

President's Cabinet Meeting
February 5, 2010
11:00 a.m., President's Conference Room

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

Absent: Kristina Bautista

Guest: Jennifer Ounjian

The meeting opened with discussion about yesterday's ASU meeting and how students are willing to help with retention. Mack said faculty need to be conscious about helping students to join study groups. This would enhance students' efforts to remain in the classroom.

1. **College Council Agenda** - Richard said he ran into some issues at the FSCC with their attorney's legal rendering stating the Academic Senate does not fall under the auspice of being a "Brown Act" meeting versus the State attorney general's opinion that says the Academic Senate is a "Brown Act" meeting. Richard said this has been brought to the State level for a final resolution. The District's lawyer now says College Council and Academic Senate are not Brown Act meetings but the State Attorney General is saying that our meetings are Brown Act meetings. The Brown Act requires the board to follow Brown Act regulations because they are elected officials and any committee designated by the governing board are, then too, Brown Act meetings. Richard is awaiting clarification through the statewide Academic Senate and will report back when it arrives.

It was decided to add another item under Information/Discussion - Report on Accreditation Follow-Up
We will move renaming of SSC Building to the first item of discussion because Mercy has to leave College Council at 3:30 p.m. for her program review validation meeting.
The College Council Agenda is as follows:

Call to Order

CONSENT AGENDA – ACTION ITEMS

Approval of Agenda

Approval of Minutes from December 9, 2009

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

Recognition of Classified Employee of the Semester – 5 minutes

College Mission Statement Review of Process – Research and Planning – 10 minutes

INFORMATION/DISCUSSION

Renaming of SSC Building to Martin Padilla Student Service Center – Update – Subcommittee – 20 minutes

Accreditation Follow-Up Report – 5 minutes

Review of Meeting Protocol – 10 minutes

Budget Update – Mariles Magalong – 5 minutes

Remodel and Other Measure A Activities – Carol Maga – 10 minutes

Reports from Constituency Groups – 2 minutes each – 10 minutes

Announcements – 5 minutes

Next Meeting – March 10, 2010

Adjournment

2. **Constituency Reports** – Richard said Jeffrey Michels received the faculty of the year award and will receive this award in Sacramento. The faculty have been receiving many awards lately and academic

senate office has been trying to streamline the process. Faculty, as a whole, are working really hard taking more students than their class limit. Richard said he has not been hearing a lot of complaints from faculty but he has been hearing more comments about what they can do to help us get through these trying times. Mack said we had 50 students at the class in Hercules and last night there was a student sitting in the doorway in the LA building listening to the instructor. We are over by 400 to 500 FTES thus far. Mack said we still need to cut our budget and one way is to reduce the C contract budget. This is one way to help save lay off of our permanent staff. Richard said this semester is a potential “burn out” rate for faculty because of the space issues with classrooms, not enough chairs in the classrooms, etc. Richard and Mack said the faculty are doing a stellar job right now. Carol said because of our increased FTES from DVC we don’t have to reduce our schedule as much as we would have without that additional FTES. It is difficult to predict an increase of fees. Classified staff have been swamped too with students rushing to enroll. Mack said he hasn’t received one student complaint about managers, classified or faculty. The attitude among staff is that of understanding and patience for our students. There was discussion about San Francisco City College closing their summer program. Mercy said the only complaints she has been receiving is about our web advisor and hearing frustrations with our enrollment process. Richard said he wrote to President Obama about configuring an “urban factor” into educational funding.

Richard said the Farm to Table program is still in effect. Shipping and Receiving has helped in this effort by receiving the boxes of produce. Richard has donated juice machines in culinary in hope of offering an alternative to the morning coffee choice.

Mercy said classified have not met yet. However, there a couple of items that need to be readdressed. Classified are still asking for validation training. They had a request for Kenyetta or Jennifer do lead the training for classified. Mercy said she received calls about All College Day from several student services employees who were not able to attend and feel left out. Mercy emphasized that many student services employees are not able to leave their counter or area during All College Day. Mack said he will look into it this dilemma and get back to Mercy with possible resolutions. Richard suggested that perhaps there could be a rotation and Mercy responded that there are not enough staff for rotation. Mack said we will try to develop a plan to address some of these concerns. The SSC is in the process of electing their classified employee from the State. Mack said he has nominated Benny Barnes for this award previously but never received any communication back from the committee.

Mack reported that management is going to sponsor the movie “Food, Inc.” for campus viewing. The managers viewed the movie and would like to show it campus-wide with a panel discussion following the viewing. Richard said there are three or four movies on the same subject and perhaps other movies can be shared on this subject. Richard asked if he could have five minutes at the movie showing to promote the Farm to Table program. Carol said he had our administrative units review their AUO’s at the last Management Council Meeting.

Kristina sent an e-mail of her report in her absence. Kristina says they are taking the mission statement review seriously. She thanked McKinley Williams, Tim Clow and Terence Elliott for their words on retention at their last ASU meeting. Mack encouraged everyone to attend their ASU meetings which are held on Thursdays at 4:00 p.m. They have a lot of engaged students and we need to show our support.

3. **Resolution to Eliminate Residency Requirement** – Richard said the request on this issue initiated from the district. We were the only college in the district that had this residency requirement for credit by examination and it does not serve our college well. We have created the resolution and forwarded it to the proper entities. Rick Ramos has been working with the high schools about an exam. Removing this requirement will put us in sync with our sister colleges. Mack said some of our courses are not on the credit-by-examination list as some of the faculty are resistant to that idea.
4. **Revision to program Review Validation Form** – The revised form (last page of the form) was distributed. Richard said the update is in the SLO handbook and on-line on the web site.

5. **Hays Study** – Mack said the classified staff will be going through a job classification study for all classified positions district-wide. Local 1 declined to serve on the steering committee because their position is they don't want to be part of the study if it should result in a lower salary. Therefore, the Hays Group will conduct the process and provide opportunity for input from Local 1. Mack distributed the timeline. The informational meeting will be held for all classified this month. Classified will receive their job description, then confirm or revise the description in writing, and then submit that back to Hays group. Mercy said that Local 1 needs to help some of the classified write up their job duties because there are some classified that have stronger writing skills than others. Mack encouraged Mercy to bring this item to Local 1's attention. The conversation will go on whether Local 1 is there or not.
6. **Cosmetology Update** – Mack said we have contracted with Paris Beauty College for the last several years. They also contracted with LMC to teach our students to become cosmetologist. We have paid them a per hour fee. If the student wanted financial aid the student would come to our college for financial aid. Paris Beauty College recently had the means to offer financial aid. It appears Paris Beauty College was retaining the students' Financial Aid they were to issue to students. Because of this fraud our district has had to report these actions to the State Chancellor's Office, Department of Education, and Dept. of Consumer of Affairs. Hence we are terminating our contract with Paris and we are transitioning our students to W Institute in Concord. Peter Garcia and Mack called the accrediting commission to inform them of our contract termination. This does not mean we are cancelling our program but simply relocating our students. Mack has to send a letter to Barbara Beno. There may be negative publicity about this issue. We have acted expeditiously. Mack said faculty and classified should not answer questions to the press or students about the cosmetology program. All inquires need to be referred to the President's and Vice President's offices. W Institute is able to take more students than we had with Paris Beauty College so we can expand this program when we receive additional dollars for growth. We do have many students from West County that are cosmetology students.
7. **Other** –Richard encouraged everyone to sign up for the Farm to Table program. They need 10 orders minimum and thus far they have eight have signed up.

Meeting adjourned at 12:10 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President