

President's Cabinet

McKinley Williams

Notes

October 10, 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; Mariles Magalong; Mercy Pono; Williams

Absent: Carol Maga

Guests: Rick Figuera; Bruce King

Item	Outcome
1. Constituency Reports - Classified, Faculty, Students, Managers	<p>Constituency Reports – Richard Akers said he is distributing his agendas as electronic videos. Unfortunately, not everyone has the capability to view this media on their computer. Richard met with the Nursing faculty to get a grasp on their outside facility obligations and how that affects flex activities. The mentor process has been implemented and they have collected documentation. Connie Anderson is unable to fulfill her obligations because of medical leave. Richard has contacted her mentee and he will fill in until she returns. Goals are up on the web for the senate. Richard attended the recent DSPS events. The next in their film series is on Monday; the film will feature disabled comics. Mariles asked if the mentor list also included substitutes. Richard said they are working on substitutes as the need arises. The Senate is looking into the English scholar program. The program was presented previously as Distinguished Scholars but it never got implemented. Richard thinks the honor program or distinguished scholars program students should be in a one-unit class where they would be identified as honors students.</p> <p>Mercy announced the classified senate website is up-to-date. Yesterday they had a classified senate luncheon. The theme was accreditation and its different aspects. They had 45 sign in but actually had 50 bodies in attendance. Donna spoke at the luncheon about accreditation. On November 7th, there is going to be another district-wide classified meeting. Staff Development is working on the winter retreat that is scheduled for December 19th at Salutes.</p> <p>Jeanelle said the ASU met today. Currently they are focusing on their Rock the Vote event next week. Donna suggested they remind the audience at that event that absentee ballots take additional postage (other than a first class stamp) this election because of the two-page ballot.</p> <p>McKinley said they are still pursuing management training on Datatel. They had a long conversation about the building monitors and they also selected their classified employee for the semester to be</p>

	<p>honored at the October 15th College Council meeting when the accreditation team is here. Mercy asked if the employee could be honored at the next month's College Council meeting where more attention could be focused on the honoree. It was decided to hold the celebration at next week's meeting. Mack said the accrediting team will be visiting our district office on Monday. They will be reviewing Standard IV.</p>
2. College Council Agenda	<p>College Council Agenda – Mack distributed the proposed agenda. The recognition of classified staff by management was added under Information/Discussion.</p> <ol style="list-style-type: none"> 1. Call to Order <u>CONSENT AGENDA - ACTION ITEMS</u> 2. Approval of Agenda 3. Approval of Minutes from September 10, 2008 <u>ACTION ITEMS REMOVED FROM CONSENT AGENDA</u> <u>NONCONSENT AGENDA - ACTION ITEMS</u> 4. Permanent Campus Memorial for Martin Padilla - Revised College Policy C3018 - Facilities and Properties Naming Guidelines - First Read <u>INFORMATION/DISCUSSION</u> 5. Recognition of Classified Staff by Management - for Fall 2008 Semester 6. College Hour - Continued Discussion 7. Remodel and Other Measure A Activities - Carol Maga 8. Classroom Security - Richard Akers 9. Reports from Constituency Groups 10. Announcements 11. Next Meeting - November 12, 2008 12. Adjournment
3. Program Review - Follow up to last year's Program Reviews Buildings and Grounds CCCT	<p>Rick Figuera - CCCT</p> <p>President's Cabinet had previously recommended that Rick re-establish an advisory group. Rick said we are finding difficulty to have PGE folks involved on an advisory group for the electronics area. He has launched a class with 30 students focusing on security systems for home and small businesses. Rick has focused his time and energies in working with DVC faculty on the solar panel instruction. We have three new courses in the catalog on Photovoltaic Systems. Photovoltaic is directly related to jobs. Rick will be taking the 18-week "train the trainer" course in four days with a certification test after the course. Mack suggested Rick work with Priscilla to develop an electronics advisory committee. We have yet to place ads for the solar courses in the schedule. Rick did a write up a 100 class in this area. It is a variable unit class. Rick completed his course level SLO's. He eliminated some of the classes we no longer offer. President's Cabinet previously recommended CCT, Computer Science and BOT become one department. Rick said this idea is still being massaged as some faculty are still territorial not allowing for a smooth transition to one department. Mack said Terence will start the conversation before the semester is over. Rick</p>

	<p>said he is a member of Interstate Solar Consortium. Rick said the Indian casinos are trying to change their slot machines to the kind that are in Vegas. Rick is continuing to look at alternative energy systems- solar, thermal, wind power all grid systems. Rick will take the test in January so he will be certified in Photovoltaic. Mack thanked Rick for coming in and reinventing himself so many times during his tenure at CCC.</p> <p>Bruce came into President's Cabinet to review his department after a year or so of holding the management position in the Buildings and Grounds Department. Bruce said he hasn't implemented any surveys since he has been here so he will work with Tim to generate a new survey. Bruce attends all of the project meetings every week. He works closely with Mario Rebholtz, project coordinator. Bruce worked closely with the Library renovation and the new SSC building. Bruce meets with his staff on a weekly basis to keep them up-to-date on not only building projects but the campus as well. Bruce is a member on the Safety Committee. They meet monthly and take safety issues very seriously. Bruce hopes to have ADA doors installed in all bathrooms. Bruce said nothing has been done on the web page in regards to buildings and grounds but they do use the maintenance work order system. It assigns a confirmation to the initiator when the order was received and a notice to the initiator informing them the work is completed. There was some discussion about the delineation of duties between custodial and buildings and grounds. Bruce said there is a lot of cooperation between the two departments and there shouldn't be any problems about fixing items on campus such as replacing light bulbs etc. Bruce said we have replaced equipment such as the tractor. They completed classes on safely operating the forklift to comply with OSHA requirements. They are planning another safety forklift session. Richard was interested in learning how to operate a forklift as he works with several pounds of clay at a time as an art instructor. Bruce continued to report they replaced two of the Ranger pick up trucks as well as purchased a brand new mower. The push power mower also mulches. They hired a new equipment maintenance worker, Julio Campos, who worked for a plumbing company for ten years. Since Julio's hire, they have invested in a few plumbing tools as they anticipate saving a lot of money in plumbing bills. The bathrooms in the SA building have been refurbished in anticipation for the accreditation team. President's Cabinet is very pleased with the progress Bruce has made and appreciate his visibility with a "can do" attitude. Mercy thanked Bruce for having classified participate in the classified luncheons. Mack asked about the timeline on the creek restoration. Bruce said the vegetation should be gone by next week and planting should be done by end of October. Mack said we have a grant with Urban Creeks Council to clean up the creek from Lot 9 to all the way across San Pablo Avenue.</p>
4. Classroom Security	Richard has been active on the safety committee. He said it was mostly unanimous that faculty want to have secured classrooms.

