

To: President's Cabinet From: Denise F. Noldon  
Subject: President's Cabinet Notes Date: January 25, 2013

**President's Cabinet  
Friday, January 25, 2013  
9:00 a.m. President's Conference Room**

Present: Denise Noldon, Donna Floyd, Mariles Magalong, Wayne Organ, Jasmine Ramezanzadeh

1. **Constituency Reports – Classified Senate** – Shondra reported the December 14<sup>th</sup> holiday party was a success as it was well attended. Good time had by all. Ronke Olatunni came out from the district and gave a presentation on ethics and audits. Shondra will write a report on this successful professional development opportunity for accreditation evidence. Shondra asked for a template. Denise informed Shondra that she could write a summary to show there was dialogue with this professional development activity as there is no template.

- Next week, Kelly and Shondra will attend the legislative conference in Sacramento.
- The first classified senate meeting is scheduled next Wednesday. February the classified senate will host a new members' orientation since we have transition in the senate. Shondra will notify the managers for support prior to notifying the classified chosen to serve on the senate.
- CPR training and workshops will be offered in March. Shondra is currently trying to offer a workshop on "Working Smarter, Not Harder."
- The classified senate will collaborate with the ASU to plan and offer an event in April
- May is graduation and classified would appreciate the opportunity to participate in the program. Shondra will work collaboratively with Admissions and Records to ensure we have a graduation activity for our students. The purpose of this activity is for graduates to ask questions prior to graduation day as the Admissions office is inundated with queries the day of graduation rehearsal. Students typically receive a graduation evaluation in the mail. Donna will give the prospective graduation correspondence to Denise. Denise suggested we convene a graduation committee in February to help circumvent last minute questions and issues that may arise in June.
- June 6<sup>th</sup> is Job Links at the San Ramon Center. Shondra will recruit another classified to represent CCC on the Job Links committee. If the classified senate has funds available, they can backfill a classified's absence with an hourly during Job Links.
- The Annual Leadership Classified Conference is in Sacramento this year. Shondra said they are hoping to have five to six classified participants this year. Shondra is trying to start involving our hourlies in more activities.

**Academic Senate** – Wayne said the foremost activity that is currently consuming their time is creating the families of classes for repeatability. The deadline for this project is April. The FSCC meeting will include work groups to rehearse some scenarios with the new repeatability sanctions. There is reasonable categorization for courses but we have no guidelines from the State Chancellor's Office. It will be up to the individual auditors to approve the families of courses through the State Chancellor's Office. Denise suggested that community colleges need to dialogue with State Universities to find out what they expect from our students in order for them to be prepared for transfer. Denise said the affected constituencies need to dialogue with the State Chancellor's Office with respect to the repeatability rules as do not fit all disciplines since music practice students need to repeat the courses in order to be competitive to audition for entrance to a CSU. Shondra said there are a few rules to adhere to but the State will accept PE IC

classes for repeatability but lab classes are in question. Music, Art, and PE are submitting their family of courses. Each of the new courses have to have SLO's, course content, etc. Donna will work on a statement regarding the repeatability requirements for the catalog. The Catalog/Schedule Committee will remove the repeatability statements in the catalog under each course and we will add a statement in the beginning of Chapter 4 of the catalog regarding repeatability of courses. This will not affect students graduating this year. Wayne said we may find we cannot offer any performance classes in Music if students have already taken the Music class. Shondra will have all of the classes coded by mid-February. PE IC courses are also coded in our regular PE classes.

- The Academic Senate reviewed the revised Box 2A (Faculty Hiring) process and the Senate was supportive of the process; however, there are suggested refinements to the application process. The faculty very much appreciated being able to present their proposals to management the in-person.
- The college committee structure was discussed. There was discussion if the Academic Senate truly represents the faculty as most of the Senate representatives come from the divisions. We do not have a method to represent the faculty because the Senates representatives typically do not have an opportunity to discuss their committees with the faculty in their division and that includes adjunct faculty. Bonnie Holt is working on a stronger adjunct representation at the Academic Senate.

**ASU** – Jasmine thanked the president for attending “Welcome Week”. Their meetings resume on Wednesdays from 1:30 to 3:30. They are looking to amend their by-laws.

- Club rush will be held on Feb. 13 and 14.
- They will also be discussing graduation and are hoping to repeat the barbeque offered to last year's graduates as it was a large success.
- March on March (in Sacramento) is scheduled for March 4<sup>th</sup>.
- They are working on developing focus groups to meet on February 7 and 21<sup>st</sup> to ultimately re-open our Transfer Center. General assembly is scheduled in March where the information from the focus groups will be discussed with a larger audience.
- The ASU was able to grant the request from the Library for \$2,500 to help pay for their student workers. They also have a request from Culinary for the Food and Wine Food event.
- Next Wednesday they have a speaker from the Latino United Voices to speak about the AB 540 Conference and ask for our help with the conference.
- Napa College ASU students will be coming to visit us in February as they are just starting their ASU and implementing a student activity fee. Jasmine will let Melody know when Napa College is scheduled to visit our campus so she may welcome those students.

