

President's Cabinet

McKinley Williams

Notes

April 11, 2008

President's Cabinet
Friday, April 11, 2008
2:30 p.m., President's Office

Present: Carol Maga, Mariles Magalong, Mercy Pono, TimSchulze, McKinley Williams

Absent: Fritz Pointer

Guest: Mark Zacovic

Mack introduced Mark Zacovic, Interim Vice Chancellor of Administrative Services at the District Office. Mack explained the purpose of President's Cabinet --

1. To solve or take action on non-routine operational matters; on proposal regarding planning and evaluation; on recommendations for College procedure development/codification; on personnel issues; on College-wide budget issues.
2. To recommend proposals to District Council as appropriate.
3. To provide input on College matters at District level.
4. To develop a system for planning, implementing, maintaining and evaluating all programs and services.
5. Develop the College Council agenda.
6. Develop final recommendations on program review self-studies.

Item	Outcome
1. Constituency Reports	<p>Mercy announced Spa Day on April 18th from 1:00 to 4:00 p.m. changed venue to the Fireside Room. This is the classified's response to sponsoring a morale activity in relation to the district's strategic initiative. There will be waxes, manicures, pampering, etc.</p> <p>Mercy said she would not be able to attend the next President's Cabinet on April 25th as she will be attending the Classified Coordinating Council and Local 1 negotiations meeting at that time.</p> <p>Mercy requested that the CCC All Stars Blues and Review record their CCC song and that we air it on KCCC TV as advertising for CCC.</p> <p>Tim announced Unity Day on April 23rd from 11:00 to 2:00 p.m. by Parking Lot 1. There will be a car show with 1st, 2nd, and 3rd place awards in the various categories. The two candidates running for ASU President, Janelle Hope and Travis Santos, will be giving speeches at Unity Day as well.</p> <p>Tim reported on the Leadership Conference in Atlanta he recently attended with Jennifer and two other student leaders from CCC. He participated in four classes including one on Roberts' Rules of Order. All three CCC students became certified as student leaders at the end of the conference.</p> <p>Tim continued to report they are working on the academic decathlon to be held before finals.</p> <p>Mack reported that management awarded Benny Barnes, at Wednesday's College Council, as the Classified of the Spring 2008 Semester with a plaque,</p>

	<p>lunch for two at Three Seasons and his photo placed on our web site for going above and beyond his duties with graciousness. Benny exemplifies the "Comet Blue." Management will be awarding a classified member each semester at College Council to recognize the outstanding efforts of classified at CCC. Management is working on the Staff Appreciation Day scheduled for April 25th. The CCC All Stars Blues and Review will be performing. There will be a dessert contest, karaoke, and academic vs. student decathlon. All of the meat will be donated by McDermott Meat Company--(John McDermott is the head the football coach at CCC). CCC is most appreciative to John and his family's business for their generosity. Classified, students and faculty will donate \$100 each to the President's Office to help defray the costs of this event.</p>
2. College Council Agenda	<p>A draft agenda was distributed. It was decided to add the Budget Committee Augmentation Recommendations and Integrated Planning Model Revisions to the Nonconsent Agenda - Action Items and College Hour Discussion and Student Services Reorganizations to the Information/Discussion Items. The agenda is as follows:</p> <ol style="list-style-type: none"> 1. Call to Order <p>CONSENT AGENDA - ACTION ITEMS</p> <ol style="list-style-type: none"> 2. Approval of Agenda 3. Approval of Minutes from April 9, 2008 <p>ACTION ITEMS REMOVED FROM CONSENT AGENDA</p> <p>NONCONSENT AGENDA - ACTION ITEMS</p> <ol style="list-style-type: none"> 4. Formation of Campus Equal Employment Opportunity Committee- Constituents bring names for membership of committee 5. Revision of F6003, College Procedures Handbook - Request for Marketing Services 6. Budget Committee Augmentation Recommendations 7. Integrated Planning Model - Revisions <p>INFORMATION/DISCUSSION</p> <ol style="list-style-type: none"> 8. Clarus Corporation Branding Messages - Suggested Ideas from a Tagline 9. College Hour 10. Student Services Reorganization 11. Remodel and Other Measure A Activities 12. Budget Update 13. Reports from Constituency Groups 14. Announcements 15. Adjournment
3. District Computer Access	<p>Mack announced that the district has some concerns about computer access. Management needs to be aware of their employees' Datatel access. Tim suggested that the school place a warning notice on our web page about the dangers of phishing when using our e-mail system. Mack said this was a good idea as it takes the onus off of the school should personal information be accessed without our knowledge. Carol will follow-up with James Eyestone on this suggestion. There was some discussion about the various classes of screens in the Datatel system. There will be training for managers so they are aware of what screens their employees use in the Datatel system.</p>
4. All College Day Agenda - August 15, 2008 (to include recycling video)	<p>Mack said they have had requests to from various committees and constituencies to continue discussions on Teaching and Learning, view a video on recycling and discussion of DSPS topics. After some discussion, it was decided we need to focus on our Accreditation Self-Study so everyone is aware of our report before the team arrives in October. The tentative agenda is as</p>

