

To: President's Cabinet

From: McKinley Williams

Subject: President's Cabinet Notes

Date: August 26, 2011

**President's Cabinet Notes**

**Friday, August 26, 2011**

**11:30 a.m. President's Conference Room**

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

Absent: Kelly Ramos (she called with an excused absence)

Guest: Carol Maga

Mack welcomed Rodney, Donna and Wayne. He explained that President's Cabinet solves or takes action on non-routine operational matters, on proposals regarding planning and evaluation, on recommendations for College procedure development/codification, on personnel issues, on College-wide budget issues; recommends proposals to District Council as appropriate; develops the College Council agenda; provides input on College matters at District level; develops a system for planning, implementing, maintaining and evaluating all programs and services; and provides final recommendations for all program review departments/units.

Wayne will be chairing College Council this academic year as the Classified gave the faculty the chair position this year.

1. **Constituency Reports** – Wayne said he has been attending many meetings. Academic Senate is looking at *linger and learn* proposals. They have put together Joe Ledbetter and Wendy Williams to develop a proposal. Wayne and Rodney have set up a standing meeting once a month to discuss faculty and student issues in an informal setting. They will also discuss achievement gap issues.

Rodney said two senators were dismissed because of their academics. This was a big hit to the student union as the two students were big contributors to the ASU. The ASU is moving forward with their by-law revisions. Fundraising is going well for their trip. The faculty and staff have been extra generous. Rodney is confident they will reach their goal of \$6,000.00.

Mack said management held their annual retreat. Management is anticipating this year will be equally as difficult as last year in these trying budget times. Two years ago we had 23 managers and this year we have 16 managers. More work from vacated positions is falling on fewer people. We are hoping we can develop with some ways to ease the stress on employees. Management also wants to focus on the achievement gap and seek out ways managers can help with this issue. In the long run, our college is way ahead on this issue compared to LMC and DVC. Mack said he is hoping with the Achievement Gap Committee that we will develop some effective strategies to help close our gap.

2. **Mid – Term Accreditation Report** – Carol has the mid-term report posted on the web. Any commentary, questions need to be sent to Carol. This is the focused mid-term report which primarily responds to the district recommendations. This report will be submitted to College Council and eventually to the governing board for approval. The 2009 focused report responded to the district and college recommendations. Mack explained the accreditation commission has several categories that we must respond to. Mack will glean from the accreditation website the various responses that the commission will give to a college: Reaffirm accreditation; Reaffirm accreditation, and request a Focused Mid-Term Report; Reaffirm accreditation, and request a Focused Mid-term Report with a visit; Reaffirm accreditation and request a Progress Report; Reaffirm accreditation, and request a Progress Report with a visit; Defer a decision on reaffirmation of accreditation; Issue Warning; Impose Probation; Order Show

Cause; and Terminate Accreditation. Mack said we are also invited, by the commission, to participate on accrediting self-study teams. There are four accreditation standards: Institutional and Mission Effectiveness, Student Learning Programs and Services, Resources, and Leadership and Governance. At the end of the visit, the team writes up recommendations. The commission is requiring more accountability, following federal guidelines, so we wrote follow-up reports. Fall 2012 our SLO assessments are all due and we may have to write a report stating we completed our SLO assessments at that time. Carol reviewed the written report.

Our goal last year was to get 80% programs and service units with on-going assessments. SLO assessment is tied to program review. By the end of spring and early fall we will have completed one entire cycle for every program/service on campus for SLO assessment. We ended up with 75% of courses being assessed. This year, everyone has to do SLO assessment at the course level. Student Services has completed both SLO's and assessments. Learning resources are completing their SLO assessments. All administrative units submit unit outcomes and 82% have completed on-going assessment. We need to assess our core-competencies and our general education requirements. General education requirements are reviewed with the Academic Senate. Wendy is developing assessments for the GE and Core Competency Assessments extrapolating information from our program reviews. This will be submitted to the SLO committee and the Academic Senate. Once we have assessment results, we have to discuss what we do with them college-wide.

In our initial report student services was focused on core competencies. Carol will meet with Vicki next week to find out how to complete the student services core competencies process. Advisory committees also need to complete SLO's. Carol said we need records or evidence of completion of this task. The commission wanted improvement on our established governance process. We completed an employee survey that will be the outcome for our governance process. This will occur through College Council. Mack said we have this item on the agenda for the next meeting. Mack will make the survey available to everyone. District recommendations are the focus of this report.

At the end of the Focused Mid-Term Report, Carol said we also developed our self-study planning summary. Some of these standards are no longer applicable due to the budget deficit. Carol said we have written that our proof of planning discussions would be posted in minutes of meetings and Rodney said their minutes are posted on line and he will share them with Carol. Mack said last time we gave ourselves 130 recommendations. We learned from that excessiveness and this year we only have 30 recommendations. We do have last spring's road show about planning. Carol said the new mid-term report must be supplemented by evidence.

Mack thanked Carol for her help on this report.

3. **Budget Update** – Mariles said the good news for the 2010-2011 academic year is we did really well in managing our budget. Every area, salaries, grants, and categorical programs--we did not overspend for 2010-11. The bad news is the same we heard from before. The allocation formula was implemented in 2010-11 and we were subsidized by the district and that subsidy will be reduced \$450,000 every year for the next five years.

