

President's Cabinet

McKinley Williams

Notes

October 13, 2006

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Friday, October 13, 2006
10:30 a.m.

Present: Derrasha Hudson, Carol Maga, Mariles Magalong, Mercy Pono, McKinley Williams
Guest: Frank Davis
Absent: Terence Elliott

Mack introduced Frank Davis as the facilitator for Staff Forum on November 8th and All College Day on January 12th. Mr. Davis helped facilitate former forums at CCC previously and we look forward to his guidance once again.

Item	Outcome
1. Constituency Reports from Academic Senate, Classified Senate and Students	Classified - No report. ASU - Derrasha reported the Rock the Vote event is becoming complicated with the collaborators. Mack said the students should be able to sell food at the event if they want to and Mack will speak with Jennifer about the off-campus organizations collaborating on this event. Our ASU will host the candidates' forum and the entertainment at the event. The ASU received an AIDS grant for \$1,000 and will be hosting an on-campus AIDS event in December. In November, Derrasha will be attending the CCCSS (California Community College Student Senate) conference. The ASU has chosen as the their first All Star recipient. The award will be presented soon. The Health Fair is scheduled for October 18th from 9:00 to 1:00 p.m. Derrasha thanked Jennifer for her wisdom and guidance. She said Jennifer is a terrific mentor and very much appreciates Jennifer's assistance.
2. Update on Forum Planning	Mack explained that Linda Laskowski was not able to facilitate the Staff Forum on November 8th nor All College Day on January 12th so Mack called Frank Davis, who is retired from the WCCUSD and the County Office of Education in Pleasant Hill, to help facilitate those two important meetings.
3. College Council Agenda for November 8th Staff and Faculty Forum	Mack distributed a draft agenda. After some discussion, it was decided the agenda would be sent out to everyone along with the three questions before November 8th so everyone attending would be prepared. The synopsis of the environmental scan and student survey will also be posted on-line for everyone's perusal in preparation of the forum. The agenda is as follows: Staff Forum for Strategic Planning College Council Constituencies November 8, 2006 1:30 to 5:00 p.m., M-104

	<ol style="list-style-type: none"> 1. Welcome, Strategic Planning Process and Introductions - McKinley Williams 2. Opening Remarks (Ice Breaker) - Frank Davis, Facilitator 3. Highlights of Environmental Scan, Student Survey and Other Data - Tim Clow 4. Review Mission Statement and Previous Strategic Plan - Tim Clow 5. Breakout by Constituency into 4 Groups - Discuss Questions (1. What are the areas in which we excel? 2. What areas do we need to improve? 3. How would we prioritize the items in Question 2?) 6. Reconvene as One Group - Reprioritize and Vote by Dots 7. Reach Consensus on 5 Issues 8. Develop 5 Issues into Goal Statements 9. Conclusion <p>It was decided that light refreshments would be available at this session. Flip charts, markers and colored dots will be provided for easy facilitation. There was some discussion about the division of the breakout groups and it was decided the groups would be by constituencies as consensus on our final five issues will be reached as a whole with all four constituencies. There was some discussion about the time limit for the breakout groups and it was decided that 20 to 30 minutes would be optimal for this process.</p> <p>The regularly scheduled College Council meeting is changed to Wednesday, November 29th. Stephanie O'Brien, from Dovetail Consultants, will be invited for the FFE agenda item.</p>
4. Emergency Preparedness	<p>Mack distributed the Emergency Services Program Proposal that will be approved at the governing board. Officer Ted Terstegge will probably be the district's Emergency Services Coordinator in order to save district monies in hiring another position. There was some discussion about the costs mentioned in the budget. Carol said the Middle College High School is purchasing a trailer for the on-campus emergency supplies and Operations Council is currently looking for a location on campus to house the trailer. Mack suggested that MCHS needs a representative to attend our Safety Committee. Officer Terstegge has suggested using an LMC van for a mobile emergency supply unit within the district. Officer Terstegge strongly suggests that each campus have emergency supplies on mobile carts that can easily be moved on campus during an emergency.</p>
5. District Employee Climate Survey	<p>Mack distributed the questions used in last year's climate survey from the District Office. It was discussed to send out this survey annually. It will definitely be sent out again this year.</p>
6. Budget Goals 2006-2007	<p>Mack distributed the Budget Goals for 2006-07. These goals were discussed in Chancellor's Cabinet and will be approved at the governing board meeting with some minor revisions. The District will convene a district-wide Enrollment Management Committee with representatives from each College. The committee will address why enrollment is down. It has become</p>

	clear that while our FTES has decreased by almost 3,000, our expenditures remain the same and that is causing serious budget concerns.
7. PLA Resolution	Mack distributed the Project Labor Agreement resolution that the district lawyers developed for approval at the next governing board meeting. Since the labor unions generously helped us fund our Measure A bond campaign, they are now looking for some allegiance with our Measure A projects.
8. FTES Borrowing Strategy	Mack distributed the GASB 45 Funding Scenarios to help the district close the gap on our un-funded retirement benefits liability. The gap becomes bigger every year based on the 15 to 20% increase in health benefits. We are looking to borrow FTES from the upcoming years in order to be able to put more dollars toward this growing un-funded liability. As the scenario charts show, the liability will increase before it gets better based on the amount of future retirements. The borrowing FTES strategy chart will go to November Board for approval. We are mandated to do something with our un-funded liability.
9. Other	

Meeting adjourned at 12:00 noon

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President