

**President's Cabinet Notes
Friday, October 23, 2009
11:00 a.m., President's Conference Room**

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

Guests: Donna Floyd, Jennifer Ounjian

Absent: Kristina Bautista

1. **Field Trip and Guest Speaker Forms** – Donna said the deans revised these forms because the previous forms were a half sheet and were not comprehensive. These previous forms are in the College Handbook. The revised forms include a signature line for department chair and division dean. There was some discussion about liability issues. Mariles said there is district insurance that covers students and employees on field trips. Mariles said there are additional forms for transporting minors. Jennifer said she has conference attendance forms. The students sign a waiver so there is no liability. Jennifer asked if the revised field trip form covers students attending conferences. Donna said this is local, not for out-of-state trips and to be used for classes only. Richard will put this form on the academic senate agenda. Donna will correct the bottom part of the Request for Non-Paid Guest Speaker form. Paid guest speakers under \$3,500 are not processed through the governing board and they are processed on Special Services Contractor forms. Jennifer asked if she should use this form if the students have a guest speaker addressing the ASU. Donna said this form was intended to be used for instructional class speakers only. It was agreed to add “instructional” in the title: Request for Non-Paid Instructional Guest Speaker. Richard will take this form also to the Academic Senate.
2. **College Council Agenda** – the agenda was changed to the following after lengthy discussions on the draft agenda.
 1. Call to Order
 - CONSENT AGENDA-ACTION ITEMS
 2. Approval of Agenda
 3. Approval of Minutes from October 14, 2009
 - ACTION ITEMS REMOVED FROM CONSENT AGENDA
 - NONCONSENT AGENDA – ACTION ITEMS
 - INFORMATION/DISCUSSION
 4. Renaming of SSC Building to Martin Padilla Student Services Center – Pursuit of Council to Governing Board – 20 minutes
 5. Budget Update – Mariles Magalong – 3 minutes
 6. Remodel and Other Measure A Activities Carol Maga – 5 minutes
 7. Reports from Constituency Groups – 15 minutes (5 minutes each constituency)
 8. Announcements – 5 minutes
 9. Next Meeting – December 9, 2009
 10. Adjournment

The following items were removed from the draft agenda.

 - Food and Drink in Classroom Policy – C3025 – clarity of language suggested. There was discussion about Manu's email sent to Mack. Richard said he will give clarification to Manu and any other faculty needing clarification. It was agreed this item will be deleted from the agenda.

- Use of Campus Bulletin Boards - Carol said this item came forward to Operations Council from Kathleen Anderson as she wanted us to stop people scamming our students for jobs. Operations Council reviewed the use of bulletin board policy and expanded it. All items from student life have to be dated and stamped. These are only non college items. Richard mentioned that former posters from the Drama Department have been discussed due to questionable nudity as well as questionable art pieces from the Art Department. Jennifer said the public bulletin boards are open to most any group as long as the information is legal and in good taste. There was discussion about notices taped to windows. We are encouraging employees to use bulletin board. Mercy suggested we add “with the exception of Brown Act notices” to Item #2. There was discussion about signs in the bathroom and making an exception to length of time those signs are posted. Carol will take this policy back to Operations Council. Jennifer asked about Item #10 and wanted to know who is expected to check on the licensing? Jennifer would like that item revised adding student life will be responsible for determining if the advertiser has the appropriate licensing. It was agreed to remove this item from College Council until it is revised at Operations Council.
- Review of the college mission statement was discussed. Jennifer said Tim wants to know if College Council should review it or if College Council would like the R & P Committee to review the statement first. President’s Cabinet recommends that Tim have the R & P Committee develop a process for review of the College Mission Statement. It was agreed to remove this item from College Council until it is discussed at the Research and Planning Committee.
- Renaming of SSC Building to Martin Padilla Student Services Center – It was decided to move this item under Information/Discussion. There was discussion about this issue. Mercy doesn’t want to raise false hopes. Mack said we would have to engage in a political struggle with this issue if we choose to pursue it. Mariles asked if we want to create a wedge between us and the district when we are going to be asking for money. There is also no building naming policy at the district as Helen’s response to our request refers only to a donor recognition policy. Mack said we could change our request not to address the donor recognition policy but wanting to rename the building. Carol said she likes the idea of a plaque being placed on the side of the building memorializing Martin. Jennifer said it could say “in recognition of.” Richard agreed a plaque at the entry would be appropriate. It was agreed we should try to find some middle ground to pursue this issue. Mack said we could also name our walking trail after Martin. We would be better suited not to engage in a political fight. Mercy said a political fight would not honor Martin’s memory. Mercy said she will take back these ideas to her senate and Richard will also discuss these ideas at the academic senate. Mack will take the issue to Management Council. President’s Cabinet agreed to consider an alternative way to honor Martin. This items was removed from the draft College Council agenda.

