

President's Cabinet

McKinley Williams

Notes

February 13, 2009

President's Cabinet Notes
Friday, February 13, 2009
11:30 a.m., President's Conference Room

Present: Richard Akers, Carol Maga, Mariles Magalong, Mercy Pono, McKinley Williams

Absent: Jeanelle Hope

Mack announced that Jeanelle is absent because she is attending an African American leadership conference in San Jose. Mack proudly announced Jeanelle won the Lion's Club speech contest at the college last week and will be forwarded to the next level of competition next month.

1. Constituency Reports – Mack announced the managers had a Datatel Training session at their last management council meeting and will continue to pursue training. Management also selected the classified employee of the semester: Yolanda Mendoza. Management is also planning the Great Managers Seminar similar to the Great Teachers Seminar that will be for one day at Hotel Mac. Mack said the District is going to delay the Classified Hays Study. DVC requested the delay because they feel overwhelmed right now.
Mercy said they were scheduled to meet yesterday but the meeting got cancelled. Their next meeting will be in two weeks on Thursday; however, they are moving forward with their spa day. The district-wide classified senate meeting will be postponed until the fall.
Richard did complete the faculty survey but he has not reviewed it with the senate. As soon as he reviews it with the Senate, he will share the results. He received about a 20% response rate. Richard has sent out the survey results to all of the senate members. They have had a couple of Toastmasters meetings and several of the classified staff have attended the meetings. The meetings are on Tuesdays at noon and everyone is encouraged to bring their brown bag lunch. Richard said he is going to strongly encourage the ASU to attend the Toastmasters meetings. Richard said these meetings help build skills as well as teambuilding in our college community. Richard said he has been checking in with some of the mentors and mentees. Richard will meet with Irena Stefanova to review department chair duties as she is a new faculty member who has become a department chair. Mack stated we had combined the ESL and Foreign Language departments, but since Gabriella is on sabbatical leave, Irena was placed as the department chair. Carol will work on the department chair stipend reassigned time for Irena. Richard said he now representing the faculty on DEOAC along with Vern Cromartie. Richard will be attending the Museum of Tolerance trip next month. Mariles will also be going on that trip. Since both Richard and Mariles will miss the March 13th President's Cabinet meeting due to the Museum of Tolerance trip, Melody will find another date for the next President's Cabinet meeting.
2. Mack distributed a draft College Council agenda. There was some discussion about placing Jason Berner and the Basic Skills Committee on the agenda as a standing item. Mariles said Basic Skills will have a lot of projects that will need funding approval by the end of the year. It was decided to leave this item on the agenda until the end of the academic year. The Revised Academic Renewal Policy was added to the agenda. Carol said that each college has its own academic renewal policy but accreditation says we need one district policy. This item will be

moved to Information/Discussion as it will ultimately be approved at the district level. Carol asked if the new track and field procedures should be forwarded to College Council from Operations Council. Mack said the Operations Council should be able to approve these new procedures as they are for a specific department. Mack informed President's Cabinet that we will post signs around our track and field that inform users they may only use the track and field if they are enrolled in a class or pay a fee. There was some discussion about this new change in procedure and how it will affect the public.

Call to Order

CONSENT AGENDA-ACTION ITEMS

Approval of Agenda

Approval of Minutes from February 11, 2008

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

Basic Skills Committee – Funding Proposals, second read – Constituency Vote – Jason Berner

Proposal from Classified Senate on Renaming of SSC Building, second read – Constituency Vote – Mercy Pono

Accreditation Recommendation 4: In order to further improve college governance, the college should establish a policy for regular evaluation of its governance policy and processes, second read – Constituency Vote – McKinley Williams

INFORMATION/DISCUSSION

Revised Academic Renewal Policy – Michael Aldaco

Remodel and Other Measure A Activities – Carol Maga

Budget Update – Mariles Magalong

Reports from Constituency Groups

Announcements

Next Meeting – April 8, 2009

Adjournment

3. Accreditation & Mission Reaffirmation – Mack said we are beginning to organize our response that is due by October 15th of this year. Mack emphasized that we have to strongly encourage all of those departments that have yet to submit their SLO's to develop them and those departments that have submitted their SLOs need to conduct assessments of those SLOs. We have to change our program review process to ensure it includes SLO submission. The Deans have been informed and they will be meeting with individual faculty if necessary to help them complete this massive project. If there are no faculty assigned to a course then the course should be removed from the books. Mariles said we will also have to help the district in their responses to the accreditation commission, specifically the allocation formulas for classified, managers, and C-contract. The commission wants the district to complete those formulas by October 15, 2009. Mariles said that DVC has requested to review the allocation formulas.
4. ARCC Report – Mack said this is what we use as our effectiveness measures. He also indicated that the statistics are always two years behind, so it does not reflect up-to-date information. The current report shows CCC making progress in our persistence rates; however, the report shows that we have decreased the numbers in Basic Skills, ESL and Enhanced Noncredit. Carol said this is one of the reasons why she has requested a year-end report from Jason Berner. Although we need to teach our students basic skills we need to give our student compensatory technology to help them with their learning. Mack responded to Richard by saying we have a DSPS

department with a large budget. Students should be able to access that type of equipment through DSPS. Mack said students also have access to the Department of Rehab for technology.

