

President's Cabinet

McKinley Williams

Notes

October 31, 2008

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11:30 a.m. to 1:00 p.m., President's Conference Room

Present: Richard Akers, Donna Floyd, Jeanelle Hope, Mercy Pono, McKinley Williams

Guest: Ellen Geringer

Absent: Carol Maga, Mariles Magalong

Outcome

1. Constituency Reports - Classified, Faculty, Students, Managers - Mercy reported the Classified Senate met last Thursday in the SSC building and several classified from student services came to the meeting. Classified Senate decided on April 24th for the Spa Day 1:00 to 4:00 p.m. Mack said the Staff Appreciation will be planned for May 1st. Mercy said the winter retreat is scheduled for December 19th the Friday before we have winter break. The venue will be Salutes Restaurant. Mercy proposed to her constituency the classified purchase a safety cabinet and that idea was not well-received by Classified Senate. Mack said we talked about a cabinet for the SSC in President's Cabinet and he will handle this issue. Mercy wanted to know how many people the safety cabinet will cover in the case of an emergency. Mack said we will have to ask Ted Testergge. Ted has given us a supply list. Mack said the cabinet supplies would probably not cover all the students and staff in the building. Mack said we are in the process of purchasing radios for all building monitors. Mack said we found the funds to purchase some of the needed equipment. We will have a minimal amount of supplies in every cabinet for the time being. We have identified the locations of every cabinet. As the district gives us additional funds, we will continue to supply the cabinets. We originally said we would accomplish this task by the end of the December but Mack said he would like this completed as soon as possible for the critical areas on campus. Mack said he expects to see a lot of headway made on the list within the next month. Mercy said the building monitor list needs to be updated to include the new buildings. Mercy said there is still a lot of anxiety from her constituency group regarding the safety issues on campus. Mack said every building monitor should be trained and know where the supplies are located. A report will be given at the next President's Cabinet meeting regarding how much progress is made.

Richard said they looked over the faculty evaluation forms and made suggestions to Jeffrey Michels. It was suggested the department chairs give a brief narrative and also they need to add feedback from the student part of the evaluation if the class was typical or atypical the day of the evaluation. Donna said that feedback could also come from student comments on the evaluation. Richard went to the Area B meeting celebrating 25 years of participatory governance in community colleges. Richard nominated Doug Sabiston, who is being inducted to our Hall of Fame, for the statewide academic senate award. Doug is 88 years old and still attends Area B meetings. Richard did review all of the Senate resolutions going forth to the State Chancellor's Office. Richard wrote an amendment to one of the resolutions and will debate the change. All of the resolutions are on the State Senate websites and Richard sent out emails to faculty as to what is going on and how they may address changes on the State Senate website. The FSCC met and they are proposing to change the proportion of full-time to part-time faculty. They did a presentation at the last Governing Board meeting. Dr. Gordon felt the FSCC approach was much more collegial than in the past. There is going to be a second Box 2A meeting at the district level. Richard said his goals are not the same as the FSCC. Mack said due to the FSCC board presentation we will now have to make a presentation to the governing board on the Box 2A process. Richard said this is

an outcome of a consultant for the FSCC that says we should make a stronger connection with the governing board. Richard invited Jeanelle to come to the next Senate meeting to discuss the college hour.

Jeanelle said ASU met today to discuss next semester's calendar. They are focused on outreach and community service. Donna asked if their Bridging the Gap flier was sent outside of the campus. Jeanelle said they did send it out to some local political leaders. Donna said the flier did not have contact information on it. The Rock the Vote information was sent out via flier and emails. The event was well attended.

Mack addressed the management events. We are still looking at an ethics statement for managers and we are revising our mission statement. We talked about the district strategic planning and Clarus update. The district wants us to give a presentation about how we are implementing Clarus recommendations. We talked about staff using campus facilities. We currently do not have a policy and we need a district policy. The Governing Board meeting will be a CCC on November 19th in HS-101 at 4:00 p.m. The governing board will host a reception for the CCC Foundation at 6:00 p.m. in the Fireside Room. Police mentioned they will begin enforcing the one-way campus drive law for those people who insist on driving the wrong way down campus drive.

