

President's Cabinet
Friday, August 21, 2009
11:00 a.m., President's Conference Room

Present: Richard Akers, Jim Gardner (student), Carol Maga, Mariles Magalong, McKinley Williams

1. **Constituency Reports** – Mercy said that Denine Colbert is now an official senate member. Classified Senate met prior to All College Day. They planned to purchase food for their events. However, in light of the budget crisis, they will have potlucks for their luncheons. They also are hoping to participate in the classified institute conference this year. Since CCC will be hosting Job Links in June, Mercy will ask all senate members to participate in its coordination as well as ask managers for their support. CCC opted out of the Job Links rotation due to our construction on campus the last year or so, but this June should work well for Job Links. Mercy said they were thinking about convening in the Library. Mack suggested the cafeteria. Carol reminded Mercy that we cannot have food in the Library. The breakfast can be held in the cafeteria and then classified may convene in the Library. Mack told Mercy to let him know whatever they need.

Richard said they had a healthy discussion regarding equivalencies. There have been some departments that have made changes to their equivalencies. This has not been a popular issue. Richard did an informal information request in regards to Healthy Living Initiatives. He received a lot of feedback. The best idea was from the CLASS division. It was agreed the Faculty Senate would like to contact some local produce distributors to see if they would like to come to campus to distribute produce on campus. Some distributors are organic and some are not. Another suggestion was to host film night with classic comedies. Carol suggested informational movies on food to help educate our employees and students. Richard said we could update the Food Policy including the word "health" in the policy.

Mack reported managers had their retreat this summer. They played a CCC trivia jeopardy game that turned out to be informative and good teambuilding exercise. Executive Staff met this morning and talked about our healthy initiative ideas. They also talked about budget issues.

2. Mack distributed the draft **College Council agenda**. Carol said she has the legal rendering on the Locker Policy. Richard has suggested a change on the Food Policy. Mack will look at it. Mack said we need to add the Art Donation Policy as he asked for a legal rendering of the Art Donation Policy after it was approved at the last College Council meeting. Mack said the request to rename the Student Services Building to honor Martin Padilla has not been placed on the Board agenda. He has asked for an update on the status of this request and is awaiting a district response. We will also add this to the agenda. Mercy asked about the Outreach Committee being added to the College Roster as a sub-committee of College Council. We will wait to see specifically what Jennifer wanted on this issue. It was decided that we would postpone the Locker Room Policy until the October meeting since there are already 18 agenda items.
College Council Agenda for Wednesday, September 9, 2009
 1. Call to Order
 2. Approval of Agenda

3. Approval of Minutes from May 13, 2009
 4. Basic Skills Committee – second read (First Year Experience \$15,000 and Tutoring \$20,000) – Jason Berner
 5. Food and Drink in Classrooms Policy – College Policy C3025.0 in College Procedures Handbook – third read – McKinley Williams
 6. Designated Smoking Areas (No Smoking Regulation) – College Policy C3000.0 and B2000.10 in College Procedures Handbook – proposed change in title – first read – Michael Aldaco
 7. Art Donation Policy – G7113.0 in College Procedures Handbook– McKinley Williams
 8. Update on Renaming of SSC Building to Martin Padilla Student Services Center – McKinley Williams
 9. Outreach Committee – Add to College Roster as sub-committee of College Council – Jennifer Ounjian
 10. Accreditation Recommendations – Follow-up – Carol Maga
 11. Recognition of Classified Employee for the Semester – McKinley Williams
 12. Update on Strategic Initiatives – Tim Clow
 13. Budget Update – Mariles Magalong
 14. Remodel and Other Measure A Activities – Carol Maga
 15. Reports from Constituency Groups
 16. Announcements
 17. Next Meeting – October 14, 2009
 18. Adjournment
3. **Program Review** – The Athletic Department’s program review from last semester had not been completed. Mack reviewed this one. Athletics is serving a lot of students. The self-study was very comprehensive and used a lot of data. The department is data driven and they use data to make decisions. They submitted their SLO’s with assessments. They have a lot of sports and are in compliance with Title V, but enrollment with some of the sports has been problematic. The athletics productivity is very high. Faculty are very committed. The Baseball team has a lot of community involvement. The baseball team serves at the Richmond Rescue Mission every Thanksgiving. Marvin has also worked with Peter Lock with community service at the Richmond Rescue Mission. This year coaches will take teams to local parks for practice and community centers. Athletic funding needs to be addressed. The department said they need more money and the validation team agreed. Athletics will be cut this year along with everyone else. They do have a counselor for athletes. They should work on integrating counseling into their program. They will be given around \$66,000 and they have been spending around \$110,000 which has been covered out special contingency funds. The contingency funds have been used for meal money at away games and van rentals. We have met with the athletic department and told them they will have to raise \$50,000 this year. Athletes taking 12 units have helped our productivity. Next year if our budget gets cut even further, we may have to look at cutting some of the sports. The report was very well done and the validation team did a good job. Richard said that perhaps we should invest in purchasing another van since we are obligated in supporting women’s sports and we spend \$15,000 in annual van rentals. John will ask at Enterprise if they will give us a donation of van rentals when needed throughout the year. Another option is to follow LMC’s practice of using one of our sister college’s vans when they are not in use. Since LMC uses DVC vans, we will ask DVC if we could use their vans. Richard said for a number of years the Art Department generated the amount of money they were given. Each sport is now going to be required to generate \$2,500. Mack said we will meet with them again to see how close they are to their goal in fundraising.