There was some discussion about giving Jason deadline dates for evaluations of how the basic skills money was spent. Carol said they have sent people to be trained in reading apprenticeship. We should be improving every year and our numbers don't show that. Mercy suggested that College Council direct Jason to submit funding reports before they ask for approval of more funds. We want to ensure they are spending the monies that will directly assist our students. Carol said they have purchased ESL software but the bulk of the money is going to Basic Skills activities. Mack said we will ask them to develop some criteria and show us some data before we fund them for a second year. A comprehensive plan is what Carol requested. Jason has submitted a report every year of the basic skills components we are supporting. Mercy suggested we develop a list of questions for the Basic Skills Committee. What are your mechanisms for evaluating? We need to give Jason a specific deadline date to bring his comprehensive report to College Council. Mack would like to see specific results for those allocations we have already approved. Mack and Carol will meet and develop a list of questions (rubric) to bring to College Council.

5. Update on Hercules and the Armory – Mack said yesterday Donna, Carol, Mercy and he went to Hercules looking at properties. All of the proposed sites will require remodeling to make them work for us. We don't know what the costs will be. We will have to take Bruce with us to give us an estimate. The City of Hercules is very much interested in having us in Hercules. They are even willing to help us with the remodeling of one of the proposed sites. Mack announced that he attended a meeting two weeks ago with the Dept. of the Army, Touro University and representatives from Congressman Miller's Office. Congress has approved the exchange in land. It looks as though the Army is looking at 10 million dollars for the exchange. We are going to get an appraisal for the Armory. The City of San Pablo paid about 1.3 million for the El Portal School. The Armory is smaller than the El Portal School. Once we get the appraisal the Army will look at it and has the right to adjust the appraisal. Touro University has a medical school located on the Vallejo Army campus. They have a 1 billion dollar plan for the development of their new medical school on the island. They are very interested in getting that property from the Army. Initially, Mack was thinking about 2 million out of our bond monies but it may get up to 5 million. If the Armory building on our campus is not sound, the idea of moving our fields where the armory is located now is becoming more attractive to us.
6. District Charette – Mack distributed the list of community members he nominated for the District -wide Charette strategic planning session. His list includes: Mayor Joe Eddy McDonald from Hercules, Councilperson Janet Abelson from El Cerrito, Councilperson Genoveva Calloway from the City of San Pablo, former councilperson John Marquez from the City of Richmond; Fred Jackson, from the Richmond Neighborhood House; Dr. Bruce Harter, WCCUSD Superintendent; Jim Goins, Finance Director from the City of Richmond, and Judy Morgan from the Richmond Chamber. Vern Cromartie will be attending from CCC faculty as well as Richard who is already a member of DGC. Richard will contact another faculty member so they have two representatives other than him. Mercy has nominated John Christensen and will ask another classified member so they will also have two representatives. Donna, Carol, Frank and Mack will attend as the CCC Management representatives. The district will provide substitutes for any faculty that needs them.

7. CSU partnerships – Carl Bellone from CSU East Bay wants to work with us. CSU East Bay would like to develop some on-line courses with our college. We would offer on-line courses and they would encourage their students to sign up for our courses and vice versa. They are offering online teaching and a learning certificate to faculty as they would like our faculty certified as on-line teachers. They also want to work out collaborative agreements with our science and math teachers. CSU East Bay is also trying to help us make the transition of our veterans to their college as smooth as possible. They would also like to see a cohort with health students.
8. International Students – Mack had a meeting with the City of San Pablo that included a developer and financier. The redevelopment agency owns some property. There is a triangle between San Pablo Avenue, Rumrill Road and Broadway where the City of San Pablo would like to build International Student Housing. Aleks Ilich says if we have an International Student base, he could double the amount of international students enrolled at CCC. This would also give the City of San Pablo an opportunity to enhance their international market area. It is anticipated that we may get some international students from Cal Berkeley as it is less expensive for students to live in San Pablo than in Berkeley. The government housing that is located on the other side of the campus may be included in this plan to work with the part of the city in order to make an entrance for us.
9. Program Review for English – Carol gave her commendations and recommendations.
10. Meeting adjourned at 1:10 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President