

To: President's Cabinet

From: McKinley Williams

Subject: President's Conference Room

Date: December 2, 2011

**President's Cabinet
Friday, December 2, 2011
President's Conference Room**

Present: Rodney Wilson, McKinley Williams, Kelly Ramos, Wayne Organ, Mariles Magalong, Donna Floyd

Guest: Michael Aldaco

1. Constituency Reports:

Classified Senate - Kelly – the Classified Winter Retreat will be held at LaStrada Restaurant. Kelly respectfully requested that all classified attend All College Day for two hours. This would entail closing down all offices from 9:00 to 11:00 a.m. She said the consensus among classified is that they would be more energized for the spring semester if they could attend All College Day. Mack said he will encourage managers to have their staff attend All College Day and has suggested that management stagger classified attendance each year. Mack continued to say since we are still registering students during that time and our first priority is the enrollment of our students. Mariles said if we could hire hourly employees that would optimal providing we have the money to pay hourly employees. Mariles will determine how much it will cost to hire hourly staff for All College Day. A & R, Financial Aid, and Counseling are the services most impacted. Mack said our priority is to serve our students. Mack strongly suggested we film All College Days so that way we may share the activities for the day with everyone.

Academic Senate - Wayne – the Academic Senate is working on shared governance recommendations: Box 2A, continuance, program review, and faculty input into educational planning reports to DGC. The Academic Senate will provide recommendations to the college council next semester.

Associated Students - Rodney – Rodney introduced Jasmine Ramezanzadeh, ASU secretary. The ASU provided free flu shots by Walgreens and Assemblywoman Skinner's office in the Fireside room. Rodney said the students are going ice skating on Friday, December 16th. The student retreat/training will be held on either January 9th or 10th where they are also working on developing an election team. Rodney suggested we invite financial aid, veterans and reentry students to All College Day. He said it is mandatory for ASU senators to be in attendance at All College Day.

Management - Donna – Dan Henry attended the last management council meeting. He introduced himself and said he has background with both sides of the house--instruction and student services. Managers were reminded of the deadline of Nov. 30th for their nominations for classified of the semester. All in-kind donations to the colleges have to be recorded by the foundation offices. Emergency numbers will be sent out for posting.

2. All College Day

Michael attended the meeting for this agenda item. He said the Achievement Gap Committee met a few days ago where they shared information and noted the efforts that are underway across the campus. Michael distributed a proposal for the Achievement Gap Conversation to occur All College Day. The committee decided they would first start out by giving an explanation of what is meant by the

achievement gap. After a brief review of the metrics that explain the Achievement Gap, a series of very short presentations will occur. Each presenter will have five minutes to present the effort with another five minutes for questions and answers. The committee presentation will also include engagement of individual self examination on how we all can contribute to the college-wide effort.

Rodney said he had a request to mention Financial Aid in the proposal for All College Day. Michael asked if there is a specific proposal within financial aid relating to the achievement gap. Kelly explained that Financial Aid could talk about student orientations for Financial Aid. Kelly said last year we had 600 students on probation and met with some of those students. Michael said it doesn't sound as though there is a role the faculty can play with financial aid piece but understands the importance of its mention. Kelly suggested that faculty invite financial aid into their classrooms to discuss financial aid options to students. It was decided we would not focus on Financial Aid on All College Day.

Wayne said we need a priority list of the seven 5 minute presentations for All College Day. Wayne would like to include Service Learning because it is recognized by the district. It was decided to include: 1. Service Learning 2. Mandatory Orientation and Education Plans for New Students 3. Survey of Student Engagement 4. Center for Science Excellence 5. Professional Learning Communities 6. Puente Project 7. CTE and 8. Metas. There was discussion about orientation and peer advising and Michael said peer advising is in development. Rodney said we still need campus support to administer the national student survey. Michael said we will need proctors for survey.

It was recommended that each presenter develop a power point presentation and all power points be made in the same format. Kelly said we could also provide a hand-out with each program and include contact information for those that are interested in joining that particular endeavor. Wayne said All College Day will be the continuance of the last couple of All College Days --we hosted Jeff Andrade to talk about the Achievement Gap, the male students presented their personal experiences and now we can show how the college is coping with the achievement gap. We must have All College Day videotaped and then post it on YouTube. Mack commended Michael and the committee for their dedication to this endeavor.

3. College Council Agenda

Rodney asked what 10 +1 is. Wayne shared his 10+1 card. The 11th item is the unknown. Rodney said the VP of clubs requested that all web pages be updated. Donna said they have discussed this issue and James and Michele said we need more training and will put together a training schedule. Mack said we should bring web page update training to our next management council meeting. Mariles said she will not be at the next College Council meeting so we need to table the budget update. Mack reminded everyone that Item No. 4 should be brought back to constituency groups for discussion. Rodney and Kelly have already discussed this issue at their constituency meetings and the managers did it on line. Mack will try to have Ellen Geringer attend College Council for Item No. 5. Donna will give her *Remodel and Other Measure A* report to Mack.

There was discussion about the ASU moving to the AA Building during the summer. Melody will change Item No. 5 to Professional Development Plan and Subcommittee.

1. Call to Order

CONSENT AGENDA – ACTION ITEMS

2. Approval of Agenda

3. Approval of Minutes from November 9, 2011

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

4. Review of Governance Survey for Potential Modification in our Governance Process – McKinley Williams - 30 Minutes

5. Professional Development Plan and Subcommittee – McKinley Williams – 15 minutes

INFORMATION/DISCUSSION

6. 10 + 1 Discussion – Wayne Organ – 10 minutes
7. Achievement Gap Update – Michael Aldaco – 5 minutes
8. Budget Update – Mariles Magalong – 10 minutes
9. Remodel and Other Measure A Activities - 10 minutes
10. Reports from Constituency Groups – 2 minutes each - 10 minutes
11. Announcements – 5 minutes
12. Next Meeting – February 8, 2012
13. Adjournment

4. Budget Update

Mariles said last time she reported on the budget, the district was going back and forth with the decision on the campus reserves over 7%. A decision has been made and it is not in our favor. We owe the district back 40% of our reserves that are over 7%. Mack said next year we cannot have a reserve above 7%. Mariles said we all know about our banked load and vacation liabilities. We could have designated our reserve for our banked load and vacation liabilities. Mack will contest the district's decision using that argument at the next Chancellor's cabinet. Mariles continued to report by stating the district's budget allocation model does not take multiple years in consideration because we know we have our district subsidy reduction for the next three years.

6. Program Reviews

Wayne gave his commendations and recommendations for chemistry and economic development and Mariles gave her for campus police.

5. Use of Force

Mack distributed the campus police plan for Use of Force. The document addresses all of the steps the campus police would have to take should we have something like an occupy movement on campus. Mack asked everyone to read the plan. Wayne said the policy is too broad. He wants to ensure that our students will not be pepper sprayed. Mack said we cannot guarantee that action as it up to the officer's discretion given any situation. After some discussion, it was decided we will notify Vicki Ferguson to convene the Police Forum to talk about potential reaction to an occupy protest on campus. Wayne would like to see this occur after classes start so students have the opportunity to attend. It was decided the spring semester would be appropriate.

It was noted this is Mack's last President's Cabinet meeting. Everyone applauded Mack and thanked him for his steadfast commitment to Contra Costa College.

Meeting adjourned at 1:55 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President