	<p>follows:</p> <p>8:00 a.m. Continental Breakfast</p> <p>8:30 a.m. What We Did Over The Summer</p> <p>8:45 a.m. Greetings from Constituency Group Leaders</p> <p>Students, New ASU President</p> <p>Faculty, Richard Akers</p> <p>Classified, Mercy Pono</p> <p>United Faculty, Jeffrey Michaels</p> <p>Local 1, Mark Williams</p> <p>Golden Apple Award, Wendy Williams</p> <p>9:00 a.m. Introduction of New Employees</p> <p>9:15 a.m. President's Address and Presidential Awards</p> <p>9:30 a.m. Chancellor's Address</p> <p>9:45 a.m. Update on Facilities and Sustainability Video</p> <p>10:00 a.m. Accreditation Overview</p> <p>10:30 a.m. Breakout Sessions - Accreditation Standards</p> <p>11:00 a.m. Validation Teams</p> <p>The schedule will be adjusted depending upon the Chancellor's schedule.</p> <p>Carol will follow up with Jim Duvall on the Sustainability Video and will also speak with the accreditation committee chairs to develop an agenda for accreditation breakout sessions at All College Day. Mack said it will be important to have recorders in the breakout sessions so that all concerns may be shared with everyone after All College Day.</p>
5. Reorganization of Student Services - Counseling	<p>Mack said they have talked about at length the dual faceted relations of having counseling being part of Student Services as well as a faculty division. The faculty contract stipulates that faculty must be part of a division; therefore, management has decided to make Student Services a division. This has been brought to the forefront since the Counselors, Learning Specialists and the High Tech Center Specialist will be housed in the new Student Services Building. Frank would be the manager of the Student Services Division. Counselors would be an academic department with the Learning Specialists and the High Tech Center Specialist in the new building electing a department chair. They would have representatives on the Academic Senate as well as the other three divisions in order to stay abreast of instructional issues. Carol has already presented this proposal to the Counseling Department and the CLASS Division. The scheduling of faculty assignments in this area has sometimes been problematic. Many colleges are set up with a Student Services Division. Mack would like to share the proposal with the UF and the rest of the campus hoping to have everyone in agreement before the proposal is implemented by the end of the semester.</p>
6. Program Review - Final Recommendations Assign Programs and Read for April 25, 2008 meeting: Certified Nursing Assistant Dental Assisting English as a Second Language	<p>Mariles - Physics</p> <p>Carol - Math & Certified Nursing Assistant</p> <p>Tim - Business Office</p> <p>Mercy - Nursing & ESL</p> <p>Mack - Counseling & Humanities</p> <p>Fritz - Admissions and Records</p>

Math Nursing Philosophy/Humanities Physics Counseling Admissions and Records Business Services	
7. Other	Mark Zacovic said he is in charge of Human Resources and Physical Resources. Charles Gibson and Ray Pyle both report to him and Mojdeh reports to him just on administrative issues. Mojdeh mainly reports to Deborah Blue. The district office is currently working on cross training employees so there will be seamless future transitions. The new Payroll Director, Michael Todd, will begin April 28th. The new Director of Purchasing and new Director of Fiscal Services will begin on May 5th. Mark said his contract ends June 30th.

Meeting adjourned at 4:20 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President