
To: President's Cabinet From: McKinley Williams
Subject: Notes – October 14, 2011 meeting Date: October 14, 2011

**President's Cabinet
Friday, October 14, 2011
11:30 a.m., President's Conference Room**

Present: Erika Greene, Donna Floyd, Mariles Magalang, Wayne Organ, Rodney Wilson, McKinley Williams

Wayne asked if the practice of classified having release time to attend shared governance meetings is written anywhere. This seems to be a verbal agreement between managers and classified and Wayne expressed concerns with a new president coming on board that we have these kinds of issues in writing. Mack said if it is written it doesn't necessarily mean that classified can attend a meeting because if there is work to be done, managers have the right to ask classified to stay at their desks to complete their work. An example would be our high peak registration time during All College Day. Rodney said he personally solicits students to participate in shared governance as students seem to respond favorably to a personal invitation. Mariles said not only classified are now reluctant to serve on recruitment committees because of all of the cut backs and assigned additional duties but management and faculty as well. Mack believes that CCC has a long history of classified involvement in governance. The important thing is that it is part of the college culture, so a new president will be sensitive to that.

1. **Constituency Reports** – Wayne reported the academic senate has been discussing and ultimately wanting to implement an early warning system for at-risk students since there is no system district wide. Wayne has a meeting with Mojdeh to propose our implementation of a student early warning system in hopes it will be eventually institutionalized. Technical options being considered are SARS, Datatel, and simplyfing ACES. The concept of an early warning system was initiated as an achievement gap strategy. The object of the early warning system is to be able to pinpoint the needed resources to retain at-risk students and keep them from dropping their classes. Wayne expressed concerns about lodging a very careful campaign that identifies the criteria and then coordinate these ideas with the other two campuses first. The district would then come in as the last endeavor of this venture as a financial sponsor.

Mack said they learned yesterday at the Consultation meeting, the State is going to change the census date to be much earlier than what it has been in the past. If a student drops a class, it will count as one strike against that student as far as repeatability. Should this law go into effect next semester as proposed, it is calculated our district will no longer receive FTES for 450 students district-wide which equates to almost a million dollars. The State believes this law will help retention. The census date and drop date will be 11 days apart. If the drop date is before the census date, we will lose students and not be able to collect apportionment for them.

Erika said the Classified Senate held a meeting. Plans are in the works for a winter retreat. Michele Jackson will be the classified rep on the hiring committee for our next president. Classified representation on committees has been discussed and this discussion will continue in order to solicit more volunteers to serve on campus committees. Mariles said we need a classified rep for the Budget Committee and the next Budget Committee meeting is scheduled for Wednesday, October 19, 2011 at 2:00 p.m. Erika said she would attend that budget meeting. Mack said Kelly has the names of possible classified participants for committees currently lacking classified representation so all committees should

have classified reps by next week. Donna asked Erika if classified have discussed professional development. Erika replied affirmatively, and said she and Kelly attended a district workshop on “colors” which teaches learning styles in terms of personality. Erika said they would like to bring this workshop to the campus classified senate as it was very enlightening.

Mariles reported we are in the process of hiring of the new president. Interim President interviews are scheduled for Monday, October 17, 2011 and the permanent president committee meeting is on November 2nd. Mariles said all committee members are appointed on the permanent president hiring.

Rodney said they are still working on the Fall Festival. The blood drive is next week. They are booking the hotel rooms for the Leadership Conference scheduled for third week of November. They have raised \$2,400.00 to date and need another \$600 to \$800 to attend the Leadership Conference. Mariles asked Rodney to remind Kelly that we need the ASU budget to submit to the November governing board. Mariles said it looks as though ASU will receive \$15,000 from bookstore profits.

2. **College Council Agenda** – Wayne said he needs to clarify the 10 + 1 comment he made at the last meeting. We will add that as an agenda item under Information/Discussion. Rodney mentioned the *Question of the Week* in this week’s *Advocate* which referred to the students’ college e-mail. Rodney said we need a more robust campaign for students to learn to use their email. Mack said the Student Services Forum should develop a campaign. Erika asked if this could be mentioned in First Year Experience. Rodney suggested lawn signs to alert students of the campaign. Mack suggested a day where computers would be set up in the Fireside Room or Recreation Room students would be trained to train other students. Ellen Geringer is hosting an Insight Portal training for students with the next couple of weeks.

