

**President's Cabinet
February 11, 2011
11:00 a.m., President's Cabinet**

Present: Richard Akers, Joseph Camacho, Mariles Magalong, Mercy Pono, McKinley Williams

1. **Constituency Reports** – Faculty - Richard reported that he and others participated in the strategic planning meeting held in Pleasant Hill. Richard recently sent out two videos via e-mail – one on Eddie Mure and the other on service learning. Richard also sent out the LAO video from the State on retirement issues. Richard showed an excerpt on his student servicing learning video as opposed to the LAO video. The service learning video work was done with little expense. Terence provided the background music. Richard emphasized that the college needs to utilize more video education. Mack was impressed with quality of Richard's service learning video.

Classified - Mercy reported she and Joseph met with President Williams in order to collaborate their time and resources on offering campus events. Mercy said the Classified wants to support students whether it is for them to attend conferences or help them sponsor campus events. The Classified Senate has decided not to attend the leadership conference this year due to the uncertainty of times. Instead, they choose to bring back spa day to lift up the morale of the campus. They have slated Thursday, April 14th from 12:00 to 3:00 p.m. in the Fireside Room for this fun and relaxing event. Mercy understands the students want to hold comedy days with performances offered once a month. Richard said the Drama Department is involved in offering comedy performances as they have three dates already scheduled. Mercy continued to report the Classified Senate will hold a potluck where they will invite students to talk about the concerns they have with services on campus. The potluck is scheduled for March 9th, 12:00 to 1:30 in the Fireside Room. Mercy said the classified are very much interested in bringing back Dr. Andrade, our All College Day speaker, to talk to students in the Knox Center. Classified would also invite the community that would include local politicians and WCCUSD faculty. The Classified Senate is also planning workshops for their constituency to help them update their resumes and give them assistance in using their acquired skills at CCC in the corporate world. These workshops would contract an agency that would bring professionals on campus to meet with classified on an individual basis to discuss personal finances in anticipation of lay-off notices. Mack commended Mercy on the Classified Senate's choices in the selection of workshop topics.

Joseph reported the ASU held a meeting yesterday. They were approached by a new water filtering company with another water option for their department. Mack reminded Joseph that the SA building will be torn down in the next couple of years so whatever option they choose should not be too elaborate with regards to the construction of the building. Joseph said they had a discussion about campus parking permits. In the notice of the student's parking permit, it states the student must affix the permit to their vehicle front windshield. Jim Gardner talked to campus police about this statement and clarified that students may also choose to use the plastic hanging parking permit holder as another option. ASU had a long discussion on the achievement gap. ASU members will diligently attend the various club meetings in support of student clubs to help with retention. ASU wants to host a club appreciation day. ASU is also trying to work with the Student Life Department to help with their website as it was determined that the website would be advantageous to advertise for interest in joining student clubs. The March on March

was also discussed. Comet Café now has an ad hoc committee to help change the recreation room from what is now to a study area. Some members from the Basic Skills Committee are willing to help the students in this endeavor. There was also a discussion about student conferences and whether students wanted to attend them and what they can afford.

Mack reported that management participated in strategic planning in Pleasant Hill. The session was presented by Dan Henry. Mack is hoping we focus on the achievement gap initiatives. Mack said he has received at least 30 emails from faculty regarding the utilization of study groups as that topic seems to have generated a lot of interest. Mack believes we can designate achievement gap money to help initiate study groups.

2. **Budget Update** – Mack reported we are still 3.9 million in the red as of July 1st. Nancy Skinner was on campus last Saturday and talked about the State budget. Mack said we have to have our budget solutions in place by the end of March.
3. **College Council** – Carol said we will need more time to discuss the Achievement Gap Opportunities at College Council. Due to time constraints, we were not able to discuss ideas for bridging the gap. College Council decided to bring this item back to President's Cabinet. Mack said President's Cabinet should decide if want to have an existing committee or ad hoc committee to continue to lead the discussion. We were planning on the R & P Committee to present the data in a traveling road show format. The data needs to be disseminated in an efficient manner and a road show would encompass all departments. Richard said we could make a YouTube of the road show so part-time faculty could also view it. Carol feels the committee should be a sub-committee of College Council and Mack concurred.

