

President's Cabinet

McKinley Williams

Nnotes

August 24, 2007

**President's Cabinet
Friday, August 24, 2007
10:30 a.m., President's Conference Room**

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

Item	Outcomes
1. College Council Agenda	<p>Carol added the Enrollment Management Committee to the agenda under the Non Consent Agenda - Action Items.</p> <ol style="list-style-type: none">1. Call to Order2. Approval of Agenda3. Approval of Minutes from May 9, 2007 and May 21, 20074. District and College Roles, Responsibilities and Service Outcomes - Second Regarding5. Enrollment Management Committee6. Remodel and Other Measure A Activities7. Update on Accreditation Self-Study8. Budget Update9. Faculty, Classified and Student Governance Statements for College Procedures Handbook - First Reading10. Ten-year Education and Facilities: Status Report11. Reports from Constituency Groups12. Announcements13. Adjournment
2. Strategic Initiatives - Stewards/Timeline	<p>Mack distributed the draft timeline for objectives to our Strategic Initiatives. There was some discussion about the Stewards assigned to each initiative. It is important to have all constituency representation for each initiative. Terence suggested the SLO committee chaired by Donna (Kenyetta, Carol, Jim Duvall, Wendy Williams and Terence) to be the Steward for Strategic Initiative #1 along with Frank and division deans. We need to develop objectives this semester and prepare an annual report to be submitted to the governing board at the end of the academic year. Mack will designate managers for conveners of the Stewards but managers do not necessarily have to be chairs for any or all of the groups.</p>
3. Training for Emergency Preparedness	<p>Mack announced he attend an emergency preparedness training hosted by the State Chancellor's Office in collaboration with the State Homeland Security Department.</p> <p>Mariles reported our district police officer, Ted Terstegge, is our Emergency Preparedness officer and has been given a budget along with his new duties for training. The list of completed tasks by Officer Terstegge was distributed. Disaster supplies in rolling bins and a</p>

	<p>mobile command center (bus donated by LMC) have been established. The district has purchased a new siren system that is connected to the county warning siren. CCC will be the first campus to have the system installed.</p> <p>Mariles reported the first Safety Committee Meeting is on September 7th. The Crisis Management Committee will rename itself but Mariles does not know what the new name is at this time. She will report back once she finds out. That committee will address issues regarding students and/or employees who become "postal"; what signs to look for; and ultimately, what to do. Vicki Ferguson is the chair and it is comprised of our counselors Mack said Officer Terstegge and Mariles will address preparedness training at Division meetings where time may be allotted to address a question and answer period.</p> <p>Raja said the ASU will be offering a Student Life Event on September 11th where they will address mental health issues. Also on September 6th, Professor Manlove will be discussing earthquake preparedness from a scientist's point of view. The State will sponsor another training session in late September. A team from CCC will attend that training session.</p>
<p>4. Status Report on Educational Master Plan</p>	<p>Mack said we completed the Educational Master Plan last academic year and it was approved at College Council. Unfortunately the original cover was not printed in the duplication process and now we need to add the square footage report completed with the Facilities Plan. Therefore, the report will be reprinted with these corrections and further edits. Mack reported there is a State architecture meeting on September 17th where we hope to receive approximately 40 million dollars for our seismic retrofitting of some of our buildings. There is also some question about replacing the Liberal Arts Building at its current location; hence, the current trenching by the Humanities Building. The process has been arduous and frustrating as we are continually required to provide more information. We will be able to use 160 million of the Measure A 2006 bond monies for new buildings. If the State does not approve our plans to replace the Liberal Arts Building at its current location, we will have to make plans for another location on campus or make the new SA Building (already State approved), larger in square footage to accommodate our need for up-to-date classrooms.</p>
<p>5. Statement on Faculty, Classified and Students Roles in Shared Governance (College Procedures Handbook A1002.0)</p>	<p>Mack distributed the draft CCC College Handbook Procedure A1002 which lists the management statement approved at College Council last academic year. We have a district statement for classified, faculty and students in shared governance but now we need a campus statement. These statements will be drafted and brought to College Council on September 12th.</p>
<p>6. Enrollment - FTES</p>	<p>Carol said our enrollment grew this summer but currently is flat. DVC and LMC are above their goals at this time. Carol said we are looking at classes; talking to division deans and department chairs about how many sections we are offering of the same class. Math has gone up in enrollment and most of the classes offered in the LAVA Division have also gone up. The CLASS Division has declined slightly in enrollments as well as the P.E. Department. Mercy mentioned her off campus enrollments at the local high schools will be added after next week when the classes begin. There are several college students enrolled in</p>

	those classes at the high schools. Terence asked about the talk of incentive pay for growing departments. Mack explained that district-wide if we grow we will be able to receive all of next year's COLA monies but if we do not grow district-wide, 1.25% or more will be deducted from next year's COLA monies.
7. Library and Learning Resource Center	Carol said we have had nothing but delays due to the contractor that has been working on the Library. We are now at the point of hiring our own contractors to finish the job. The HVAC and electrical systems as well as the fire alarm are not operational. A contractor has also been hired to finish the brick wall. We are now expecting the Library and Learning Resource Center to be open after Labor Day. We are now in cost overrun due to the extra contractors we have had to hire.
8. Faculty, Staff, Students & Management Events 2007-2008	Mack would like to see us work on event planning for this academic year with special events hosted by each constituency group. He asked each group to bring their events to the next President's Cabinet meeting.
9. 60th Anniversary of the District	Mack distributed the district's timeline of the anniversary. The district is planning a district-wide celebration and we should really do something for our campus. Our 60th anniversary date is October 10, 2009. We will put together a committee for these activities. The nominations for this committee will be presented at the next President's Cabinet meeting. Raja said the students have wanted to do a fair for a while and this may be the perfect opportune time.
10. Other	<p>Reports: Mercy reported the classified had a summer forum and they also attended the classified retreat at Lake Tahoe during the summer where many of classified were able to bond with classified from DVC and LMC as well as other colleges. The classified are looking to hold more forums. The next one is scheduled on October 3rd from 1:00 to 2:00 p.m. They are also planning their annual winter retreat in December. Elections will be held on April 30th.</p> <p>Raja reported they had their first meeting yesterday. They talked about their upcoming event on September 11th where they will address mental health issues. Constitution Day is September 18th where they will invite Mayor Gayle McLaughlin, from the City of Richmond, Rocco Chavez and James Duvall to sit on a panel. The topic will be: "Why do more Americans vote for American Idol than they do for an American President?" They are making progress with the governing board student trustee coming from the DVC campus.</p> <p>Mack reported at the management retreat this summer, the managers decided to improve relations with the classified this year. Management will develop different ideas for making this happen this year.</p> <p>Terence did not have a report but did ask when the Dean for the CLASS Division job will be published. Carol said it should be out this semester for the person to begin in the Spring semester.</p>

The meeting adjourned at 12:10 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President