

President's Cabinet

Helen Carr

Notes

May 2, 2005

President's Cabinet Agenda  
Friday, April 29, 2005  
9:00 a.m. to 11:00 a.m., President's Conference Room

Present: Helen Carr; Gigi Green; Saul Jones; Rose Orpilla; Mariles Magalong; McKinley Williams

Guests: Barry Benioff and Michele Jackson

<b>Topic</b>	<b>Discussion/Conclusion</b>	<b>Follow -up</b>
1. College Council Agenda	Agenda developed. See attached.	Saul will give agenda to Melody for distribution.
2. All College Day Program for Fall 2004	Program developed. See attached.	Before ACD, Helen will send information to all staff on event and attach outcomes developed earlier. Gabriela will develop a workshop on classroom management for an optional flex day prior to ACD. The mandatory flex day will be August 17. Barry and Michele will develop the follow-up video on the students presented on ACD in Fall 2004. Barry will begin work on another video on four re-entry students presentation in Spring 2006 ACD.
3. Review Process for Approval of Measure A Projects	Steps were identified on the roles and responsibilities of College Council, end users of facilities being remodeled/constructed, and the College Coordinator of Facilities Projects.	Mack will write the document for inclusion in the Facilities Master Plan to be posted on our web site.
4. First Draft of Community Letter - State of the College	The content for the letter was agreed to: College budget situation, hiring, and the outcomes. The mandatory flex date will be included.	Helen will finalize the letter and distribute to everyone by May 3rd. She will also check with the district office to see if the mandatory day has to be the same for all colleges.
5. Location of Food Vendors during Construction	Mack has met with the students, and the trucks will be located in the amphitheater during the remodeling of the library.	This information will be shared at the next College Council.

6. Statement on Student Behavior	Document developed by students on their rights and responsibilities was reviewed. Minor modifications were made to the document.	Saul will review document with faculty senate, Mack with Council of Chairs prior to presentation to College Council on May 11th.
7. Strategic Planning	The March 29, 2005, document on the implementation of the strategic initiatives for 2005-06 was reviewed.	Melody will send the revised process to the cabinet.
8. College Committee Members for 2005-06		Deadline for submitting names for committee membership and members on the Council is 5/27.
9. Appointment of College Council chair for 2005-06	Students are the next chair.	Students will let us know at the May 11th meeting if they will chair.
10. Process for Updating Facilities Master		The plan will be placed on the web and updated as changes occur.
11. Program Review	Follow-up activities recommended by cabinet to review units was discussed.	Helen will send reminders to the following units that have not submitted their activities recommended in the program review process: AJ, CCT, A & R, Student Services, DSPS, Auto/Collision Repair, Athletics, Biotech, ECE, Engineering, Journalism.