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| Meeting Notes | | |
| Executive Staff Meeting  May 8, 2019  9-11 a.m. | | |
| Present: Dr. Katrina VanderWoude, Susan Kincade, Carsbia Anderson, Brandy Howard, Sara Marcellino  Absent: Mariles Magalong  Presenters/Guests: Mayra Padilla, Jason Berner, Brandy Gibson, Sonja Thompson | | |
| Major Topics | Actions / Decisions | Follow-up |
| HSI STEM Grant Update and HIS Proposal  Presenter: Mayra Padilla | Mayra provided an overview and update of HSI STEM. Discussion, comments and feedback. $550K Funded for 5 years for every year. Allows to serve a larger group of meta majors and serve a smaller pathway in a particular sector of majors. PowerPoint presentation (Ask for a copy of PowerPoint). Discussion and feedback by Executive Staff team.  Opportunity to create general education pathways, especially in Social Justice. | Mayra will add to her list of groups to have conversations with, suggested by Executive Team.  Mayra asked for Carsbia to help get the groups together. |
| Funding Faculty Support for (Formerly) Basic Skills Students (Formerly) Basic Skills Students (Follow-up from 4/24/19  Presenters: Jason Berner & Brandy Gibson | Jason provided a handout for a summary of Basic Skills needs and faculty tutoring support from the previous Executive Staff meeting on 4/24/19.  Brandy provided a handout (ask for a copy), summarizing Tutoring Enrollment.  Line of site issue discussed and overview of tutoring budget, facing a $110K shortfall.  BSI and BST are different. What are the key hours that students need faculty support and tutoring? Peer tutors area always available.  Sustainability discussion and having ongoing support.  Discussion on ideas how we can incentivize tutoring to students by having Marketing support.  WC Online: Dr. VanderWoude provided information and asked if the college is using (<https://mywconline.com/>)?  Yes, the Executive Team agrees to a Possible funding option: Partial Coverage | SARS machine will be needed for Fall 2019. Susan will connect with IT to have this available before fall semester.  Brandy would like to incentivize tutoring to students with the English and Math department.  Having funding to cover the $110K shortfall would help the tutoring department. They actually need $136,400 / $147,000. Is this the same amount each year after to have ongoing support for the department?  Foundation Board meeting is 7/17/19 and Sara would like a proposal sent to her by the Executive Team.  This topic will be added to next Executive Staff Meeting. Sara would like to have this before the next meeting on Friday. |
| Articulation Officer | Handout on Reassigned Time Job Description distributed |  |
| Job Links (6/6/19) | Representing the college, Susan will attend Job Links on behalf of Dr. VanderWoude |  |
| WCCUSD Board Meeting re: Gateway | Carsbia would like to schedule a promotional on Gateway (as well as, for Middle College High School) for their board meeting to provide a better relationship with the school district. Would like to move from a 2-year contract to a 4-year contract.  Conversations need to happen with the Superintendent. | Keep following up with Superintendent for more conversations.  Carsbia will find out when the current contracts expire. |
| Deans/Directors meetings (formerly Executive Cabinet/?) | Brandy would like to talk about the reconfiguration of our committee meetings.  They are not meeting on a regular basis and things are falling through the cracks; but this is an important meeting that needs to be brought back. | RR |
| Graduation | Carsbia provided an update on graduation.  How are we going to support Marquez?  Deciding on the speaker at President’s Cabinet and include all speakers speech available  Has 22 volunteers; student reception area is taken care of. Working on the President’s Reception area. Will have faculty, staff, administrators and Board members present (approximately 45 people). | Carsbia will reach out to Pat Kaya |
| Comet Picnic (1:00-3:30 p.m.) | Tents will be available. Encourage people to have umbrellas. Sonja has been contacting food trucks (Off the Grid), personal pizzas, loaded chicken, and making an amazing amount of arrangements. Football field will be setup with a 20x100 tent. Pop-up tents will be setup. Nader will provide an ice chest for sodas. Announcement was sent out yesterday for the 70th year anniversary. | Brandy will send out an email with reminder to staff. Raffle versus door prizes? Will have CCC Swag available and bookstore is providing bags. Have a sign-in sheet.  Ask Brandy Gibson and Beth Goehring to send a reminder to faculty and staff. |
| Other Items:  Catalog (Susan) | Susan is working on getting an addendum up for the LVN students for 2018-2019 catalog, as well as, for the Nursing program due to a late approval by the State. The deadline is approximately June 27, 2019 (Brandy) and the copies will be on campus the last week of June. |  |
| Next meeting: combined 5/22/19; however, there will be a meeting on 5/15/19? (maybe 8-9:30 a.m.)—will discuss with Dr. VanderWoude |  |  |