

President's Cabinet

McKinley Williams

Notes

August 28, 2006

**President's Cabinet**  
**Monday, August 28, 2006 (NOTE DATE CHANGE)**  
**10:30 a.m., President's Conference Room**

Present: Terence Elliott, Derrasha Hudson, Carol Maga, Mariles Magalong, Mercy Pono, McKinley Williams

Mack opened the meeting by welcoming Derrasha and Mercy to President's Cabinet. Mack explained that President's Cabinet is responsible for the College Council agenda, to recommend proposals to College Council, to solve or take action on non-routine matters, recommend college procedure/codification, make recommendations on college-wide budget issues, and make final recommendations on the validations from program review. Mack said he will write a thank you to Gigi Green from the President's Cabinet for chairing College Council last year. Mack also encouraged all members to add agenda items to the meeting when they felt it appropriate.

<b>Item</b>	<b>Action</b>
1. Reports ASU, Academic Senate, Classified Senate	Derrasha announced their Rock the Vote event on October 12th from 4:00 to 6:00 in the Knox Center. The students are planning their trip to the ASGA National Student Leadership Conference and Training in Washington D.C. on September 13-18, 2006. The ASU is also working on finding students to serve on committees for the 2006-07 academic year. Mercy said the Classified Senate has not met yet but Alma Cardenas is their newly elected representative. Ken Reynolds, Rose Orpilla, Benny Barnes, John Christensen and Gayle Rodriguez round out the senate. Mercy will be asking them for their goals this year. They are also going to be working on bringing back their newsletter "Highly Classified." Terence said the Academic Senate met last Monday. They reviewed academic and professional matters. There was discussion about restructuring their constitution. FSCC met last week also. They talked about goals and forms. Erich Holtmann is our chair this year. They also discussed the CalPass. Mojdeh gave a presentation at the meeting. Terence said he had a chance to talk to the new WCCUSD superintendent about CalPass and he seemed very interested. Terence said he would like to see more community events on campus like Mack's reception on Friday. Community members expressed their appreciation.
2. Strategic Planning-Timeline/Community Forum	Mack talked about our strategic planning and that we need to hold a community forum in order to assess our needs from the community. Mack distributed the strategic planning timeline. We are hoping to hold the community forum in October. Each committee on our self-study will develop two or three questions that we will use to survey our campus community (students and staff). Mack recommended Linda Laskowski, 817 San Diego Road, Berkeley, CA 94707, llaskowski12@Comcast.net, who facilitated the chancellor's retreat last Friday to help us facilitate our strategic planning. Mack will send out

	<p>an e-mail to everyone informing them how to access the last student survey results on Outlook. Go to Public Folders, CCC Public Folders, then open Accreditation Documents and the file is called Copy of Student.xls. The information in the student survey will be helpful in our planning process. The district is starting their strategic planning and we need to dovetail with the district. DVC has already completed their process. Terence suggested we also review our mission statement when developing our strategic plan. Carol said this will be a busy year and we have to work effectively so we do not repeat a lot of the same work as a lot of the same information will be used in the strategic plan, educational plan and self-study for accreditation.</p>
<p>3. College Council Agenda/Student Behavior Recommendations from Pres. Cab.</p>	<p>Everyone reviewed the College Council Agenda. Mack distributed last year's recommendations on student behavior from President's Cabinet to College Council. After some discussion, there were some changes. We added student code of ethics to number 2; removed number 3; changed number 4 to Post student code of ethics on website; and added a new number 7: Encourage faculty and staff to wear identification badges. Mercy said they needed a student representative on the FFE committee. Mack will meet with Teresa Greenwell and Stephanie O'Brien to discuss the required meetings of the FFE committee on the colors for the new student services building. Tim will report on the environmental study. We will ask Muhammad Eisa to another meeting for a longer session.</p>
<p>4. Education of Facilities Plan</p>	<p>Mack distributed the district's outline and contents of the 10-year educational master plan. Mack said we need to present this to College Council in the near future. Mack said the district will give us \$50,000 to help us plan our 10 year educational master plan. We have a five-year facilities plan that is updated every year for State submission. It was recently updated to include the Measure A building projects and State funded projects: the Art Building and the Biosci and Phys Science buildings. Mack said we are also still working on obtaining the Armory. Our strategic plan speaks more to enrollment and growth; the educational master plan addresses facilities and programs; and the self-study addresses our processes and operations, but there is some overlap expected with all three documents. Terence had some concerns about the communication breakdown in trying to get classroom electronic devices repaired. These concerns may be addressed in the educational plan. Mack will distribute copies of the sample educational plan from Las Positas College. Mack said we will set aside some time in another meeting to discuss our process for our 10-year educational plan.</p>
<p>5. Enrollment</p>	<p>Carol said we are flat in the enrollment. DVC is down by 5% and LMC appears to be up slightly. Mack would like our figures nailed down and Carol responded we will know more after first census.</p>
<p>6. Morale Boosters for 2006-07</p>	<p>Mack would like to continue last year's constituency sponsored morale booster events. Mercy will take this idea back to the Classified Senate. Terence said the Academic Senate will do another one in the spring. Carol suggested having an event that included students as suggested in the student behavior recommendations we are giving to College Council.</p>
<p>7. Other-</p>	<p>Mack announced the new employee reception on September 7th at 1:30</p>

	to 3:00 p.m. in the ASU Recreation Room.
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The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President