Our costs increase every year. Kaiser increased their costs over 16% and the other health carriers increased by 10%. STRS will possibly increase in the future but that takes legislative action. PERS has been increasing consistently and they will continue to increase their employer costs. Step, column longevity are on-going. Faculty salary pay scale has a pay schedule of 13 steps and every year there are step ups. Classified have five steps per salary range and then longevity increments. Our salary costs still increase every year. These increases are over \$500,000 for CCC. ISA -- Instructional Service Agreement has to be paid back, specifically the one with Cosmetology. We are very careful now to be in compliance

with the 16 requirements issued by the State. However, with the past agreement we have to pay \$150,000 plus because the district picked up the first million but next year our pay back is over \$500,000 and 2013-2014 is over \$500,000.

HBA (hours by arrangement) were given five compliance requirements. Auditors took 13 samples from CCC and found 13 out of compliance. We are looking to see if we can clear some of the issues with the auditors. Our hope is that for the majority of these findings we will be able to clear because otherwise the auditors will audit our entire hours by arrangement courses. We don't know the exact dollar of our exposure but it maybe millions we would have to return in apportionment dollars. The five requirements were distributed to the deans. Donna said there were some workshops and a grid was developed a few years ago and brought to council of chairs. Mack said this came about three years ago. Donna was on top of this and then Donna left to DVC and new deans were hired and the follow through on this issue was lost. HBA students have to come the same time each week and use sign in and sign out sheets. The catalog sometimes did not match the schedule.

This year (2011-12), there are concessions from the unions including participation of faculty of health benefits. Faculty are contributing \$100.00 a month. Classified and Management will have two weeks of furlough thus saving for everyone for 2011-2012. If the furloughs do not carry forward then that is another \$300,000 plus we will have to come up with for the 2012-2013 academic year. We are hoping for growth monies from the State 2012-2013. There were growth funds in 2010-11. Mack said we are going to have come up with augmentation funds to tie us over. He doesn't anticipate the budget getting better for next two years. Compared to last spring our revenue base is much lower. Our goal is 5865 FTES this year last year it was 6450 FTES. Mack said he and Donna will be presenting the Traveling Road Show and give budget update then as well.

4. **College Council Agenda** - Melody will add *Planning Process* after #5. Jennifer has been given release time to coordinate the college's Planning Processes. Jennifer will attend College Council to speak about our Planning Process. Melody will add *Achievement Gap* as Item #9 – Michael (5 minutes).

#### **Call to Order**

#### **PRESENTATION OF CLASSIFIED OF THE SEMESTER – 5 minutes**

#### **CONSENT AGENDA – ACTION ITEMS**

Approval of Agenda

Approval of Minutes from May 11, 2011

#### **ACTION ITEMS REMOVED FROM CONSENT AGENDA**

#### **NONCONSENT AGENDA – ACTION ITEMS**

Decision from R & P on Everyone Completing Annual Unit Plans Regardless of Seeking Budget

Augmentation - Jennifer Ounjian – 10 minutes

Review of Governance Survey for Potential Modification in our Governance Process – 10 Minutes

Update on Planning Process – Jennifer Ounjian – 10 minutes

Establish Plan for Assessing Core Values – 10 minutes

Accreditation Mid-Term Report (vote to approve) – 10 minutes

#### **INFORMATION/DISCUSSION**

Achievement Gap Update – Michael Aldaco – 5 minutes

Budget Update – Mariles Magalong – 10 minutes

Remodel and Other Measure A Activities - 10 minutes

Reports from Constituency Groups – 2 minutes each - 10 minutes

Announcements – 5 minutes

Next Meeting – October 12, 2011 (possible for need for 9/28/11 College Council)

Adjournment

5. **College Calendar** – Mack said we need to have a college calendar so he is able to inform the campus community and/or service area about events at the college. Mack would like all constituencies to

give Michele Jackson the details of their events (date, time, location, etc.) Rodney will deliver that information to Michele by September 16<sup>th</sup>. Wayne asked if we could have an automated process where everyone can deposit their events on the computer.

6. **Achievement Gap Report** – Mack said the committee hasn't met this term but we still have the charge to develop strategies to close the achievement gap. Mack has put aside \$40,000.00 for this endeavor. Wayne is concerned about the integration of the district's recommendations with our recommendations. It seems we should have a strategy from our campus how an initiative would work on our campus. Wayne would like to see the district initiatives fold into our initiatives. Our campus initiatives will occur without the district's assistance. Helen may have been thinking that DVC and LMC would not develop strategies without the District's suggestions. Mack suggested that Wayne continue to tell the district that we need to develop our own strategies. Wayne said the attendance at the meeting that occurred over the summer only had CCC people and one LMC manager. No one from DVC and no students were at the meeting. Mack said we need to develop our strategies and then ask for monetary support from the district. Mack said governing board members have now been enlightened and sensitized to this issue and that has been a positive measure from the district's lead on this issue. Rodney said the committee has three areas of focus. Rodney asked 20 to 30 random students if they participated in the college's orientation. Only one student replied affirmatively. Rodney said every student wants academic counseling expanded as many students do not have education plans. There was discussion about faculty advisors. Faculty advising is currently conducted on an informal basis. Mack thinks this is something we need to discuss further. The student panel at All College Day showed that an orientation was badly needed. Wayne asked if can we require an orientation? Mack said no. Mack said the dilemma exists regarding students who receive orientation may not need it and those student who need orientation don't necessarily attend orientation. Mack suggested Wayne have conversations with faculty and counseling. Rodney said he would like to see advising/orientation. Wayne said the Academic Senate is the place to start the conversation. Wayne is trying to ensure that counseling is included in all of the faculty meetings. Donna mentioned the success of our new student convocation although attendance as dwindled since when it first began.

Meeting adjourned at 1:30 p.m.

Respectfully submitted,  
Melody Hanson  
Senior Executive Assistant to the President