

President's Cabinet

McKinley Williams

Notes

September 8, 2006

**President's Cabinet
Friday, September 8, 2006
10:30 a.m., President's Conference Room**

Present: Terence Elliott; Derrasha Hudson; Carol Maga; Mariles Magalong; Mercy Pono;
McKinley Williams
Guest: Frank Hernandez

Item	Action
1. Reports ASU, Academic Senate, Classified Senate	Derrasha said they have added three new senators to the ASU. There are some concerns about their Rock the Vote event scheduled on October 12th. Apparently the City of Richmond has scheduled the same event, using some of the same vendors on October 7th and have inquired into using the Knox Center. After some discussion, it was decided we need to continue to support our students and if necessary turn down other outside groups planning conflicting events. Carol and Mack will follow up on this issue. Derrasha continued her report stating the ASU changed their grant funding to a scholarship (\$1,000 scholarships) where students have to submit applications in writing and perform volunteer hours. September 21st is their ASU retreat and they are getting to depart to Washington D.C. for the conference. Classified did not have a report as they meet next Thursday. Faculty did not have a report.
2. Strategic Planning (a) Community Forum (b) Student Forum	Mack explained the Strategic Planning Process using our community and our students for input to help develop our five-year plan. He distributed a draft letter to the community inviting them to community forum scheduled on Friday, November 3, 2006, at 12:00 noon to 5:00 p.m. The President's Office will take the lead on the community forum and Mack encouraged President's Cabinet member to submit any names or organizations they would like to participate. Our mailing list is over a 150 names of educators from surrounding school districts, church and business leaders, and civic and political leaders. We will be sending those who are able to participate information from the environmental scan, student survey, etc., previous to the planning session on November 3rd, so they will be prepared to meet and discuss and help us with ideas with what the College should be doing. The November 3rd date was selected due to lack of space on campus and LA-100 was available that afternoon along with several of the classrooms in the LA building for breakout sessions. We need to develop a student forum. Frank said last time there was an evening session where a few instructors brought their classes and we used approximately 100 students. There were specific and open-ended questions. The students were allowed to break up in groups with a facilitator and then reconvene where all of their ideas were collaborated and brought forth for incorporation into the strategic plan. After some discussion, it was decided the facilitators for the student forums would be instructors, counselors (our employees). The sessions will be an hour to an hour and a half. Frank will find a date in October providing we give him the questions

	<p>and direction of the discussion ahead of time. Frank asked Terence to help find some instructors who are willing to bring their students to such a forum. Frank will also work with Mercy and Derrasha to help him facilitate the student forums. The ASU Recreation Room would be an optimum venue for the student forums. Mack suggested we use some of the questions that will be given to Tim from the accreditation self-study chairs as well as look at some of the questions from the student survey. Safety, sexual discrimination and students being challenged in class were some of the issues brought out in the recent student survey. The student survey results are posted on Outlook in the Public Folders. Mack will make copies of the student survey results so we can distribute that information to the community members who RSVP for the November 3rd session. There was discussion about developing the strategic plan for three years or four years instead of five years. After much more discussion, it was decided that Mack will develop a timeline listing all of our planning deadlines. Consensus was reached that we want to have the strategic plan completed no more than a year before the next accreditation visit and three years may be too soon. Mack would like to use the facilitator from the Chancellor's Cabinet Retreat, Linda Laskowski, as the community forum facilitator and will invite her to the next President's Cabinet meeting for everyone to meet her.</p>
3. Educational 10 Year Plan Process	<p>Mack distributed the Ten-Year Education Planning Process Outline. We will use a consultant to take a look at our program reviews, environmental scan, and seismic survey in order to draft our educational plan. Lourdes Sampayo and Marvin Bobes were two suggested names for this task since they are both familiar with the College. After further discussion, it looks as though Marvin Bobes may be the person. Mack will invite Marvin to the next President's Cabinet meeting also. Mack asked that the President's Cabinet members take the Educational Ten-Year Planning Process Outline back to their constituency groups and bring back any feedback.</p>
4. Morale Booster - Dates/Ideas Students, Faculty, Classified, Managers, Campus Appreciation Day	<p>It was decided we want to continue last year's morale booster events throughout the academic year. The campus appreciation day was first discussed and April 27, 2006, 1:00 to 5:00 p.m. was selected as the date. The time may be altered a bit so that offices may be closed for the day. Perhaps 2:00 to 5:00 p.m. Terence said faculty have selected March 29, 2007 as their activity date and they are calling it "Enhancing Collegiality." Derrasha said the ASU is discussing a Haunted House on October 31, 2006. There may be some issues with that idea due to costs and there is a Drama Department production that is very similar to this idea occurring around the same time. If they do not host that idea, the ASU will come up with another idea. Classified and Management will co-host a Karaoke noon hour on February 14, 2007. Mercy will bring up the morale booster event at the next classified senate next week and come back with a classified hosted event. The fall semester also holds the staff development hosted holiday fundraiser party in December.</p>
5. Other	<p>Carol distributed Standard IV from the accreditation standards. This standard is titled: Leadership and Governance. Carol said since the President's Cabinet is the leading shared governance body structure for the college, we will primarily be responsible for this standard. The back page lists the reference documents we should make available to the accreditation team. Melody will be organizing and keeping the accreditation documents. Terence said we should review how we implement shared governance on our campus.</p>

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Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Melody Hanson

Senior Executive Assistant to the President