

To: President's Cabinet

From: Daniel W. Henry

Subject: Notes

Date: March 16, 2012

President's Cabinet Notes
March 16, 2012
9:00 a.m., President's Conference Room

Present: Rodney Wilson, Shondra West, Wayne Organ, Mariles Magalong, Donna Floyd, Dan Henry

1. Constituency Reports

Classified Senate: Shondra reported in addition to her College Council report yesterday, there will not be any elections this year. The Classified Senate decided it was in their best interest to hold rotational elections using even years for the president and vice president elections and odd years for the general membership elections so there is continuity with experienced staff sitting on the senate at all times. The first election will be held in 2013. They are in the process of preparing a welcome letter to newly hired classified staff. They are also in the process of developing a newsletter as per their by-laws. Shondra said she will also develop a manual outlining the rules and responsibilities of the membership. She requested support of management to have classified participate in the *Colors* workshop on April 13th starting in 10:00 a.m. If the classified participation is low, they will open up the workshop to everyone. Dan said he will be happy to request that managers support classified participation at this event.

Classified report from yesterday's College Council meeting - Shondra announced that due to staff availability, planned events were postponed to April. Classified will have an event every Friday in April. April 13, they will present their *Colors* workshop, April 20, the Classified will present a self defense workshop, and April 27, the classified will present a nutrition health workshop. A potluck with an outside speaker is planned for sometime in May. Erika Greene, Joy Brucelas, Sui Fen Liao and Shondra West will all attend the classified conference June 14-16. Interim President Daniel Henry will attend the March 21st at 10:30 a.m. classified meeting.

Academic Senate: Wayne reported there are a couple of faculty who are not supporting the student survey and opting out. Wayne will send out an informational e-mail to these faculty explaining the process of how we came to agreement with offering this student survey. Wayne said we will hold an achievement gap summit, including strong student support and engagement, at the end of the year hosted by the president's office. The summit will address the following: Where the direction should be? Where are efforts duplicated? Wayne said it will be important to have positioned in a way so we are in alignment prior to the arrival of new administration. Wayne said he attended the ASU's general assembly and was impressed to be able to participate in another example of faculty learning from students. Wayne suggested offering a joint ASU and Faculty assembly where students can speak freely to faculty without the fear of a classroom setting and ultimately being graded. Rodney concurred with the idea.

Donna said they are scheduling the Principals' Breakfast and theme this year is the Achievement Gap. She has identified a segment of the program where Chancellor Benjamin will talk about the district achievement gap planning; Michael Aldaco will speak about where we are with our achievement gap initiatives; and Vince Rhea from WCCUSD will discuss their efforts in this direction. Donna suggested also hosting a student panel. Rodney suggested someone from STEM Swag could speak as well.

ASU: Rodney said he was proud of the general assembly on Wednesday. The college budget and new non-smoking legislation was discussed. They are working on another student assembly with faculty.

Election packets were due yesterday and Rodney is thinking about extending the deadline because he did not receive the amount he had initially anticipated.

Management: Mariles reported on the technology updates. James and company are upgrading staff computers and will start deploying the computers in two weeks. Fiber optic upgrade will be completed by the end of May so we can prepare the H building for demolition. The voiceover internet protocol bond funded project the district is undergoing is planned for five years and will upgrade the entire district. CCC's transformation on this project will start in January and be completed in November 13th. Datatel will only be available through the web after spring break. Rodney asked if the Webadvisor will be closed after April 30th and does that mean all students will go through the Portal? Mariles responded affirmatively. Dan said he will send out a college-wide transmission on the budget.

2. Budget Update – Report from yesterday's College Council - For this current fiscal year, with the governor's short-fall budget, we owe an additional \$380,000 in cuts. Next year, 2012-2013, we are aiming for middle ground with 5,475 FTES. We have to reduce our ongoing expenses by about 1 million. The remainder of our reduction will come from reserves. Therefore, we are expecting an overall two million dollar reduction in our reserves after next year. The worst case scenario if tax measures do not pass is a 2.5 to 2.8 million deficit. The best case scenario would be about a 1.5 million deficit. Mariles said we will have 2.3 million at the end of this year in our reserves to pay our deficit which means we will not have any reserves left over for future budget cuts. Dan said he just read there is an agreement not to have multiple tax initiatives on the November ballot which sounds optimistic for community colleges. Our share of the 2009/2010 State budget leftover monies to be distributed is over \$100,000.

3. Accreditation Timeline – Donna distributed a proposed accreditation timeline and self-study committee list in preparation for the October 2014 accreditation visit. We will begin gathering research information. We will work on the self-study first draft next semester. The second draft will be completed in Spring 2012 and the third draft in Fall 2013. The self-study ultimately requires college council and governing board approval. This proposed accreditation timeline will go to April College Council. Donna said she is going to ask Jason Berner to edit the self-study. Mariles suggested we need guidelines as to the writing style of the entire document. Wayne suggested looking at the last self study and use the same manner.

Donna talked about the Steering Committee name that formerly consisted of Title III staff and library reps. She has replaced the Title III and library reps with Terence Elliott and will identify other committee members later. Dan said we could ask for faculty co-chairs to exhibit engagement from faculty. This list will also be presented at College Council. Wayne will take the lists to the Academic Senate on Monday and he will ask for faculty co-chairs.

Rodney suggested having student and faculty together on Standard IIB for student support services. Dan suggested using the technology committee to serve on Standard IIC for Library and Learning Support Programs as well as Library personnel. The revised list will go to College Council. Donna emphasized that we want students included on all committees.

Wayne asked how he can be placed on a visiting team. Donna would like also like to be placed on a visiting team. Dan will contact AACJC to request Wayne and Donna be placed on a visiting accreditation team. Wayne will be attending the ALO training at DVC at the end of the year.

Dan said it is important that we give an accurate account in our self-study and use our findings to make improvements, while ultimately striving to garner an excellent rating. Dan continued to say the accreditation self-study is a report and not an end itself. The standards are an indication of best practices, so and we should set up our processes so they align with the standards. Mariles suggested that we request

someone from the AACJC come and speak to us, especially the committees, in preparation for our self-study. Donna will call the AACJC to set up such a meeting.

4. **Greenhouse Proposal** tabled until next meeting. This topic has to be addressed at Operations Council first.

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President