	<p>Existing policy is that police open classroom doors at 7:00 a.m. There have been issues with vandalism in the classroom. Richard feels that faculty should have keys to their classrooms. Richard realizes there is an expense to this request. We want teachers and students to have respect for our facilities. Perhaps with new buildings, faculty can have key cards. Mack said we have problems with keys on this campus. Keys used to be under police services and haven't had a proper retrieval process. Mack would like to shore up our security. Richard would like to see us making a commitment toward classroom security. Mack said we need campus security as well as office security. Mack said we will need to get the Safety Committee to develop a schedule, with Bruce's help, listing retrofits on one building a year. Mercy said that there should be a process for returning keys similar to the process at Cal State East Bay--hold the employee's paycheck until the key is returned. Mack reminded everyone that it is illegal to hold someone's check and most employees have direct deposit so that solution is not viable in order to have employees return their keys. Mack said if we mandate the return of keys it becomes a working condition which means it has to go through the union. Jeanelle said the students have concerns that the bathrooms are being locked in the Music and Art Buildings in advance of classes' dismissal. Richard said the custodians clean the bathrooms and lock the doors so students don't slip on wet floors. Mack said he will speak to the custodial manager to alleviate this issue. Mariles said there is a bigger issue of buildings being locked prematurely. Mack said any faculty who needs a key should be able to obtain a key with their manager's signature/approval. Mack said he will talk to managers to sign/approve key request forms. The only problem this causes with faculty is the change of classrooms from semester to semester. Mack will refer this issue back to the deans. Donna said English and Social Sciences classes seem to move around depending on the size of the class. Jeanelle said that students use classrooms to study because the Library closes early. Richard said we could have classrooms open for specific designation as a study hall to "linger and learn." We need to be aware of unsupervised areas though so they are not vandalized. Donna will take this back to the deans for some kind of key allocation process and then forward it to the Safety Committee. Mack will talk to the police chief about the locking and unlocking of buildings. Richard said we need a clear delineation of what doors should be locked and unlocked as well as a schedule for each building. Mercy said she has had to call campus police to have them open up her classroom and sometimes that cuts into class time because they are waiting for the room to be opened.</p>
5. Update on Building Monitor Training	<p>Mariles said we need building monitors for the evening but the good news is we have about 40 building monitors for the day hours. We also received an inventory of supplies. Mariles has a list of all of the building monitors and their supplies and will e-mail the list to President's Cabinet members. Not even half of them have radios. The radios are old and some have been given to police services for</p>

	<p>repair and they are not being repaired, as it is not cost effective. It is planned to replace some of these radios. Currently, Ted Testergge has a draft copy of a safety monitor manual. He is hoping to finalize the binder next week. He is going to have hard copies printed and distributed as well as post it on the website. He anticipates revisions. The training for safety monitors is scheduled after we come back from the winter break but before the Spring semester. Mariles suggested holding a training session in the morning and one in the afternoon so everyone has the opportunity to attend. Ted will review the training session at the next Safety Committee and review the roles of the safety monitors. He will touch on evacuation procedures and shelter in place. Mariles distributed Ted's recommended list of supplies for each safety monitor and manager. For approximately 40 safety monitors, the approximate cost would be \$3,000.00. Mariles said we are looking for a more economical way to collect these items-- for instance, we can obtain biohazard bags from the nursing department. We have 7 cabinets for 7 buildings. Mariles distributed a list of what is inside the emergency cabinets. Mariles said it will be approximately \$900.00 to purchase a cabinet and supplies. He is also recommending more compact supplies. For instance replacing wool blankets with Mylar blankets that are less costly. One cabinet is \$465 but Ted is suggesting a smaller more cost effective cabinet. Mack wants to make sure we want to have the contents for everyone. Mercy had some concerns about the training sessions being held before the semester starts as would faculty be in attendance? We can give the faculty flex credit for this training. Mercy said the Humanities Building and former childcare locations are listed on the list. Student Life doesn't have a cabinet either. Mack said they are going to make a cabinet fully supplied for every building. Ted provided the containers for the safety monitor kits. He will be providing the hard hats and vests for consistency district-wide. Mariles said Ted has several options for storage. The safety committee will discuss the options. Mack said we must have enough radios. Currently, we need 30 more radios at a cost of approximately \$200 a piece. This is a priority and will be done within the next month or so. Mariles asked Mercy to encourage classified to attend the training sessions. Mercy thanked Mariles for her work in this area.</p>
6. Other	<p>Mack announced a reception for the accreditation team on Tuesday, October 14th at 8:00 a.m. at Three Seasons.</p>

Meeting adjourned at 1:30 p.m.