

President's Cabinet

McKinley Williams

Notes

October 26, 2007

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Friday, October 26, 2007

10:30 a.m., President's Conference Room

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

Mack convened the meeting at 10:50 a.m.

Item	Person(s) Responsible
1. Constituency Reports	<p>Mercy reported the classified senate met yesterday. They are working on their annual winter retreat. It is planned to be held at Salute's in Richmond. Thus far there are a couple of classified planning on attending the annual CCLC. The classified senate is requesting to postpone their special classified sponsored event until the spring. Terence did not have a report.</p> <p>Mack reported that management is still working on the classified recognition process and hopes to have it completed soon. Managers received training on staff development funds and Mack said he will encourage all managers to encourage classified to use their available funds. Mariles said we don't know what the State allocation will be yet. Helen has promised to give us \$25,000 funds in staff development monies (part of which was carried over from last year). We have to remember that Janie Franklin's salary comes out of staff development monies also. Mack will be asking each constituency for their ideas on how they can spend the generous offer of \$50,000 from the Foundation in regards to enhancing teaching and learning.</p> <p>Mack will schedule a meeting with the staff development representatives.</p> <p>Mariles said the district office is still working on closing the 06-07 budget and currently they are working with auditors so information is slow to come from district finance right now. There will be no forgiveness for "C" contract over expenditures from last year which will take any leftover monies.</p>
2. College Council Agenda	<p>It was agreed to add Accreditation under discussion. There was some discussion about our Education and Facilities Plan being postponed until December's</p>

	<p>governing board meeting. College Council Agenda is as follows:</p> <ol style="list-style-type: none"> 1. Call of Order 2. Approval of Agenda 3. Approval of Minutes from October 10, 2007 4. Faculty Governance Statement for College Procedures Handbook - Second Reading 5. Basic Skills Committee - Second Reading 6. Review Draft Objectives for 2007-08 Strategic Initiatives 7. Remodel and Other Measure A Activities 8. Budget Update 9. Accreditation 10. Reports from Constituency Groups 11. Announcements 12. Adjournment
3. Validation - Program Review Training	<p>There was some discussion about having validation training as well as a training on how to write a self-study. Terence and Carol will coordinate a date before the end of the semester for validation training and plan self-study training for next semester. Jim Duvall has successfully been giving trainings on SLO's as our current program review requires SLO's to be submitted with the self-study. Terence has been working with Janie Franklin to house the SLO's and have them accessible through a check out process.</p>
4. Information Requests from the Public	<p>Mack mentioned as a result of the Clarus study we are implementing a system where all general information requests will be fielded through Laurie Laxa, Public Information Office. Frank's office (Student Services) will handle all calls, in collaboration with campus police, that request information on students (contacting a student, etc.). Laurie will also meet with the managers and obtain contact names and extensions for specific referrals. There was some discussion about the phone system we use and its limits and capabilities. Carol and Mack will set up a meeting with James and Tom Schlaich to see what can be improved with the phone system.</p>
5. Student Code of Conduct	<p>Mack distributed the Student Code of Conduct being reviewed by the district. Changes and revisions may be forwarded to Frank Hernandez. All of the Senior Dean of Student Services are reviewing this code.</p>
6. Alert Siren	<p>Mariles reported that initially she wanted this item on the agenda to discuss the location and forward our decision to College Council but, unfortunately, now we have been delayed because we need to seek approval from the</p>

	<p>Department of the State Architect (DSA). This will not only delay any action for placing a pole or placing the siren on top of an existing building but most likely increase costs. The district office approved \$25,000 for each campus location for this effort. Mariles said the cell phone towers also require DSA approval.</p> <p>Mercy asked about the building monitors. Mariles said she will be meeting with campus police tomorrow and get the list updated. There was some discussion about the supplies cabinets. Mariles said we receive \$2,500 every year to supply the cabinets. Mack suggested Mariles work with Ted Terstegge and purchase necessary items for the cabinets. It was agreed we should not use our funds to purchase food. We should purchase water, flashlights, first aid kits, etc.</p>
7. Budgeting Process	<p>Mariles distributed a narrative to supplement the Integrated Planning Model explaining how the College Council, Budget Committee and President's Cabinet make budgetary decisions. There was some discussion about the annual unit plans and how they fit into the budgetary planning. Mack asked everyone to review it and bring it back to the next meeting for discussion.</p>
8. Other	

The meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President