

To: President's Cabinet

From: Daniel W. Henry

Subject: Notes

Date: Feb. 10, 2012

**President's Cabinet
February 10, 2012
9:00 a.m., President's Conference Room**

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

Absent: Donna Floyd

Dan requested to add Agenda Item #5 - The Roles/Purpose of President's Cabinet and College Council.

1. **Constituency Reports** – ASU - Rodney reported that everything is going well.
 - Preparing for Club Rush – Slogan: *Show Some Love, Join a Club*, in honor of Valentine's Day.
 - Will share student survey that was administered by student senators using targeted questions helped to engage interest in the general student population on campus.
 - Modeled ASU General Assembly will be modeled after the Traveling Road Show.
 - Held successful retreat where they developed proposal sheets for students to use in order to help them to become more organized.

Classified - Shondra said the Classified Senate is having difficulties in scheduling the *Colors* workshop.

- Will try to reschedule to a Friday in order to ensure attendance.
- Will find another classified to join Kelly Ramos on Achievement Gap Committee.
- Preparing for elections as they have three members who terms expire at the end of the semester. Nominations are due in March and the election will be held in April with candidacy to begin in June.

Faculty - Wayne said they reviewed the Nexus check list and thanked Dan for supporting this venture.

- Worked with James Eyestone in order for faculty to more easily air opinions on the website.
- Continue teacher talks next Thursday at 1:30 in the CRC. These talks include topics such as "Best Practices" and they are rotating faculty leading these discussions.
- Wayne is visiting various faculty classes in order to view various teaching techniques. These visits are not affiliated with any sort of evaluation but rather satisfying an interest in gathering different teaching practices.
- Shared report to the ASU on suspension and discontinuance of programs. The faculty are looking forward to the students input on these issues. Wayne will be meeting with the classified senate soon and then management council on Feb. 23rd. Wayne said he was hoping to place this issue the March 14th College Council. This proposed report on suspension and discontinuance of programs proposal is outside the process of program review.

Management - Mariles we have a new management evaluation process and managers will be trained in April on the process in order for implementation to begin in fall.

- Recommendations made from the auditor on cash handling procedures in order to tighten up our functions. Mariles will be meeting with the managers to review cash handling on campus.

2. **College Council Agenda** – March 14, 2012 draft distributed. Melody will add Item #5. Proposed Administrative Policy on Program Revitalization, Suspension and Discontinuance.
 - Melody will also add Bruce King at the beginning of the agenda as Item #4.
3. **Budget Update** – Mariles said the budget is a moving target with many unknowns.
 - District management is grappling with how to develop the 2012-13 budget depending on the passage of the governor’s tax initiative. Do we budget for passage or failure of the initiative? The district is leaning somewhere in between.
 - Spring and summer will give us flexibility to amend our budget depending on the passage of the tax initiatives. This could result in a reduction anywhere from \$950,000 to 1.5 million for CCC. Because of our FTES reduction, we will spend \$300,000 less in instruction.
 - We will use some of our college reserves in order to balance our reduction. By using college reserves to help mitigate the reduction, we are hoping not to have college personnel.
 - Dan has a budget meeting today at noon via phone. Dan said we may have a 5% FTES reduction.

Assignment: Dan will share more budget information, hopefully on Monday, once the district budget settles on a proposed budget. The campus Budget Committee meets on Wednesday.

4. **Enrollment Management Strategies for 2012-13** – Dan said there are college-wide implications from enrollment management strategies that revert back to our core mission.
 - How much do we offer in the summer? What have we been offering in the summer? Who are we serving? Who do we think is our primary clientele and how do we best serve them? Part of the reason we need to do scrutinize our offerings and priorities is because we have consistently for the last several years solicited more FTES – worked with high schools, offered life-long learning classes, etc. Are these important to offer now in tumultuous fiscal times?
 - Rodney asked if we are talking about eliminating summer session. Dan said summer session is being looked at as to whether summer bridge classes are being offered, if we are helping our students, etc. Data tells us we serve many reverse transfers during summer school (students with bachelor’s coming back for retraining) as well as high school students making up required courses. Shondra mentioned perhaps we should consider the previous tuition increase of \$50.00 per unit for students with a bachelor degree.
 - Shondra expressed concerns about college room battles. Instructors are trying to accommodate more students for transfer students and we do not have a lot of large classrooms to accommodate everyone’s needs. Shondra suggested looking at the classes that quickly fill and perhaps prioritize those classes. Mariles said we should look at stand alone courses instead of those courses that are tied to a degree or certificate.
 - Wayne said we are currently teaching above our cap. We are over about 200 FTES this year. Dan said we need to keep our eye on productivity and that typically we manage cap by limiting the number of sections we offer.
 - Rodney said that required classes have been typically scheduled on top each other. We need to look at our scheduling practices to accommodate students’ schedules. Shondra said the prime time for scheduled classes is between 11:00 and 1:00, which includes many overlapping required classes for transfer.

Assignment: Dan will meet with Donna to look at charting when the popular transfer courses are scheduled in relation to when other courses are scheduled.

5. **Roles and Purpose on President’s Cabinet and College Council** – Dan asked how College Council functions in representative constituency roles as opposed to individuals attending the meetings expressing

their views? What is the role and responsibility of the College Council? There was discussion about having five members from each constituency on College Council and Dan suggested each constituency discuss the appropriate number of representatives to sit on College Council. Mariles explained that President's Cabinet discusses operational matters in greater detail before the matters are brought to College Council and President's Cabinet is the only governing body that looks at program review. College Council is the policy making body. President's Cabinet makes recommendations to College Council.

Assignment: Constituencies will meet to discuss appropriate number of members on College Council.

6. **Other** – Financial Aid Termination Notice to Students - Rodney mentioned the continuing financial aid issue of probationary students not being informed of financial aid termination in a timely matter before classes begin; therefore, not having the funds to purchase textbooks until mid-way through the semester. This appears to be an operational matter because it appears as though departments are not working together and that hinders students. Dan asked Rodney for the opportunity to remediate the problem first among the managers before bringing the matter to College Council.

Assignment: Dan will meet with Donna and other managers to try to resolve financial aid issue.

Program Review Process - Wayne said that faculty have requested to be present in President's Cabinet when program review final recommendations are made. There was discussion about the pros and cons of having a faculty members in the meeting at the time of the final recommendations. Many of the final recommendations concur with the department's own recommendations or the validation team's recommendations. In the past, President's Cabinet has invited entire departments to President's Cabinet when discussion is needed. Faculty may also request to be present at President's Cabinet. Wayne said faculty are looking for some sort of formal closure on the program review process rather than an e-mail or piece of paper. It was decided to give faculty the option of attending President's Cabinet to review their final recommendations in the program review process.

Assignment: President's Cabinet will offer department chairs the option of attending a President's Cabinet meeting to review program review final recommendations.

Meeting adjourned at 10:50 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President