

President's Cabinet

McKinley Williams

Notes

April 27, 2007

President's Cabinet Notes
Friday, April 27, 2007
11:00 a.m. to 1:00 p.m., President's Conference Room

Present: Terence Elliott, Carol Maga, Mariles Magalong, Mercy Pono, McKinley Williams
Guest: Tim Clow

This President's Cabinet meeting was convened to review the Ten-Year Educational Master Plan.

Melody will e-mail Lourdes with the campus-wide mission statements. There was some discussion about the organization of the Educational Plan. President's Cabinet will recommend that Lourdes organize it using the three Divisions and their Departments under Instruction and list all of the Administrative Offices as well as of the Student Services Offices.

Offices Missing are: Business Office, Research and Planning, Police Services, Bookstore, Custodial, Middle College High School, Job Placement, Non-Credit and the Division Offices.

The Educational Plan also needs to include the SLO process.

We need to use the same tense throughout the document. It was agreed to keep it in the third person and remove all of the "our" and "we" statements.

The Mission Statement needs to be replaced with the newly revised one.

The Goals (page 2) need to be replaced with "Strategic Initiatives" and list the ones approved at College Council on April 27, 2007.

Remove "Service Area" under Introduction on page 4.

Pittsburg needs to be corrected in first paragraph on page 4.

"Center for Higher Education" needs to be removed in first paragraph on page 4 and replaced with San Ramon Center. We also need to add the Brentwood Site after Los Medanos College in that paragraph.

We need to include a statement about MCHS in the bulleted paragraph on page 4.

We need to include the Early Learning Center opening in 2004, the CTC in 2007 and the Student Services Groundbreaking on September 27, 2006 after the sentence about the college's 50th anniversary on page 4.

The last paragraph on page 4 needs to be moved to page 5 under "Demographic and Geographic Considerations."

We need to add a more developed description under "Process" on page 5 and include the Integrated Planning Process Chart.

"Demographic and Geographic Considerations" should be changed to "Service Area: Demographics & Geographic" on page 5.

Remainder needs to be corrected in second sentence, first paragraph on page 5 under "Service Area: Demographics & Geographic."

Cal State Hayward needs to be changed to Cal State East Bay on page 6 in fourth paragraph.

On all of the departments listed, we recommend to center the bold title of the office/department and remove the review dates.

The individual department sections will be sent out again via the deans for individual update and revision. President's Cabinet will meet again next Friday, May 4th to continue updates.

Meeting adjourned at 12:45 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President