2. College Council Agenda - Wednesday, November 12, 2008, Room AA-145

1. Call to Order

CONSENT AGENDA - ACTION ITEMS

2. Approval of Agenda

3. Approval of Minutes from October 15, 2008

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA-ACTION ITEMS

4. Permanent Campus Memorial for Martin Padilla - Revised College Policy C3018- Facilities and Properties Naming Guidelines - Second Read

5. Classified Senate Proposal - Renaming of SSC Building

INFORMATION/DISCUSSION

6. College Hour - Continued Discussion

7. Remodel and Other Measure A Activities - Carol Maga

8. Reports from Constituency Groups

9. Announcements

10. Next Meeting - December 10, 2008

11. Adjournment

It was decided to remove Classroom Security, Agenda Item #7. Richard said the classroom security issue was discussed at the Safety committee and it was recommended to take it to College Council. College Council discussed this issue last month and referred it back to the Safety Committee. Mack said we need a proposal about how keys are going to be given to part-timers. The Safety Committee has police on that committee and they need to make the recommendations on how to distribute keys. We need specific recommendations and the Safety Committee has the right managers and staff to make those recommendations. Richard has some recommendations and will bring them to the Safety Committee. Richard says the key issue has been an existing problem for many years. There was discussion about the composition of the Safety Committee. Mercy said the Classified Senate is submitting a proposal as to rename SSC Building that should be included on the agenda as Item #5. Richard mentioned walking around the campus on Friday and seeing very little people are around including students. Richard would like to have more discussions regarding more classes on Fridays. Mack said a few years ago we had a weekend college with classes on Fridays. This could relieve the log jam of courses being offered from 9:00 to 12:00 noon, Monday through Thursday. Mack thanked

Richard for bringing forth this issue and we need to pursue collaborative discussions. We also had an afternoon college at one time where we worked with the high schools holding classes in the afternoons. This would give us growth without increasing sections. Mack said he thinks this discussion should begin in Council of Chairs. Council of Chairs started the weekend and afternoon college. Richard will facilitate the dialogue. Richard will bring this to his senators first and they can filter it to the faculty through various committees.

3. All College Day - January 14, 2009 - Mack said we have all worked so hard on various plans and preparing for the accreditation visit that it is time we have some fun at All College Day. He would like to hire a comedian to do some stand up and also solicit staff to do a talent show. This morning at Executive Staff we discussed the different areas/departments on campus performing skits. We also talked about doing a potluck for lunch. Mercy suggested we invite the MCHS jazz band to play. Ellen will discuss this in LPG. Ellen will take care of soliciting staff for the skits and talent show. Mack will hire the comedian and plan the luncheon.

4. New Classroom & SA Complex - Mack said we had our first meeting yesterday with the architects. There is a possibility that we can construct both of the buildings as the same time. It will take about two years to build each building. Mack wants the architects to develop a staging plan for the campus because this will cause a lot of disruption on the campus. Mack will ask Richard, Mercy and Jeanelle for representatives to sit on the planning committee for the SA Building when the final decision is made regarding the areas that will move into the new SA Building. The original plan was to move reprographics, MCHS, student activities, student government, culinary and administration in the new SA building. There will be an initial cost analysis done before decisions are made of who will be moved into this building.

5. Museum of Tolerance - Spring 2009 - Mack said the district was going to sponsor a group to attend a tour and possible workshops at the Museum of Tolerance. Mack said if the district doesn't sponsor this event, we should do pursue this for our campus to send a group. Mack said we would identify one or two members from each constituency to attend workshops and visit the museum. Cabinet members agreed that this would be a worthwhile activity. Mack will follow up with the District.

Meeting adjourned at 1:00 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President