

President's Cabinet

McKinley Williams

Notes

November 16, 2005

President's Cabinet Notes  
Wednesday, November 16, 2005  
10:30 a.m., President's Conference Room

Present: Terence Elliott, Gigi Green, Gayle Rodriguez, Mariles Magalong

Absent: McKinley Williams

Guests: Carol Barrick, Nick Dimitri, Barbara Grillo, Gabriella Segade, Gayle Rodriguez

Mariles chaired the meeting in Mack's absence.

Topic	Conclusion	Recommendation Action	Follow-up
1. Reports - Academic Senate Classified Senate ASU	Rose reported Job Links will be held on June 15, 2006, at the Cal State East Bay, Concord Campus. The theme is Building a Brighter Future. Gigi reported there was only one employee (manager) who showed up for the Wal Mart movie yesterday. The ASU spent money on the rental of the movie and pizzas. Terence had no report.		
2. Staff Development - Report on College wide Event for Building Morale	There was much discussion about what kinds of activities would be appropriate for a "College Appreciation" day. Gabriella reported that Staff Development does not have any funds to support this or any other activity.	It was decided the Friday, April 28th, 1:30 to 6:00 p.m. would be an optimal day and time for all college employees to attend. Games, food and music were recommended for activities to be shared at a park. An alternative venue would have to be chosen in case of in climate weather. The group discussed awarding prizes to divisions/departments with the highest attendance at the event. A barbeque was discussed and it was agreed that we would NOT have our culinary	The staff development committees (faculty, classified and management) concurred that a park would be the best venue for such activities in regards to a "College Appreciation" day. Kennedy Grove and Fernandez Park were mentioned as possibilities. The three staff development committees will meet individually and then collectively on December 8th at 10:00 a.m. with future subsequent meetings to be planned and report back to President's Cabinet on January 27th with detailed plans for an all staff/faculty "College Appreciation" day.  Staff Development will also plan a monthly "Happy

		<p>department help with the food preparation or service so they can be included in the activities of the day. Team sports were also discussed. Carol reported that the district does have funds and she has the criteria for accessing those funds in regards to staff development activities. Depending on the success of this first event, we may want to consider holding a "family" day event the subsequent year.</p> <p>There was further discussion about starting Friday night Happy Hour/Karoke night on campus. These would occur once a month on campus with non-alcoholic beverages.</p>	<p>Hour"/Karoke on Friday nights at the college.</p>
<p>3. All College Day Program</p>		<p>After much discussion the following program was proposed. (Listed at bottom of this chart.) Terence said the academic senate and other assigned committees would not be ready to discuss the eight desirable outcomes from our past All College Day dialogues and that assigned committees should meet during the spring semester in order to report their findings at the Fall All College Day. Mariles said that Mack suggested a comedian for All College Day that could relate to community colleges. After some discussion, it was decided that a comedian was not going to help boost morale. Employees need a venue to discuss underlying issues that need resolution in order to</p>	<p>Mariles said we need to discuss at the December 9th President's Cabinet the next action steps with the dialogue outcomes. Linda Cherry should be invited to the meeting for this agenda item.</p> <p>Gabriella will look into finding an outside facilitator who can lead us in a conflict/resolution activity for two hours on All College Day.</p>

		boost morale. After more discussion, it was decided that we did not want a classroom type setting and the gym would lend itself to interacting in groups on mats on the floor.	
4.College Council Agenda	Proposed Agenda: Unfinished Business: a. College Retreat/Spirit Day - Report on Plans by Staff Development b. Report on Furniture, Fixtures and Equipment subcommittee c. CCC Logo - Survey Results New Business: a. Student Learning Incomes - David Rosenthal b. Death of an Employee: Campus Notification Policy c. New Telescope Fundraising - Michele Jackson, Jon Celesia		

5. Other - Mariles talked to Tom Sharp about training on emergency preparedness. He will give 15 to 20 minute monthly trainings at the Academic Senate, Classified Senate, ASU and Management Council meetings when invited. He will address specific topics each month in relation to emergency preparedness. Mariles distributed a pamphlet on earthquake preparedness. November 28th is the first meeting of the building monitors for this year. Mariles is waiting for one more confirmation before releasing the list of names of building monitors.

Contra Costa College  
Friday, January 13, 2006  
All College Day  
GYM

7:30 - 8:00 a.m.	Continental Breakfast
8:00 - 8:15 a.m.	Welcome/Opening Remarks - Mack, Terence, Rose, Gigi
8:15 - 8:45 a.m.	Employee Recognition (5, 10 15 years)
8:45 - 9:00 a.m.	Introduction of New Employees - Carol Maga
9:00 - 9:10 a.m.	Report/Update on Dialogue - Mack and Terence
9:10 - 9:30 a.m.	Plannettes - Integrated Planning Model Through Shared Governance - R & P Committee
9:30 - 11:30 a.m.	Conflict/Resolution - Outside Facilitator
11:30 - 12:15 p.m.	Validation Teams/Voluntary Workshops
12:30 p.m.	Lunch - ASU sponsored food sale

Mariles adjourned the meeting at 12:35 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President