

President's Cabinet

McKinley Williams

Notes from 4/22/09 Meeting

April 22, 2009

President's Cabinet Notes
Wednesday, April 22, 2009
9:30 a.m., President's Office

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

Guest: Linda Cherry

1. Linda addressed President's Cabinet with a mid-term report in regards to her sabbatical leave – *Creating a Culture of Planning: Exploration of Whys and Hows*. Linda said the process turned out to be different from the initial application. Our district has changed their direction on their strategic planning. Linda had the opportunity to interview others and various campuses across the nation during her conference trips throughout the last few months. Linda found the colleges who have been successful in their planning processes really enjoy it. There are vast differences between corporate planning and educational planning. Linda distributed a paper of her findings thus far. Mack asked if other colleges are implementing integrating planning. She affirmed yes, but it is difficult with zero based budgets. She said there is a lot of talk across the nation of program review being institutionalized in most colleges. Linda says she discovered that many Florida community colleges are developing into four year institutions. There is no new money for these transitions. Miami is doing some interesting development of SLO's. The term *cultural competence* was discussed as the term was initiated at Miami Dade. Mariles thanked Linda for a very well written paper. Mack thanked Linda for her mid-term report.
2. Constituency Reports – Mercy announced Spa Day on Friday. Chancellor's Chat is once again scheduled for this semester – May 15th at 8:30 a.m. Mercy asked Judy Breza about the documentation needed for expense claims. Judy Breza told her that if the expense claim is intra-district (within the county) we don't need an ad leave or an agenda. Mariles asked Judy to put the requirement in writing. Any travel outside of the district (county), requires a leave request regardless of an expense claim and an agenda is required with expense claims for meetings outside of the district. Mariles explained the agenda requirement was created because there have been some expense claims submitted requesting meal reimbursement when the agenda reflects a meal was provided during the meeting. Mack said we will get something in writing as there seem to be some discrepancies. Lastly, Mercy mentioned at the DGC meeting yesterday, Officer Ted Terstegge addressed the district-wide alert system and distributed a flier that states all doors should be shut and locked during an alert. Mack said when Officer Terstegge presented this at Chancellor's Cabinet, the presidents asked about the implementation of these procedures given the current status of college security. It was obvious that a phased approach would be needed. Mack said we are currently looking into key cards and will phase in key cards as the new buildings are constructed. Mercy asked about a timeline when we think we might have the key cards issued to all faculty. Mack said some installation of key cards will happen in the next two or three years as the new buildings are erected. Financing is not provided for this project but the college has made it a priority with the use of \$200,000 from its bond funds. Carol said the district has not financed our emergency preparedness. Mercy said we need to encourage adjunct faculty

to obtain classroom keys. Richard said we are facing a long time culture of faculty not obtaining keys but we are working to change the philosophy of faculty. Deans are now amiable to signing off on faculty to obtain keys to the classroom. Richard said he would like to distribute something in writing to faculty from both the academic senate and the President informing faculty about the emergency procedures and encouraging them to obtain keys to their classroom. Carol said that most of our faculty teach in multiple classrooms which also creates resistance for faculty in obtaining keys. Carol said we need to raise awareness about our emergency procedures. Richard said the faculty survey results showed that 50% of full-time faculty and 30% of adjunct faculty have keys to their classrooms. Richard is determined to increase these percentages.

Richard attended the Plenary Session along with Eric Sanchez and Leverett Smith. They both reported back to the Senate on the Plenary Session. Richard said there were more candidates running for senate offices and various committees than in the past. Smoking policy, food in the classroom policy and the student satisfaction survey were all discussed by our local academic senate. Richard said he would like to see some job shadowing between faculty and classified particularly in certain areas such as ceramics and culinary. Mercy suggested shadowing admissions and records and Mack suggested shadowing the custodians. Mack said he is very supportive of this idea. Richard would like to introduce this idea at the classified luncheon. It was suggested that department chairs should start with the shadowing. After a brief discussion, Richard decided to present this idea to faculty first. The shadowing would be dual so classified could shadow faculty.

Jeanelle said she has no report. ASU meets again on Thursday at 2:00 p.m. There are a lot of students showing interest in student government again. Michele Jackson forwarded information about an HIV/AIDS event on campus.

Managers held a Great Managers Seminar and Mack received the comments from managers who attended this staff development workshop. Mack said we will follow up on the received feedback at the next management council meeting. Mack said he met with our Foundation President and the former Foundation President and they are concerned with the declining interest in the annual golf tournament. They are looking at other fundraising efforts. They have talked about an alumni association plan giving and other events designed to raise funds. Mack said we also need to remember our retirees. Some of this work we need to do ourselves and cannot rely on our Foundation. Richard said the last institution he worked at created an alumni association and it became very beneficial to every classroom and faculty. They had an alumni event every year. Carol said in the development of our new website, it was suggested to have an alumni site on the web page for connection to the College. Mack would like to have a speaker series that is distributed to the public biannually to help bring the public to the campus and to sensitize to the needs of the college.

3. Program Review – Mercy will report back on her findings for DSPS at the next meeting. Carol, Richard, Mariles and Mack reported on their findings for final recommendations.
Carol – CalWorks
Richard – Presidents Office
Mariles – Research and Planning
Mack – Technology
4. Program Review Self Studies and validations for next meeting, May 8th –
Richard – Automotive
Mariles - Culinary

Jeanelle – Athletics

Mercy - HHS

Carol - CIS/BOT

Carol suggested that President's Cabinet needs to remind Journalism of their need to complete their program review as this is the third or fourth consecutive cycle they have been late. Mack said he would address this issue.

5. College Council agenda - need to add "second read" after budget augmentations on Item #10.

1. Call to Order

Consent Agenda – Action Items

2. Approval of Agenda

3. Approval of Minutes from April 8, 2009

Action Items Removed From Consent Agenda

Nonconsent Agenda – Action Items

4. Basic Skills Committee – Funding Proposals – second read – Jason Berner

5. Program Review Update – second read – Wendy Williams/Kenyetta Tribble

6. Locker Use Policy – College Policy C3027.0 in College Procedures Handbook - second read – Carol Maga

7. Eating in Classrooms, Labs, Theatre Policy – College Policy C3025.0 in College Procedures Handbook – second read – McKinley Williams

8. Graffiti Policy – College Policy C3026.0 in College Procedures Handbook – second read – McKinley Williams

9. Art Donations Policy – Business Services G7113.0 in College Procedures Handbook - second read – McKinley Williams and subcommittee

10. Budget Update – Budget Augmentation – second read – Mariles Magalong

Information/Discussion

11. Enrollment Management – Carol Maga

12. Remodel and Other Measure A Activities – Carol Maga

13. Review of First and Second Read Policy – Subcommittee

14. Reports from Constituency Groups

15. Announcements

16. Next Meeting – September 9, 2009

17. Adjournment

6. Meeting adjourned at 11:30 p.m.

Respectfully submitted,

Melody Hanson

Senior Executive Assistant to the President