Mack said Jennifer had wanted to add time limits to our items. President’s Cabinet decided to add time limits on the agenda item. We will add the following minutes: 20 minutes on Renaming of SSC Building; 3 minutes on budget; 5 minutes on Remodel; 15 minutes on Constituency Reports and 5 minutes on Announcements.

3. **All College Day Planning** – Mack said this will be our 60th anniversary. Barry is working on a 60th anniversary video. That is one of the items we want to show at All College Day. Mack is thinking we could have celebratory performances featuring students from the dance class or a performance by a musical group. Perhaps we could include some speeches or poetry by students. Carol said she likes the idea of music or poetry that related to our 60th anniversary. Mack said we have two poets – Jeffrey, and Barbara Williams. Carol said there is also Agustin. We also have students. Mack said perhaps we could highlight some of our most

successful alumni. Mack will run his ideas by Management Council. We will also have the college group photo taken in the amphitheatre.

4. **Accreditation** – Mack thanked Carol for completing the follow-up accreditation report. Carol also thanked the SLO coordinating committee, Mary Healy, Melody and others for their efforts. Carol said it was a monumental team effort.
5. **Athletic Assessment** – Mack reported the Athletic Department is going to the ASU and asking for an athletic assessment fee. Mack thinks other departments will follow should they be successful in their pursuit of additional funds. District is researching this effort to see if an athletic assessment fee is appropriate and within code. The tentative opinion is that such a fee is not in compliance with Title V. The athletic department is seeking creative ways to make money since their budget was cut in half.
6. **2010-2011 Budget Reduction** – Mack said we are going to have to make about a million dollar cut next year. Hopefully we will have enough retirements and resignations to avoid layoffs. If we don't have enough retirements and resignations, we will have to lay off employees as we cannot cut anymore of our operational budgets. Mercy asked if the district is still talking about mid-year cuts. Mariles said yes, but district is hoping they can cover those cuts with district reserves. Mack said we won't be able to continue front loading FTES as in the past and there will not be any growth money in the State budget. This is the State's way of shrinking community colleges. Richard said it is student access reduction. Mack addressed Richard and Mercy telling them they need to inform their constituencies we are not out of the woods yet. Carol said anyone at retirement age should be encouraged to retire. The district is thinking about an incentive that will not cost the district too much money but encourage those of retirement age to retire this year.
7. **Constituency Reports** – Kristina sent her report via e-mail and Mack reported on her behalf. The majority of clubs will participate in the Fall Festival on October 29th at 12:00 noon to 4:00 p.m. MCHS is involved in several college events such as school clean up, restoration project and AGS in support of the college. They are continuing to bridge the gap between the CCC and MCHS. Some of the ASU members are currently in LA and attending the NCSL -- National Certified Student Leaders. They are hoping to bring what they have learned back to the ASU.

Carol thanked Mariles for bringing Subway to the campus. They are now able to lock down the restaurant at night. They are making money which should help us.

Mack said Management Council is still working on their healthy initiatives. Managers will sponsor the walking contest that will culminate at the Staff Appreciation Day in the Spring. Janis will sell the pedometers once again.

Richard showed a KTVU news video on Richmond's Farm to Table program. This is the one of the ways low income families in urban Richmond can afford produce. Richard is recommending we work with this organization as it provides produce to our Culinary Arts Department. Fifty percent of the cost of the boxes is tax deductible. This is the only organization he found that connects a social program to tax deductible donations. The Farm to Table Program is working with three communities in Richmond. Mack said he has seen the boxes and they are pretty good. The food is really fresh and they are increasing their organic choices and they are local. Richard

said he distributing the various workshops and sessions available at the Planery Session he will be attending next month.

8. Meeting adjourned at 12:40 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President