

President's Cabinet

McKinley Williams

President's Cabinet Notes

November 17, 2008

President's Cabinet – November 14, 2008
11:30 a.m., President's Conference Room

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

Absent: Jeanelle Hope

1. Constituency Reports: Mercy reported that Nick Dunn will be the representative at the SA Building architecture meeting. Classified Senate met yesterday and they discussed the emergency supplies list. The list needs updating as missing buildings need to be added to it. Classified also wanted to know how many people will be covered with the emergency supplies? Mariles said that Ted said four to eight people should be covered for a 72 hour period. They had a district-wide classified senate meeting at LMC. Mercy noted LMC's new campus is beautiful. They had a great meeting about facilitating meetings. CCC will be hosting the next district-wide classified meeting at March 24th hopefully the Fireside room. The new job links rep is Kelly Ramos from Financial Aid. Our staff development committee is proposing a winter family night on December 12th where they would serve cookies and punch and have someone dress up as Santa Claus. The initial proposal was talking about this for employees although it appears as though this might be a staff development coordinated event. It is proposed from 5:00 to 7:00 p.m. in the Fireside Room

Richard worked with a planning session in Los Angeles. Richard wants to have someone accompany him to the next session in San Francisco. Richard is looking for future leaders. Fritz Pointer has resigned as Academic Senate Vice President. Has been unable to attend due to other commitments. Helen Benjamin will be attending our December senate meeting and we scheduled a larger room for that meeting. Richard went to the DGC meeting. Our faculty will be sending Richard questions to forward to the Chancellor. Richard created and distributed to faculty a spreadsheet listing activities above and beyond the classroom which is a way for him to make fair selections of faculty on committees. They had a Halloween contest and Richard placed the video on the academic senate website. Chef Patrick won the costume contest. He informed Richard that he is not excited about the gift certificate to the Three Seasons so Richard told him that he could select a ceramic mug from his office. Academic Senate did try to discuss the college hour but Jeanelle has since informed us that the students have decided to drop this issue for the time being. Richard said it is his hope we will generate a bit more enthusiasm on the campus on Fridays and perhaps the students will revisit this issue. Richard will go to the Dean's meeting and Council of Chairs to pursue this topic. Hot topics tend to be dicey and skirted but Richard will continue to pursue them at his meetings. Richard will also pursue the key situation. Mack commended Richard for pursuing these issues and continuing to find solutions.

Mack reported on Executive Staff issues, specifically the web site core implementation committee. We want to revise the web site to make it user friendly. We have to take into consideration the portal site. Carol will be calling a meeting before the end of the month. Mack indicated that both classified and faculty representatives will be needed for this committee. Mercy asked if Carol had any in mind. Carol said she needs Michele because she is in marketing but they need another classified from student services.

Richard asked if we could get advertisements on You Tube as they are free. A You Tube can link directly to our web page. Linking is the other issue we are working on. Mercy said the video messages are really nice and help those that don't want to read.

2. State Budget Projections – As a result of the State budget crisis, CCCCDC may lose as much as 9.2 million. We have enough reserve to cover these costs; however, we will have to get ourselves in line with our budgeting. We have been borrowing FTES from the upcoming year and putting the FTES back into the previous year. This practice is legal and is being used by most community college districts within the State. We will need a 1.85% increase enrollment district-wide for the next three years to grow into our base so we will no longer have to borrow. Helen Benjamin is committed to the 2% raise we have negotiated. The State is proposing to increase student tuition to \$26 and then \$30 per unit. The last time tuition was raised we had a real campaign about financial aid which is why we didn't lose students. The State's proposal would be two raises within a calendar year --\$26 for spring and \$30 for summer. The State is talking about cutting differential noncredit classes which we don't have (pre-vocational classes). The district counts our noncredit FTES the same as our credit FTES. Mercy is thinking about offering more credit classes in the high schools since the WCCUSD is talking about closing some of their high schools. The Kennedy High School principal called Mercy asking for classes. Carol would like to offer some adult classes in the evenings at the high schools. Mack suggested Mercy touch bases with the Kensington community to find out what kinds of high school classes they want. Growth is still needed.

3. Museum of Tolerance – Mack said the district is still pursuing this activity. There are going to be 30 people district-wide attending. We were informed we would get 10 slots. If volunteers do not fill the slots then staff development committee members will fill the slots. The district is planning on 30 people each year. There will be expectations to bring something back to the campus. Mercy said the classified have a lot of interest in attending this activity. If we don't grow enrollment, this may be one of the events that is not sustained. Mariles said this activity is supported by district.

4. College Council Agenda

Mariles wants to add the College EEOAC (Equal Employment Opportunity Advisory Committee) to the agenda. The district would like us to start implementing some of the draft plan before it is finalized. We need to include a second reading so we can convene the committee. Melody will distribute the committee proposal to College Council with the December agenda. Mercy said the employees serving on the district committee should also serve on the college committee. Mariles will ask one of the committee members to address this issue at the College Council as she will not be there.

Melody will remove "Permanent Campus Memorial for Martin Padilla" and revise this item to the Revised College Policy C3018.

Melody will remove Classroom Keys and Fridays on Campus until after these subjects have been discussed at the deans and council of chairs meetings.

1. Call to Order

CONSENT AGENDA - ACTION ITEMS

2. Approval of Agenda

3. Approval of Minutes from November 12, 2008

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA - ACTION ITEMS

4. Revised College Policy C3018 - Facilities and Properties Naming Guidelines

5. EEOAC

INFORMATION DISCUSSION

6. Remodel and Other Measure A Activities
7. Reports from Constituency Groups
8. Announcements
9. Next Meeting - February 11, 2009
10. Adjournment

5. Update on Building Monitors – Mariles said we have about 37 building monitors. They were invited to a fire training on Wednesday. Everything went smoothly. They are also invited to the safety monitor training on January 12th – a morning session and an afternoon session. Richard mentioned that classified do not receive any points for attending but the faculty receive flex credit. However, classified do receive release time. On January 12th building monitors will receive their emergency kits. These kits were mostly purchased by the Business Office with funds from Tim Clow. The Business Office bought everything but the hard hats, vests, and bull horns because Ted Testergee will purchase those items so they are standardized. Radios are also being purchased from Ted so they are standardized. He is in the process of getting quotes from vendors and hopes to place the order by next month. The recently purchased radios will be traded in for newer radios. Richard said this has been a painfully slow process. We now have emergency supply cabinets in every building on campus. We are in the process of finding the best vendors for more cabinets. Richard asked if we are labeling these cabinets. Mercy asked where the cabinet is located in the SSC Building? Mariles said it is in the custodial room temporarily. Mercy asked if Mariles could update the emergency supply list to include where the cabinet location is in each building. Richard said we should also make notations on the list as to which cabinets are mobile cabinets so they can be moved in need be.

6. Program Review Recommendations

- Mariles – International Ed, Business/real Estate
- Richard - Dental Assisting
- Carol - English
- Mercy – Early Childhood Education, Emergency Medical Technician
- Jeanelle – Student Services
- Mack - Academic Skills

Meeting adjourned at 12:45 p.m.

Respectfully submitted,

Melody Hanson