

President's Cabinet

McKinley Williams

Notes

August 22, 2008

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Friday, August 22, 2008
11:30 a.m. to 1:00 p.m.

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

Absent: Carol Maga

Mack welcomed Jeanelle to her first President's Cabinet meeting and explained the purpose of this committee.

Item	Person(s) Responsible
1. Constituency Reports - Classified, Faculty, Students, Managers	<p>Richard said the Academic Senate met once thus far. They are discussing the teacher/mentoring process. The interim process they have developed elicits lists from each constituency group and honing those lists into one list using the overlapping names. Richard thanked Mack for his generosity in offering \$500.00 to compensate the mentors per semester. Also a certificate of appreciation will be presented at All College Day as well as a letter of commendation will be placed in their personnel files. There will be an evaluation of the process at the end of the semester that will include the mentor and mentee.</p> <p>Mack said they have been discussing a comprehensive orientation for all new employees. Discussions began proposing holding a reception for faculty but it was decided that all groups would benefit from a reception. Richard suggested giving all new employees a free lunch at the Three Seasons Restaurant.</p> <p>Richard continued to report that Joe Ledbetter had proposed combining program review and content review. This discussion will continue this year.</p> <p>Mercy said the Classified Senate has yet to meet but they had a successful summer. They had a classified luncheon catered by Kinders and safety was the topic presented by guest speaker Sgt. Oliveira. They had 63 participants who signed in and even ran out of food. They also had a Fred Pryor seminar during the summer. The first half of the day was dedicated to safety and the second half of the day was on relieving stress. Approximately 20 employees participated in that seminar.</p> <p>Mercy said they are going to hold the Senate meetings on Fridays at 3:00 p.m. in order for all senate members to attend on a regular basis. They also may move the location of their meetings in order to accommodate other members. The classified look forward to a good year.</p> <p>Jeanelle reported the Associated Students met this morning at 9:00 a.m. and they also discussed the teacher/mentor program. Jeanelle said they are going to take the teacher mentor program outside of the student</p>

	<p>government and into the classrooms to solicit more feedback. They talked about events throughout the academic year. Mack asked about the local Richmond man, Mr. McCoy, who sings like Luther Vandross. Jeanelle said they are trying to work him in to one of their events. Mr. McCoy is popular at local fundraisers.</p> <p>Mack reported that Management Council has yet to meet. Their summer retreat has been postponed to next month. The Executive Staff this morning did address the teacher/mentor program. Mack asked Richard if the faculty have specific criteria to use for selection of faculty. Richard said they are building a selection process and will disseminate it once it is complete. Mack continued to report that the managers agreed last year to become more proficient with Datatel this year. Mack will post upcoming training sessions.</p>
<p>2. College Council Agenda</p>	<p>Mack distributed a draft copy of the College Council agenda.</p> <ol style="list-style-type: none"> 1. Call to Order <p>CONSENT AGENDA - ACTION ITEMS</p> <ol style="list-style-type: none"> 2. Approval of Agenda 3. Approval of Minutes from May 20, 2008 <p>ACTION ITEMS REMOVED FROM CONSENT AGENDA</p> <p>NONCONSENT AGENDA - ACTION ITEMS</p> <ol style="list-style-type: none"> 4. Enrollment Management Plan - second read, Carol Maga <p>INFORMATION/DISCUSSION</p> <ol style="list-style-type: none"> 5. CCCC's 60th Anniversary Celebrations 6. College Hour 7. Remodel and Other Measure A Activities - Carol Maga 8. Reports from Constituency Groups 9. Announcements 10. Adjournment <p>Mack said he believes the district is planning a 60th anniversary celebration event in October. Mack explained to Jeanelle that Tim Schulze opened the discussion of College Hour at the May meeting. Jeanelle said she would mention this to her Board and see what support she receives on it.</p>
<p>3. Program Review - Follow up to last year's Program Reviews</p> <p>Buildings and Grounds</p> <p>Journalism, Graphics, Media</p> <p>Communications</p> <p>CCCT</p> <p>Math</p>	<p>We will schedule these program review follow up meetings at subsequent President's Cabinet meetings.</p>
<p>4. Board Policy 2055 - Code of Ethics</p>	<p>Mack explained that the district revised their Code of Ethics. Mercy said the DGC has a couple of revisions to the proposal. Richard said he will look at the Academic Freedom policy to ensure there are no conflicts.</p>
<p>5. Master Calendar of Constituent Events</p>	<p>Mack would like to have a calendar posting all of the events hosted by the constituency groups for the academic year. Everyone agreed to try to get their dates to the President's Office within the next three to four weeks.</p>

6. Classification Study for Classified Employees	Mack announced the district office is pursuing the classification study with the Hay group for classified employees. The Hay group is anticipating approximately a year long process according to Mariles.
7. Enrollment Update	Mack said we are up about 15 to 16 FTES for Fall but summer we were down about 100 FTES. Mercy asked if the summer count included Cal Shakespeare. Mack did not know. Also fall numbers will also grow this semester as Mercy reported the El Cerrito High School class has quite a few more college students in it than initially reported. During the summer we cancelled a few of sections trying to stay within our C-contract allocations. It is critical this year that we meet our FTES so we are hoping for more growth this semester. Mack said the college is trying to be productive this year and looking at class scheduling. Most of the other campuses in the Bay 10 have higher productivity rates than we do. We are not going to be able to continue supporting low enrolled classes. The district uses 35 students per class as their average in formulating productivity. Richard suggested we consult with the architects as to classroom space with the new buildings. We realize the limits we have with some departments due to constraints on lab space, etc. We are also looking at class size maximums.
8. Other	Richard welcomed everyone to channel their ideas to him.

Meeting adjourned at 12:15 p.m.