

**President's Cabinet Notes**  
**Friday, September 11, 2009**  
**11:00 a.m., President's Conference Room**

Present: McKinley Williams, Mercy Pono, Carol Maga; Mercy Pono; Kristina Bautista; Richard Akers (by phone)

Absent: Mariles Magalong

1. **Constituency Reports** - ASU - Kristina said they have sworn in four new senators and have a lot of new student representatives. They are really excited. They have more than nine people on the board this year. They are planning to attend a conference in Los Angeles for leadership training. Scheduled events for this semester are a hypnotist to help students with test anxiety and a town hall meeting advocating for women against violence.

Faculty - Richard said the faculty are trying to deal with stress of the budget cuts. Attitudes are solid and unified as we enter these difficult fiscal times. Richard is also pursuing two vendors to sell produce boxes on campus. Mack said the biology faculty are interested in initiating the greenhouse. There is a woman in the community interested in developing a horticulture program at the college. Mack said he was thinking to connect this woman with Chris and Debra. Richard suggested Sally Emerson who, in the past, has sponsored yearly plant sales for the transition students. Mack suggested we have a meeting with all interested players. Richard said he likes the idea of a community garden as well as a greenhouse. Mack said Viviane LaMothe was also interested in a community garden and she was in contact with Mayor Leonard McNeil in San Pablo.

Classified - Mercy said they met yesterday and they are trying to develop alternate ways to unite classified with a potluck at the end of the month. April Tisby will address the classified staff and the potluck luncheon. They were trying to encourage classified to sign up for the walking class but now that course has been eliminated from the schedule. They talked about our district-wide senate meeting that CCC is hosting this year. This senate meeting includes hosting a lunch for everyone. CCC will also host Job Links this year. The classified senate will be the sub-committee for Job Links this year. Mercy said they are planning to do the breakfast in the cafeteria and move to the Library for the meet and greet. Classified talked about their budget and how they are going to spend it. They are going to try to send classified to the leadership conference and CCLC.

Management - Mack said we had a management council meeting and discussed our healthy living initiatives. Our staff development committee is working on healthy living initiatives. Our big concern is the budget right now. Our deadline for the budget is October 1<sup>st</sup> so we have to work steadfastly. Our classified employee of the semester is Barry Benioff and he was presented with a plaque at College Council. Mercy thanked management for the selection of Barry.

2. **College Council Agenda** – Mack distributed the Designated Smoking Areas (College Policy 3027.0) without all of the strikeouts as currently listed in the College Procedures Handbook. Mack said we will bring it back to College Council so everyone can see the policy as approved in July of 2006. Carol said the locker room policy will be ready by October 14<sup>th</sup> as being revised at Operations Council.
  1. Call to Order
  2. Approval of Agenda
  3. Approval of Minutes from September 9, 2009

4. Locker Policy – College Policy C3027.0 in College Procedures Handbook – third read – Carol Maga
  5. Art Donation Policy G7113.0 – College Procedures Handbook to include lawyer’s suggestions – third read – McKinley Williams
  6. Designated Smoking Areas (No Smoking Regulation) – College Policy C3000.0 and B2000.10 in College Procedures Handbook – removal of past policies – current policy only
  7. Budget Update – Mariles Magalong
  8. Remodel and Other Measure A Activities – Carol Maga
  9. Reports for Constituency Groups
  10. Announcements
  11. Next Meeting – November 11, 2009
  12. Adjournment
3. **Healthy Living Initiatives** – Mack asked if everyone could bring in their initiatives to the next President’s Cabinet and we will construct a list.
  4. **Budget Update** – Mack announced the budget situation is being reviewed at the Traveling Road Shows. We recently learned the State will not fill behind the categorical cuts from the federal government so categorical cuts are more dire than we originally thought. Mack distributed an update of the categorical reductions. Mack also distributed our general fund budget reductions – college operating budget contingency \$350,000; Operating budget savings (10 to 15%) - \$100,000; Classified vacant positions - \$180,000; Management salary savings - \$150,000 and still need \$344,078 in order to reach the total of \$1,124,078. Mercy asked for the list of the classified vacant positions. Mack said he will send the list out with the minutes from this meeting. Mack said we are meeting next Wednesday with district office staff and after that meeting we may have another budget forum to inform employees of our status. This budget reduction is in addition to the \$770,000 needed for next year. Mack said we are looking at perhaps \$440,000 in vacant positions from retirements that will mainly be faculty. It is going to be impossible not to affect employees to meet the budget reductions. Mercy asked about management salary savings. Mack said currently Nick is at the district office and we are saving the difference between Nick’s and Alma’s salaries. There will also be other reductions in management salaries.
  5. **Hercules Education Site** – Mack said he met with City Manager and Mayor of Hercules on Tuesday. They are going to basically pay for the classes in Hercules. Mack has to send them a proposal. They were thinking about three classes at about \$4,500 a piece. We need to provide desks to outfit the classroom. Mack said we will look at the West Contra Costa Unified School District for desks as they have a warehouse storing their older desks since receiving FFE monies for new desks. Carol had some concerns about spreading the classes out throughout the week as that becomes labor intensive to send our staff out to register the students. Mercy said we also have offered classes at the Hercules Library so perhaps a solution would be to use the space offered at the Hercules Senior Center and the classroom at the Hercules Library on the same night. Proposed classes to be offered in Hercules are: Conversational Spanish, Psych 220, English 1A and Math 164 . Mack said we could propose four classes at two a night. Carol said we could test it out. Mercy said we could try Tuesday/Thursday in Hercules and Wednesday in El Cerrito. Mack will attend the Hercules City Council meeting on September 22, 2009.
  6. **Chess Tournament** – Mack announced the Chess Tournament is scheduled for tomorrow, September 12, 2009 in the Fireside Room 9:00 to 12:00 noon. We have a few students from community organizations already signed up. We will also have a chess professional donating his time to teach and play. Mack said we are doing this do bring community students to our campus

and to encourage our campus chess club. Also studies have shown that students who play chess become more proficient in their critical thinking skills, mathematics reasoning and their ability to concentrate and improve their study skills. Hopefully they will have a good experience and want to enroll at CCC in the future.

7. Mack welcomed everyone to add items to the President's Cabinet agenda if they desire.
8. Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President