Mercy had concerns about classified staff's participation in achievement gap discussions. Mack said classified are critical to retention because they are often times the first contact with the college. It was decided that we definitely need to include all constituencies on the committee. Mercy expressed concerns that the achievement gap doesn't mean anything to some classified as the conversations ultimately end up addressing faculty in the classrooms. Mack said we need to find the right strategies for retention. Mack said the grounds staff should be available to give directions and engage students on a daily basis as well as everyone who works on campus. Some positions have less interaction with students but that doesn't impede their ability to interact with students given the opportunity. Mack said when he first came here, he learned there were approximately 700 students who completed an application but never enrolled. Mack would like to find out why they didn't enroll. We have to make sure that every contact with students is a positive one for the student. Mack encouraged the classified senate to speak up in these achievement gap conversations and to encourage all classified staff to participate in the dialog.

Joseph already has four students on his achievement gap committee. It was decided we will form a separate committee from the student committee. This new Achievement Gap Committee will be comprised of two students, two classified, two faculty, and two management. It was decided that the committee would look at the data and decide what strategies to implement to improve the data. Those strategy recommendations would be brought to College Council. The charge of the R&P Committee is to disseminate and explain the data. Divisions will take notes and bring those notes back to the newly formed Achievement Gap ad hoc committee. Joseph suggested we open an e-mail account where the committee could receive ideas from the college community. The ad hoc committee would be the repository for the ideas. Recapitulate: there will be an eight person ad hoc achievement gap committee comprised of two members from each constituency that will act as the repository for campus community ideas and strategies on achievement gap as well as interpret the data and suggest of new strategies. Carol said we should give the committee a charge of developing other strategies. All ideas will be funneled

through College Council. It is anticipated this will be a long-standing committee. Melody will add this to the College Council agenda for March 9th and give it 30 minutes.

Melody will check with James Eyestone to see if he is ready to address his Technology Plan at the next College Council meeting.

Melody will add: Strategic Planning – Richard Akers – 5 minutes and Mid-term Accreditation Report – Carol – 10 minutes.

4. **Update on Accreditation Mid-Term Report** – Carol said she met with Tim about the planning piece of the report. Carol will meet with various people on campus to obtain more information. Carol would like everyone to look at the planning agenda in the back of the report to check for accuracy. Mack said he will call a special management council meeting for managers to view the mid-term report and assign the appropriate people to address the various sections of the report.
5. **2011-12 FTES** – Mack said our FTES is still 5856. DVC is not making their FTES goal this year. They are anticipating they will be under their goal by 700 FTES. We are anticipating being over our FTES goal by 150 and LMC is anticipating being over their goal by about 350 FTES. That makes our total district short by 200 FTES. The Chancellor's cabinet discussed DVC reimbursing CCC & LMC for excess FTES this year. We are going to try to make up the 200 FTES by offering 15 additional sections and LMC thinks they can add 25 sections. All three campuses will try to make up the 200 FTES. The 700 FTES lacking from DVC is counted after the repayment of the 182 FTES we owed them from last year. Carol said DVC developed stand alone criteria to cancel classes but the criteria did not take into account meeting their FTES goal.
6. Mariles mentioned Chancellor Benjamin's e-mail about the retirement incentive offering points toward the 70 or 80 points for retirement benefits. The district will not go forward with this proposal if there are not enough participants.
7. Richard thanked the classified for participating in the Martin Padilla memorial. Perry Rossoukhi has volunteered his labor for free to build the pedestal. Because of Perry's generosity, we are now anticipating lesser than our initial costs. The bronze plaque is available for the pedestal and Richard anticipates this project being completed by the end of the year.
8. Meeting adjourned at 12:35 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President