laurie | Timeline for PRT work | 20min | *(Discuss next steps)* |  | Update |
| Becky/Susan | Integration and Prioritization of College Goals for the next 3 years+ | 30min | * College Goals/EMP goals/ILOs/Equity Goals/NFM criteria * Integrating management goals into program review processes * Mgmt goals completed in Dec/Jan * Sub committee of Mary, Carol, Kenyetta and Becky to work on options |  | Jan. 30 |
| Susan | Agenda Planning for spring semester | 30min | *(Planning)* GP on 1/30 20 min (agreement on planning) |  |  |
| All | Brain Share | 15min | *(Oversall status of each area)* |  |  |
| Other |  |  |  |  |  |
| All | Agenda Evaluation | 10min | *(Discussion)*   * Study Sessions * Yearly topics * Leave time for walk-ons |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Returning/Upcoming Items | Time | Outcome | Lead |  |
| Jan. 23 or 30 | APR – 2019-20+ | 25min | *(Discussion and implementation plan)*   * Initial discussion with deans today. * More discussion today at the planning meeting today. |  |  |
| January 30 | Switchboard/Mailroom | 15min | *(Discussion)*   * Propose switchboard close earlier * Additional tasks for switchboard/Central Services staff | Chris  Carol |  |
| January 30 | Debrief Closure   * Develop communication protocol for managers in different situations (emergencies, immediate closure, delayed closure, evacuation, etc.) Chris will bring back in January. * Closure checklist for instruction, student services, etc. bring back in January. (Including ability to retain L1 employees during closure checklist.) | 20min | *(Identify strengths and challenges)*   * If possible give 2-3 hours advance notification with instructions to finish existing processes and to not initiate new ones with shutdown occurring in 2-3 hours. * Classes will not physically meet but may meet in other formats. * Can faculty and staff continue to work? Required? * Are people allowed to come to campus? * Aligning police services with college. * Develop communication protocol for managers in different situations (emergencies, immediate closure, delayed closure, evacuation, etc.) Chris will bring back in January. * Closure checklist for instruction, student services, etc. bring back in January. (Including ability to retain L1 employees during closure checklist.) * Social media implications |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| January | College Connect expansion/credit recovery/tutoring | 40min | *(Dicussion and next steps)*   * Mary will speak with Katy and bring next steps around tutoring. * Susan will talk to the Senate in January. * AB288 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| January | Review emergency communication plan/Safety operating plan | 15min | *(Look at draft and determine next steps in developing overall operational plan)* | Chris  Susan |  |
| January | Classified participation in graduation |  | * Mary and Newin will bring back the discussion about classified participation in graduation in January. | Mary  Newin |  |
| January | Targeted Student Success indicators\* | 15min | *(Separate list into district and college initatives and determine next steps)*   * Susan will look at district items to determine next steps and have a conversation with district. * Mary will send this spreadsheet out to the deans and ask them to be prepared to discuss at the 11/14 meeting. | Susan, Mary, Newin |  |
| January | List of hourly positions\* | 10min | *(Initial viewing)*   * Manager’s need to review and validate whether these employees are still working in active PID positions. Cabinet will review and color code. Red means they are no longer working. Green means they are working in appropriately hourly positions and yellow means there are issues. For the yellow, we need an additional column indicating the source of funding for those positions. | All |  |
| January | Program review ongoing budget funding requests | 30min | *(Discuss program review facilities, supplies and IT tabs and make reccommendations).*   * Susan will review with CC to recommend that Tech requests go to Tech Committee for responses. * Susan and John will work out responses for facilities. * Ongoing responses will be worked out through categoricals before general operating funds and some of the requests need to be updated. | Susan |  |
| January | Special Event Management | 10min | *(Discussion and finalize form)*   * Becky and Julie will work on a one-page check list. * Becky and Mary will talk about 25LIVE * Becky will birddog |  | January |
| Feb. | College Connect MOU at SRC |  |  | Kenyetta |  |
| Feb. 6 | Steven Hales (invite Beth) | 60min |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **January 30** | Foundation fundraising+ | 10min | *(General discussion)* Bring back options around fundraising consultants. |  |  |
| Feb | Associate Dean discussion | 10min | *(Discussion)* Conversation will continue. |  |  |
| February | Classified evaluations+ | 10min | *(Discussion and implementation)*   * Julie will send list to the VPs * Susan will discuss with the deans. * Susan will compose email for after initial meeting. * Put this on MC meeting in January. |  |  |
| February | Computer 911 Shield | 10min | *(Finalize list)*   * Newin and Carol will verify current installs. * VPs will follow up with areas to determine needs for additional installs. * Susan will take to Chancellor’s Cabinet * Add to President’s Cabinet every January |  |  |
| February | Debrief Principals’ Breakfast | 30min | *(Review notes )*   * Mary and Newin will work with deans for followup ideas with principals. * Susan will send out notice to principals in Feb. thanking them for attending and saying that we heard xxx idea and we would like to engage in yyy with you. | Mary  Newin | Jan.  Feb. |
| Jan. 30 | Threat debrief | 20min | *(Discussion)*   * Bring back in January * Mary will bring Next Door blurb * Carol is getting timeline/location/protocol * Susan is working wiith Ch Cab |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| February | Governance   * Newin, Laurie and Beth will bring a charge and function of the SSEC to Cabinet before the winter break. * Carol will bring an update of the Tech Plan to the next meeting. | 20min | *(Conversation regarding potential Student Success and Equity Committee [SSEC], and updates on Budget Committeee[BC], Tech Committee [IITC])*   * Proposed DVC Governance Structure will be taken to College Council 12/12. * Bring back Tech Committee as update in January |  |  |
| February | Role of District Research | 10min | *(Define college/district agenda)* |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Jan 30 | Director of Athletic Training | 10min | *(Discussion) Description will be brought back in Feb.* | Mary |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| February | Collect Connect expansion |  |  | Mary |  |
| Update in February | Classified recognition | 15min | *(Determine next steps on convocation planning)*   * HR will take photo of new hire and send to marketing and hiring manager. * Chris will design a short template for managers to complete and send it to HR. * Hiring manager will complete template and send to marketing. * Susan will discuss at Management Council. * Announcement will be emailed monthly to all employees. |  |  |
| March | Status of Switchboard/mailroom move. | 15min |  | Chris  Carol |  |
| On hold | Outreach mailers | 30min | *(Discuss current marketing efforts, enrollment and next steps)*   * Chris is gathering the statistics from the latest CTE mailer for this fall. Chris and Becky will discuss offline. * Chris, Mary, Becky and Newin will need to bring the outreach and recruitment and communications work group together to discuss how we can do a better assessment and CRM approach. * Chris will bring a map of where our students come from. Mike will follow up with research for south county trends. | Chris  Mary  Newin |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| April | Classified hiring prioritization in PR | 10min | *(Discussion and next steps)* VPs will prioritize PR lists in April and bring to Cabinet in May. Governance pieces will be tied in to prioritation. | Susan |  |
|  | Car drop off/AAA sponsorship/  Advertising | 15min | *(Discussion)*   * Laurie/Chris will follow up with Janice Bross regarding potential future relationship with AAA. * Becky will bring policy to next cabinet which will facilitate a ***future conversation around advertising on campus.*** |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Future Items | Time | Outcome | Lead |  |
|  | Technology |  | *Capacity/structure/leadership* |  |  |
|  |  |  |  |  |  |

+Attached

\*Documents on OneDrive