

President's Cabinet

McKinley Williams

Notes

February 22, 2008

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2:30 p.m., President's Conference Room

Present: Carol Maga, Mariles Magalong, Fritz Pointer, Tim Schulze, McKinley Williams  
Guest: Rick Figuera

Mack welcomed Tim to the Cabinet.

<b>Item</b>	<b>Outcome(s)</b>
1. Constituency Reports	<p>Mercy reported the classified senate met last Thursday. They spent most of their time reviewing committee reports. They decided since the review of committee reports is a time-consuming task, they will do the committee review once a month. They are working on their website. They have planned their morale booster to be a spa day on Friday, April 18th from 1:00 to 4:00 p.m. in the Fireside Room. They are hoping to have students from Paris Beauty School come to give manicures and pedicures. They will also be giving facials and hand scrubs. Carol had some concerns about using the Fireside Room for manicures and pedicures with new carpet. Mercy will work with the classified senate in finding another venue. The district wide classified meeting will be held at DVC next Friday.</p> <p>Tim reported the students are preparing for the academic decathlon which will be held on May 10th. There was some discussion about this date being close to finals week. Next Friday is the Regents III meeting at City College of San Francisco.</p> <p>Fritz reported they discussed how to use their share of the \$50,000 from the Foundation for enhancing student teaching and learning. Ellen Geringer sent out an e-mail to faculty with suggestions some of which were having speakers on campus, stipends for teachers attending a boot camp on weekends and during the summer, etc. Mack said we are also trying to encourage faculty to develop more on-line courses. Fritz distributed copies of the new evaluation form. The form will be reviewed at the March 5th meeting. The form is derived from the district committee. Mack mentioned the proposed changes to the grade change form--having the faculty member sign first, then the dean and lastly the director of admissions and records. The four reasons listed on the form are Mistake, Fraud, Incompetence and Bad Faith. Chancellor's Cabinet is requesting a definition be listed for all four categories as it presently just lists a definition for Mistake and Fraud.</p> <p>Mack said the management team is working on a statement on how</p>

	<p>they can enhance student teaching and learning. It has been a struggle but they now have a subcommittee working on it and will discuss it again at their meeting next week. They will also be following up on their awarding classified staff proposal at the next management council meeting.</p>
2. Staff Appreciation Day	<p>Mack said they chose the last Friday in April, the 25th, to hold the Staff Appreciation Day at Executive Staff this morning. Mack would like to ensure that everyone at the same time is able to attend this event. It was decided to close all offices from 12:00 noon to 1:30 p.m. and the event would conclude at 2:30 p.m. The staff development committee will create the activities for that day.</p>
3. CCT - Program Review - Final Recommendations from December 14, 2007	<p>Rick Figuera joined the meeting to discuss his CCT Program Review. He brought three new course outlines showing his initiative to change his program to Energy Technologies. Rick is looking into Solar technology as well as wireless technologies. After pursuing the slot machine repair courses, it is apparent the Native American tribes are having their own employees trained and are pretty self-sufficient. Mack mentioned he has been to several meetings with the Pomo Indians and there is going to be a casino built along the Richmond Parkway. There is a group in North Richmond that will help build the Casino on the Parkway. The casino will be built with solar panels. After some discussion, it was decided for Rick to pursue convening a Solar Panel Advisory Board as quickly as possible in order to get these courses started in the Spring. There was some discussion about starting these courses in the Fall but the schedule is already on its way to print and we would have to pursue advertising through other avenues such as the web, fliers, etc. Mack suggested Rick work with Priscilla on putting together an advisory board. Priscilla has already contacted by Solar Richmond asking for solar math classes. Rick is working on providing these classes. There is some urgency to get these courses going as soon as possible due to the competitive field. Rick will become certified as a NABCEP PV installer as soon as possible by DVC instructor Tom Chatagnier. Tom and Rick are already working together. Rick said we will have to input the National Electrical Code into these courses as well. Rick said he had submitted his SLO's to Lynette about a year ago. Apparently the did not go through the DIC so perhaps that explains the need for updating his SLO's. Rick will get together with Robert Chan on Monday to find his SLO's. Mack asked Rick to give us an update in the future once the solar technology courses are underway.</p>
4. Disability Awareness Training	<p>Carol said the Sue Abe is proposing to have her friend, who is a lawyer and quadriplegic to come to All College Day and give a motivational speech. After some discussion, it was decided that Fall All College Day should be reserved for accreditation preparation. Since Disability Awareness Week is March 13th, it was decided that would be too soon to have a successful event on this date. We would also like to include students in the audience of this event. Carol will get back to Sue and suggest to Sue we have her friend come out in the fall so we will have time to advertise her presence on campus in order to ensure a successful event.</p>