4. **Budget Reduction** – Mack opened this topic by stating he talked a little about it on All College Day. Mack distributed the budget projections reflecting a 10% and 15% cut for each department on campus. Mariles said these projections would be presented at the traveling road show. Richard asked if this information could be placed on the shared drive. Mack and Carol said the district's formulas are continually changing and nothing is finalized. Mariles said if our portion is \$500,000, that means the only place we can is our operating budget if we don't cut staffing. The division/department allocations have not changed for the last few years. Mack is asking everyone to cut 10% this year and management to reduce their budgets 15%. We have set aside \$455,571 out of the contingency for the initial first take. CCC will no longer have a "cushion" after we give up our contingency. The division deans will meet with their departments to discuss the proposed cuts. Richard said he doesn't want to cut departments that have been successful at fundraising. Mack said we have to cut everyone especially those departments that have the capacity to raise money. Currently we have three or four departments that have capabilities to raise money and we are not charging them any overhead costs. We have been talking about an overhead tax for fundraising departments: such as Automotive, Drama, Culinary, ELC and PE. Richard said we want to motivate departments to raise money. Carol said she understands Richard's concerns about those departments that don't have potential to fundraise. Mack said we will cut all management budgets by 15% with the exception of A & R. We will look individually at some of the departments and allow those departments with \$500.00 or less to maintain their budgets without a cut. Mariles said the projections are a rough estimate. The Shakespeare contract should not be reflected in this budget as it is fully funded by the District. Mariles said we are anticipating mid-year cuts and we do not know what they are yet. Kindred is guessing there will be another 2% cut. This mid-year cut is just for this year. Mariles explained that CCC generates less money than what we spend. This includes salaries and benefits. If SB61 is rendered in the new district formula for 2010-2011, we will probably have to downsize our entire college. The district is telling us that they may subsidize our college but we don't know how much or if this will happen yet. They will have to take our subsidy from the other two colleges. Our outreach and marketing efforts are more costly than DVC and LMC. Our students are the least prepared as those from the other two colleges. We have more challenges with our students than at the other two colleges which costs more money to bring them to the level where they should be. Mack said we need an "urban college factor" in the formula. The allocation formulas will be taken to DGC. The subsidy may not make us whole in which case will have cut our staff. If we accept the proposed formula from the district next year, we will have to cut our budget by one million dollars. We are currently turning away students. Carol said the State is telling us we won't get funded if we exceed our allocation. Mercy asked about the classified FTES. Carol said the district formula includes an allocation for classified. Our allocation is based upon the FTES the college generates. If there are further reductions, the college will have to reduce staffing. We also may have to reassign people within the organization. We are taking our vacant positions off the books before we do any layoffs. We will try to make cuts that have the less impact on the people here. Mariles said we spend 24 to 25 million with everything including salaries and we only bring in 23 million. Mack said if we can enroll more international students that would help to generate more money. We are working with the City of San Pablo to develop international student housing so we will have the capability of doubling our international student enrollment. Mariles said we are currently in our 10th revision of the formulas. The next meeting is Chancellor's Cabinet next week. Once everyone is in agreement and the district settles on a final formula, then we know what numbers we are working with. Helen does not want salary reductions. We are not planning any staffing reductions for this year. Staffing reductions may

occur next year. DVC and LMC will not be affected by staffing reductions because they generate more money than what they spend and have a surplus.

