

To: President's Cabinet

From: Daniel W. Henry

Subject: Notes – April 27, 2012

Date: April 26, 2012

President's Cabinet
Friday, April 27, 2012
9:00 a.m., President's Conference Room

Present: Dan Henry, Donna Floyd, Erika Greene (for Shondra West), Wayne Organ, Mariles Magalong, Rodney Wilson

Guests: Marshall Alameida, Cheri Etheredge

Dan convened the meeting at 9:15 a.m.

1. **Constituency Reports** – Classified - Erika announced the classified staff potluck on May 17th in the Fireside Room from 12:00 noon to 1:00 p.m. Dan is invited. Currently classified are deciding to purchase the graduation portfolios for this year's graduates. The total is around \$2,000.00. Dr. Floyd spoke to the Classified Staff about the Accreditation timeline and committees needed for the self-study. Donna said most of the committees are standing committees but there are a couple of committees that need to be populated as they don't have enough standing members. Wayne said we will have to ensure there are students on the committees. Donna said we would not turn anyone anyway if they wanted to be on a committee for accreditation. Erika continued to report that more classified signed up for the Fall 2012 validation teams.

ASU - Rodney said he only has two more meetings. The last meeting will be a "good-bye" event. The ASU is sending in their T-shirt order for graduation. They are also going to have a barbeque during graduation rehearsal. Wednesday and Thursday before finals the ASU will host a DJ and offer free tamales to students and the following week they will be offering free ice cream to students.

Faculty - Wayne said they are diligently working completing their SLOA. There are only 40 remaining to assess. Wayne said they did five this week. They are still training faculty on how to complete SLOAs. *CurricuNet* training is scheduled on Monday. Wayne and the Academic Senate are working on an updated process for Box 2A. They have put together a work group to work on a college mission statement from the Senate. They have also looked at Helen Kalkstein's program review forms and approved them.

Management - Mariles said managers were trained on the management evaluation process at yesterday's management meeting. This schedule will now coordinate with the fiscal year and not calendar year. We will begin using the new process in July. There will be a special board meeting to approve district wide layoffs on May 8th. The entire district is impacted by lay-offs and we have reductions at our campus. The board report will list all of the position titles with the reductions listed. May 9th we will have a welcome reception for Dr. Noldon.

2. **Nursing Department – Final Recommendations** - We were joined by Marshall Alameida and Cheri Etheredge from the Nursing Department. Marshall said they appreciate this element in the process. They deeply appreciated the contributions from President's Cabinet and understand the fiscal crisis we are facing. They are concerned that next year the budget situation may be worse; however, they wanted to talk through a couple of the elements of the program and leave with a request of acknowledgement. As of June, they will have had five full-time retirements in about a year. The faculty who retired were content experts and the Board of Nursing requires that we have staffed experts. Our psych and obstetric experts retired. Five faculty out of ten are now gone. The Nursing Department now has more part-time faculty than before. They have no one promoting obstetrics except for part-time faculty and they are not required to attend department meetings so basically there is no one advocating for the maternity part of our

program. Cheri said, *we are starting to see cracks in our program which is distressing because we have spent so many years building our program. The hospitals love our students and they hire them if they have openings because our students can hit the ground running.* Cheri said we really need at least one more full-time faculty member. The hospitals are also hurting right now that for positions. Once the economy turns around, many older nurses will begin retiring. By the year 2020, it is projected that most bedside nurses will have a bachelorette degree. Cheri said they applied for grant funds and we will be receiving \$300,000 from the State for the next two years to increase their enrollment by 8 (bumping up to a total of 40 students). Marshall distributed an additional commendation and recommendation to be added to the President's Cabinet final recommendations. Cheri said they will have an interim accreditation visit in the Fall (mini version of the accreditation that is typically performed). At that time, they will have to identify their experts for the accreditation staff.

Dan said we typically say in our recommendations that we recommend a department use the Box 2A process when funds become available in order to obtain additional faculty positions. Cheri asked when we will know if Box 2A will be available. Donna said we will know in the Fall and how many positions we will have available. It has now become a campus decision as the new budget process has given the decision-making of faculty positions to the campuses. There is also the full-time/part-time ratio we have to consider. The 75/25 ratio is district-wide and our district meets the guidelines of the ratio. We will have to make the hiring decisions on program, need, etc.

Wayne suggested the following recommendation and Cheri and Marshall agreed to it. *We recommend that the Nursing Department, in light of the loss of three to five content experts as of Fall 2012, apply for an additional full-time faculty position through the local hiring process (box 2A), when such a position becomes available.* President's Cabinet will send out a set of revised recommendations.

3. **Budget Update** – Mariles mentioned that at the last College Council meeting budget appeals were made regarding the process. The Budget Committee reviewed all of the applications again considering the ones that were inadvertently omitted the first time. Based on rubric, the Budget Committee ranked all of the applications and the new list did not include those departments who then fell below the cut off line. Mariles said those that dropped below the line, will appeal at the College Council meeting in May as they were accepted on the first list. Dan said discussions to appeal the process with the rubric or appeal decisions that were made will be decided at College Council.

4. **All College Day Draft Program** – We will wait until summer so that Dr. Noldon may help to plan the agenda. After some brief discussion, Donna suggested we use Accreditation as a theme for the day. The SLOA assessment report is due October 15th. It is not part of the self-study but is part of the accreditation process. Wayne suggested we could have accreditation committee meetings as part of flex activities before All College Day. It was decided that **Accreditation 2014** will be our theme. Donna will be meeting with Mojdeh and deans on the district accreditation process.

5. Meeting adjourned at 10:20 a.m.

6. Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President