

President's Cabinet

McKinley Williams

Notes

September 23, 2005

President's Cabinet Notes
Friday, September 23, 2005
10:30 a.m. to 12:00 noon
President's Conference Room

Present: Terence Elliott, Gigi Green, Mariles Magalong, Rose Orpilla, McKinley Williams

Topic	Conclusion	Recommendation Action	Follow-up
1. College Council Agenda	1. Call to Order 2. Introduction of Visitors 3. Approval of Agenda 4. Approval of Minutes from September 14, 2005 5. Standing Items a. Budget Update/Instructional Equipment - Mariles Magalong b. Remodel - Mack Williams 6. Unfinished Business A. Special Presentation by Marsha Vallier (architect firm) - Logo Ideas B. All College Day Consensus Priorities - Report Back from Academic Senate C. Subcommittee for Fixture, Furniture and Equipment Report 7. New Business A. Schedule Strategies for Spring Semester B. Integrated Planning Process for Accreditation Report - Budget, Program Review and Planning C. College Retreat 8. Other		

	<p>9. Announcements 10. Next Meeting – November 9, 2005 11. Adjournment</p>		
<p>2. Reports - Academic Senate Classified Senate ASU</p>	<p>Terence said they had a large meeting and there was much discussion about the climate survey and strategic initiatives. They are still missing student and classified reps on their faculty committees. There was a lot of discussion on reorganization/restructuring to department chairs. Terence said there was also a lot of discussion on the ACD discussions and SLO's. The faculty also wanted to know about the schedule for renovations on the LA Building. Mack reported that the LA Building was never on the list. Terence continue to report that some faculty were concerned about managers not being present during the evening and during the summer. Mack indicated the one evening manager is here Monday thru Thursday from 5:00 to 7:30 p.m. The evening monitor, Martin Padilla is here from 6:00 to 10:00 p.m. Martin has direct access to Mack at all times during the evening by telephone. During the summer, some managers take vacation. However, whenever someone is out, a back-up manager is always identified to handle</p>	<p>The Academic Senate Office is beginning to revise the College Handbook and will submit all changes to Melody. Terence said the Academic Senate Office really needs it own computer as each Academic Senate President has taken back the computer in that office. Also the e-mail for Academic Senate needs to be received at the computer in the Academic Senate Office instead of Terence's computer in his office in the LA building.</p>	<p>Gigi will work on finding students to attend the faculty committees. Rose will work on finding classified to attend the Academic Se meetings. Mack volunteered to attend the Academic Senate to discuss the management organization. He also said the management structure will not be changed. Mack suggested Terence talk to Saul about the initial conversations regarding the All College Day programs to hold discussions on what knowledge, skills and abilities we want our students to posses when they leave here. Mack will talk with James Eyestone and Greg Evilsizer about the computer and e-mail needs for the Academic Senate. Mack addressed the needs of having "smart" classrooms in every building at the last Foundation meeting. Terence suggested having an appreciation</p>

	<p>problems in the vacationing manager's area. In short, we are never without management supervision or presence.</p> <p>Rose reported that Thomas Wei's last day is September 30th as he resigned and Barbara Allcox is retiring at the end of December. Ken Reynolds was the alternate from the last classified vote so he will replace Thomas on the Classified Senate.</p> <p>Gigi announced that Kalimba King will be here on the 28th as part of the ASU speaker series. Gigi expressed concern about lack of support from management, faculty and classified at their events. Also there seems to be a lack of support from the Advocate.</p>		<p>day for all three constituency groups on campus: faculty, managers and classified. Mack suggested we have a college retreat for faculty, managers and classified. This item will be brought forth to College Council. The workshops listed on the ACD program as alternatives to those not serving on program review validation committees need to be listed as optional and not inferred as mandatory. Terence said there was discussion about flex hour being given to those instructors sitting in other instructors' classes. Mack suggested that item be discussed at the Local Planning Group. Rose will pass on the names of the LPG to Terence. Terence, Rose and Mack will speak to their constituencies about supporting ASU events. Mack suggested Gigi meet with Gabriela Segade as College Staff Development Coordinator, Carol Barrick as Management Staff Development Coordinator, and Mercy Pono as Classified Staff</p>
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			Development Coordinator to discuss their speaker series.
3. FTES goal for 2005-2006	Mack reported that it doesn't look good for the district in reaching the FTES goal. He distributed the latest enrollment numbers and projection summaries. Everyone needs to be in agreement and make growth our number one priority. The next semester will be a challenge.		We will be supporting additional strategies to recruit for the PACE and Weekend College programs. Terence suggested using students in our recruitment efforts. Michele Jackson will continue to do that. We have called them "ambassadors" to their originating high school and they have accompanied Michele in her recruitment efforts.
4. District Marketing Strategy 2005-06	There was a district-wide marketing meeting where monies have been spent on radio ads in the tri-valley area as well as newspaper ads.		We are trying to get district monies for our marketing efforts to target our student populations such as having our registration process and phone menus spoken in Spanish and other languages. Employees can help our enrollment by enrolling in one class. Gigi suggested offering students tuition incentives if they are able to recruit other students who stay the course. Mack will bring these ideas to Chancellor's Cabinet.
5. College Handbook	Mack said we have started updating the college handbook as we need to have the updates completed by our accreditation visit in two years.		

6. Registration Guidelines for Non Traditional Student Programs	Mack distributed the written Registration Guidelines for Non-Traditional Students.		We will take this process to College Council.
7. Other	Terence announced that there is a division party for Carlos at Chevy's tonight at 5:00 p.m.		Terence asked about the Julius Melendez ticket sales.

Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President