5. **Strategic Initiatives** – Mack distributed the Strategic Accomplishments that are cross walked with the district’s initiatives. Mack said we will have a document of our strategic initiatives. Tim will have our document ready for College Council on September 9th. The one category that is a bit sparse is 3.5 – Ensure Meaningful Involvement of All Constituencies in Key-Decision Making Processes. Mercy noted a typo in 2.1: the second bullet needs to say “Increased” with a “d”. Suggestions were taken to add to 3.5: “ Established a policy for evaluating our governance structure.” “ Increased involvement in our constituency committees.” “ Established a tool to facilitate equity in the faculty committee representation process.” It was agreed to remove the last bullet on 4.1 or change to “Discussed collaboration with District IT on SLO assessment storage system” removing the year on the end of the sentence. Add to 4.1 - “Increased SLO development and assessment to 90% in programs and courses.”
6. **Accreditation Recommendations – Follow Up** – Carol distributed the draft accreditation follow-up report. This report is in response to the accreditation commission from our visit in October last year. Two items in the report reflect our progress on SLO’s and assessments and the district’s progress on allocation formulas. Carol said this draft is on the web site. We mention a lot about the level of proficiency of SLO’s by 2012. We have to advance our SLO timeline. Carol said we went from 50% to 91% of SLO completion with our courses and programs. We have gathered our evidence. Library and Student Services are now complete. Administrative units as appropriate have to complete SLO’s. District is working on their recommendations. Carol asked President’s Cabinet to read the report and make sure it is correct as they will sign off on it. It is still in draft form. Carol will send out to President’s Cabinet electronically. It is posted on the web site and she will send out an announcement to everyone saying it is posted on the web site. The document will be presented at the October governing board.
7. **Healthy Living Initiatives** - Mack said management will host walking competitions. We talked about a community garden. Viviane LaMothe is working with the mayor of San Pablo to have a farmer’s market in San Pablo on our campus. Mack said we may want to nominate a constituency based committee to work on this idea since each group is interested in it. Mack told Richard and Mercy to give him names of interested parties. We have money to rebuild our greenhouse. Apparently Dover school has a green house they dismantled. They are willing to give it to us and we will rebuild it next the biology building. Culinary is growing their herbs. Mack is eager to get the community garden started without losing momentum from All College Day. Richard has done some research about produce boxes. Richard would like to have more than one vendor so there is competition. Mack said the produce boxes distributed from the Richmond Children’s Foundation received a mild reception as there were some problems with the produce received. Mercy said we want to encourage classified to enroll in PE classes. They will offer incentive prizes. Classified will invite Coach Creer and April Tisby talk about the track and fitness center at their next luncheon. Richard said they may be trying to put together a stress reduction workshop hosted by Mickelle Arnold. They are hoping to develop a flex activity on stress reduction. Jacinta Alfaro is also qualified in acupuncture. Mack said we would like to get a calendar so everyone will know of all of the healthy activities for the semester. Jim Gardner said there a lot of students who are willing and able to help with healthy initiatives and are interested in helping with the community garden. Jim said they have quite a few activities planned this year that all relate to healthy living. The math labs to help math student de-stress with their classes. The students also have a karaoke night planned in September as well as an International Day of

Peace. Also in September is the Chess Club Tournament. The blood drive is scheduled for October. The annual holiday festival is scheduled in December. Jim reported they have a large group of new senators and are encouraged for a lot of student involvement this academic year. Henry Parker is their new activity director. Mercy said it would be great to see a CCC student on DGC.

8. Meeting adjourned at 12:50 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President