

President's Cabinet

McKinley Williams

Notes

November 30 2007

President's Cabinet Notes
Friday, November 30, 2007
10:30 a.m., President's Conference Room

Present: Terence Elliott; Carol Maga; Mariles Magalong; Mercy Pono; McKinley Williams
Guests: Alma Cardenas; Ellen Geringer

Mack explained that our ASU President, Tim Schulze is a concurrently enrolled student at Contra Costa College and attends Calvary Christian High School. He is not available until 2:30 p.m. and Mack would like to accommodate his schedule next semester. Mack asked everyone to check their calendars for next semester to see what day of the week would be good to meet at 2:30 p.m. the second and fourth weeks of the month.

Item	Outcome
1. Constituency Reports	<p>Mack reported the managers had training on how to respond to the media. They included Laurie Laxa. The training was very helpful as it addressed some issues about our messaging. Our management group is trying to finish up our ideas on teaching and learning and how we may best use the \$50,000 generously donated by the Foundation. We are also establishing our classified recognition program. We agreed to honor a classified this spring at College Council. We have updated our telephone emergency list and are working on updating the building monitor list. We will using the \$400 donation from the Eagles Club to purchase emergency flashlights so we have enough for every building monitor. We discussed that certain managers should not be building monitors; depending on their role in an emergency, they will be needed elsewhere on campus.</p> <p>Mercy reported the Classified Senate discussed the building monitor list. They mentioned that Mike LeFebvre is retired and Ron Weston is listed as a monitor for the CTC when his office is located in the Liberal Arts Building. Also, there is only one building monitor for the Art and Music Building each. The Classified Senate suggested having a cell phone tree with the building monitor list. Mariles said the above noted changes the building monitor list have been given to Sgt. Chad Wehrmeister and they discussed a cell phone tree list in the debriefing meeting. Ultimately, Sgt. Wehrmeister would like to have three building monitors for each building and the building monitors will eventually train everyone in their building. Terence addressed the Cabinet by suggesting that faculty should be included in the talking to the media training. Mack said he agreed that we need to include faculty but ultimately management is responsible for everyone's safety on campus during an emergency and that is why we had the training first.</p>

	<p>Mack said that Laurie Laxa or he should handle all media responses. In an emergency, management establishes a command center to provide the media with periodic updates and all information is localized to one spot. Currently Executive Staff is the team that reacts to an emergency.</p> <p>Mercy continued her classified senate report and said there was discussion about the Shelter-in-Place order and further clarification needs to be given in the future as to lock the doors, etc. Mack responded by stating the information was changing constantly. Mack reminded everyone that as State employees we are all disaster workers. There was some discussion about the MCHS students. Mack said we will be getting our siren next semester. Mariles said they are also looking into getting the text message service along with the siren.</p> <p>There was some discussion about <i>The Advocate</i> reporters and perhaps some sensitivity training for them. Mack said we need to let <i>The Advocate</i> know when we are dissatisfied with their reporting by writing letters to the editor. They are students and need feedback.</p> <p>Mercy said the Classified are planning a spa day for their 2007-08 campus activity. There will be masseuses, candles and light music.</p> <p>Terence announced the new senate president will be Richard Akers beginning July 1, 2008. They had an in-depth discussion about faculty completing their content review along with their program review and SLO's. The faculty senate does not have a campus spring event other than tagging on to the United Faculty to support Prop 92 campus event .</p> <p>Mack said he has appreciated Terence's leadership on the academic senate and the many things he accomplished during his Presidency.</p>
<p>2. College Council Agenda</p>	<p>Mercy said she sent out an e-mail to the stewards of the Strategic Initiatives. It was decided at the last College Council meeting that each objective needs to have measurable outcomes. It was decided that the Council will review the new submissions and may hold off on voting on them until the February 2008 meeting. There was some discussion about the food purchase guidelines. Mack distributed the Business Procedures 9.09 to the Cabinet. He will explain his concerns at the College Council meeting.</p> <ol style="list-style-type: none"> 1. Call to Order 2. Approval of Agenda 3. Approval of Minutes from November 14, 2007 4. Review Draft Objectives for 2007-08 Strategic Initiatives - Second Reading 5. Guidelines for Food Expenditures - Second Reading 6. Remodel and Other Measure A Activities - Carol Maga 7. Update on Accreditation - Carol Maga 8. Budget Update - Mariles Magalong 9. Reports from Constituency Groups 10. Announcement

	11. Adjournment
3. Clarus Corp. Branding Sessions	Mack distributed the sign up list for all three sessions.
4. Budgeting Process - Integrated Strategic Planning Model (second read)	Mariles distributed her narrative Integrated Strategic Planning Model.
5. All College Day Program	<p>There was lots of discussion about All College Day. Mack said we are trying to focus on teaching and learning. Ellen distributed the staff development survey results highlighting the top 10 issues staff are most interested in. Alma had some concerns about allowing all classified to attend All College Day. There was some discussion about having hourly employees in Admissions since it is the day before classes begin and typically are busiest day of enrollment. After some more discussion, a program was drafted:</p> <p>8:00 to 8:10 a.m. - Welcome 8:10 to 8:20 a.m. - President's Remarks 8:20 to 8:45 a.m. - Years of Service 8:45 to 9:00 a.m. - Introduction of New Employees 9:00 to 9:30 a.m. - Keynote Speaker - Teaching & Learning Across the Campus to Improve Student Success 9:40 to 10:30 a.m. - Breakout Sessions</p> <ul style="list-style-type: none"> • Communicating Effectively with Diverse Students • Classroom Management • Working with Difficult People • Student Resiliency • Help Student Cope with Stress • Community Service Learning • Classroom Assessment Techniques • Teaching to SLO's <p>10:40 to 11:30 a.m. - Reconvene in LA-100 to discuss breakout sessions. We will have sign up sheets in front of LA-100 for breakout sessions in the morning.</p>
6. Program Review Spring 2007 - Final Recommendations Adjus Chemistry CCT Library and Library Studies Music Social Sciences Police Services	Adjus - Mariles Chemistry - Carol CCT - Mack Library - Carol Music - Terence Social Sciences - Mercy Police - Mack

The next scheduled President's Cabinet meeting is December 14th at 10:30 a.m. We will invite Alma Cardenas and Ellen Geringer to continue discussing All College Day.

Meeting adjourned at 1:05 p.m.

Respectfully submitted

Melody Hanson
Senior Executive Assistant to the President