5. FTES Goal	<p>Mack said we are reducing our FTES goal by 100 (5,950) for next year as we are over our C contract allocation and we have to cut our C contract monies. This will decrease our budget allocation as well. Fritz asked if management has discussed embedded units. This is where popular courses are having an hour of lab time added without the additional instructor costs. The additional lab time may include a research paper, attending a workshop, community service, etc. It helps to gain FTES for the college. Fritz said they were considering doing this with English 1A and some PE classes. Mack said we could get a legal reading on this from our district office. Carol we are also looking at our low enrolled programs and trying to boost their enrollments. Tim asked if there could be a help book for students listing all of our labs. Perhaps this information could be prominently displayed on the web page and definitely included in the student handbook.</p>
6. College Council Agenda	<p>After some discussion, the College Council Agenda is as follows:</p> <ol style="list-style-type: none"> <li>1. Call to Order</li> </ol> <p>CONSENT AGENDA - ACTION ITEMS</p> <ol style="list-style-type: none"> <li>2. Approval of Agenda</li> <li>3. Approval of Minutes from February 13, 2008</li> </ol> <p>ACTION ITEMS REMOVED FROM CONSENT AGENDA</p> <p>NON CONSENT AGENDA - ACTION ITEMS</p> <ol style="list-style-type: none"> <li>4. Activities for Collaboration of Constituency Groups</li> <li>5. Foundation Budget Augmentation Grants - Criteria Revision</li> <li>6. Education Plan - First Read</li> <li>7. Facilities Plan - First Read</li> <li>8. Accreditation Self-Study - First Read</li> </ol> <p>INFORMATION/DISCUSSION</p> <ol style="list-style-type: none"> <li>9. Remodel and Other Measure A Activities - Carol Maga</li> <li>10. Budget Update - Mariles Magalong</li> <li>11. Reports from Constituency Groups</li> <li>12. Announcements</li> <li>13. Adjournment</li> </ol> <p>Mack said he will announce a statement from the Foundation Board in relation to their augmentation grants. The Foundation Board removed the \$3,000.00 limit but would like to ensure that at least five allocations are made this year. They have, as in the past, allotted \$50,000 maximum to be awarded but would like to see it distributed to as many departments as possible. If College Council awards any one department \$25,000 or more, the Foundation Board would like to see reasons as to why we want to make this recommendation.</p> <p>Mariles said there is \$30,000 in instructional equipment monies; however, these monies are already reserved for on-going costs such as grand piano lease, microscopes, planetarium equipment, etc.</p> <p>Fritz would like all classrooms to be smart classrooms as it seems faculty are vying for the same classrooms each semester. Also it would be optimal if each classroom had light dimmers. Carol said these requests would be taken into consideration with the new classroom building.</p>
7. Other	<p>Mack distributed the results from the Climate Survey. There are no considerable differences between this survey and the one last year.</p>

	Mack said he also has the district office data available to anyone who wants it. Mack will share this information with all of the other managers. There was some more discussion about morale builders for the college. Mack had a request for the return of the Friday night movies with popcorn. Also there was a request for mixers with hors d'oeuvres in Three Seasons. Mack asked Melody to set up a meeting with him and the Staff Development Committee for next week.
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Meeting adjourned at 4:10 p.m.

Music Program Review - Final Recommendations from December 14, 2007 - Stephanie can make it on February 29th. Would President's Cabinet be able to convene on the 29th for a half hour?

The cabinet will meet on the Music Program Review - Final Recommendations at their next meeting, March 14, 2008.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President