3. **Budget Update** – Mack said the district is looking at our reserves and will be making a decision to house some of our reserves at the district office or place our reserves into a special account. Mack said we are making the argument that our reserves will cover all of our liabilities over the next couple of years; however, the new formula only allows a 7% reserve for each campus. Anything beyond 7% has to be split 60% to the college and 40% to the district office. Mack said each one of the colleges was of the opinion that this money was saved in anticipation for more assessments from HBA hours, ISA’s, banked load and vacation balances, etc. If the district takes 40% of the dollars above our 7% reserves, then we will have more financial problems. Wayne asked how the formula was developed. Mack and Mariles said it was developed at the district patterned after SB360 and what other campuses are doing. It was decided after the first year of implementation of the new budget formula, the implementation we would be revisited; however, there was no discussion about reserves. Wayne asked if the district has a maximum limit for a reserve. Mack said no but there is a minimum of reserve the district has to maintain. Currently, the district has more than a 10% reserve. The reserves we have accumulated are what is remaining at the end of the year. Wayne said it sounds as though we are being punished for our frugality. Mariles said that CCC owns 2.6 of the banked load and over a million is our share of the vacation balance. Our reserves is to cover these costs is a little \$600,000 which obviously falls short. We are trying to save a little bit every year. Mack said we initially thought we are only liable for the 2010-11 banked load and beyond but now the district has said they cannot cover all banked load and has since given that liability to the campuses. Mack reiterated that 7% of reserves is not enough for our campus. The other two campuses feel the same way as CCC. LMC has \$600,000 and DVC has a little more than a million in reserves. We have a little more than two million; however, our campus endured the deepest cuts because of the subsidy. The district gave us 1.7 million last year and 1.3 million this year. We will be subsidized for a total of over 4.5 million over a 5 year period. The district has responsibility for unforeseen financial obligations such as the football player that was injured on our campus and is suing the district.

4. **Governance Policy** – Mack said he will be sending out the shared governance survey. We have to decide whether we want to change our governance policy or maintain its structure. Mack will send out the results of the survey. The accreditation commission requests we periodically review our governance policy. Mack asked that each constituency group take the survey results and college integrated planning chart back to their constituency groups and then come back to the next President's Cabinet meeting on November 4th with a decision on whether to change the governance policy or not.

5. **Achievement Gap Report** – Mack said at the last College Council meeting we approved a Service Learning Committee as a sub-committee of the College Council. Mack asked if the work of the Achievement Gap Committee is being disseminated to others on campus. Wayne said it is getting widely disseminated from a faculty standpoint. Rodney said he doesn't think the students are getting the information. Rodney said Albert Ambris would like to conduct an Achievement Gap forum between students and faculty. Wayne said the Achievement Gap Committee will have a real plan with an action timeline and he would like to have that nailed down before they roll it out to the entire campus. Wayne is certain this could be accomplished by the end of the semester. Mack suggested we feature the Achievement Gap Strategies on the All College Day program. Wayne said he thinks that would be a great idea since we had a student panel at the last All College Day. Mack suggested the Achievement Gap Committee could make presentations on what employees are doing to ameliorate the achievement gap so then we can begin involving the entire campus. Everyone agreed to dedicate All College Day to the achievement gap. Mack will send an e-mail to Michael informing him that the Achievement Gap Committee will take the lead with the Academic Senate for the Spring All College Day.

6. **Other** - Wayne asked about Mack's comments in College Council in relation to service learning having no affiliation with a class. Mack said MCHS students have to complete service learning hours before graduation and those hours are not affiliated with a class. Mack said he would like all service learning to be associated with a coop education class or an existing class. Wayne said it makes sense to attach service learning to a class. Mack said there is not always a communication back from the entity where a college student is performing student learning, i.e. a CCC student is tutoring at Helms Junior High and there is not communication back from Helms informing us of the rewards of the service.

7. **Other** – Donna said at a recent Operations Council meeting the committee agreed with a recommendation from the Sustainability Committee to make recycled ink cartridges the school standard. Donna hasn't sent out anything on this agreement because she believes the recommendation would come from President's Cabinet. This recommendation is in line with the continuing recycling program on campus and lowering our costs. There are various vendors who will swap used printer cartridges for recycled cartridge. Mack suggested the Business Office develop an implementation plan. He suggested that Nick should be invited to Operations Council to discuss the details if this could be implemented. Once a recommendation is completed, then it should be vetted to the campus.

Donna distributed a packet of revised program review validation forms. The revised forms include a SLOA's checklist. This recommendation should be taken back to each constituency group. Wayne said the faculty could look at them next week. Donna suggested she and/or Helen attend the Academic Senate, Classified Senate and ASU meeting when these revised forms would be discussed. The forms will also be taken to Management Council. Mack asked if everyone would come back to the November 4th President's Cabinet with their recommendations of these revised forms.

8. Spring 2011 Program Review – Final Recommendations

President's Cabinet members volunteered to read the following Spring 2011 program reviews:

Donna - Adjus/EMT/EMS, Radiography, Liberal Arts Degree

Mack - Astronomy/Physics/Engineering/Geology, Library Studies includes Media Services

Rodney –Matriculation

Wayne – Chemistry, Economic Development

Erika or Kelly – Social Sciences , Cosmetology

Mariles – CSE/Interdisciplinary Studies, Police Services, Music

President's Cabinet will begin final recommendations at their November 4th meeting.

9. **Announcements:** Wayne announced Chief Gibson will be talking about his survivor story at the toastmasters meeting next week.

Meeting adjourned at 1:15 p.m.

Respectfully submitted

Melody Hanson

Senior Executive Assistant to the President