**Management** – Denise said she received an e-mail from Tim Clow on the RP group student survey. The group will hold regional meetings at Las Positas College. Denise suggested Jasmine mention this activity to the ASU as they are soliciting an all-inclusive constituency based team of students, faculty leaders, classified and administrators. March 29<sup>th</sup> is a suggested date for this activity. We need two people from each constituency group.

- Denise said she attended an accreditation workshop at the District presented by Barbara Beno. The workshop was directed to the trustees regarding their role in accreditation process and the presidents and Chancellor's cabinet were able to attend. Denise said she would send the helpful handout she received to President's Cabinet members. There will be a separate two to three person team visiting the district office during the campus accreditation visits in October. Everything should be reviewed for its effectiveness as there are no “sacred cows”. There was emphasis on the standards.
- Monday Denise attended the MLK celebration in Hercules where she gave a presentation. Tuesday she will be at the Richmond City Council to discuss the State of the College and she will

also express appreciation for their support over the years. Foremost, she will inform them about our late start classes. On Feb. 2<sup>nd</sup> she will speak to the NAACP about our community engagement and striving for excellence.

- Our enrollment is down and we must do everything in our power to meet our goal. We have to promote our late start courses, our summer intersession and summer classes. Denise said we can work closely together to develop a plan to meet our target. Wayne asked if we have discussed or revisited our FTES goal since LMC is also in the same predicament? Denise provided her take on underlying reasons for the drop in enrollment: (1) we reduced our summer session last year when historically we relied on summer FTES; (2) we also underestimated the impact of adding sections if Prop 30 passed; (3) we didn't take advantage of marketing if Prop 30 passed (4) we failed to add sections that were supposed to be added if the proposition passed. We have to look if we have the right combination of classes to attract students to CCC. Since our head count has declined, we have to ask ourselves if we serving our community effectively? Perhaps there are more life-long learners in our community than community college age students? We have to make a huge transition from rolling over the schedule and do an analysis to determine what we need to offer that will meet student needs. Some other reasons given for part of the decline in enrollment may be attributed to our reduction in Drama course offerings, not counting on the FTES in cosmetology and not having generated the positive attendance we typically did. We also have not marketed as much in the high schools that we could have. Wayne said we have been cutting for so long that to switch gears so quickly is not an easy transition.
- Denise said we completed the piloted Box 2A process (fulltime faculty hiring process). The faculty were able to present their proposals. Thanks to Mariles we were able to identify some dollars so we were able to hire six faculty hires: culinary, reading, biology, chemistry, physics/engineering and nursing. We have notified the faculty who received the positions and we are now notifying the faculty who did not receive the positions. We initially had 13 applications. This process will be used as evidence to show the evidence that we are tying planning and budgeting.

2. **Budget** – Early projections for 13-14 our budget will be relatively flat. The district is incorporating a 2% growth and 7% increase in retirees' health benefits. Our subsidy will be reduced from \$800,000 to \$400,000. In 2014-2015, there will be a zero subsidy for CCC. Including all of those changes, our budget will be flat. Mariles will convene the Budget Committee prior to the February 14<sup>th</sup> College Council meeting in order to distribute the annual unit plan process at the College Council meeting. Mariles' expressed her concerns about not meeting our FTES goal because then we will have to return monies to the district. Denise said we have to ensure that all contact hours are correct in the schedule in order to receive credit for all classes that we are able to.

3. **College Council Agenda** – Wayne would like to add two items 1) “General Discussion of Definition from Discontinuance Policy - Program Creates Hardship for the Institution” under Information/Discussion – 10 minutes.  
2) “College Council Committee Structure” – under Action Items- 10 minutes

4. **Biotech Program Review of Final Recommendations** - Kathrine Krolkowski attended the meeting and reviewed each of the recommendations. She brought a print out on the enrollment in the biotech classes. Her enrollments are all above 22 where they used to be around 15. She reminded the Cabinet that all lab classes prohibit more than 25 students. Biology lab room does not accommodate 24 students comfortably; however, the Microbiology lab we can have 30 students. The low enrollment recommendation will be revised. Maintain the recommendation about changing the path of the program to an entry level biotech program.

Katie said she attends meetings at the other community colleges and works closely with Priscilla in writing grants in the biotechnology field.

Katie said she met with Mack and Carol about the future direction of biotechnology and also recently met with Denise. Unfortunately there was no documentation about those meetings in the self-study.

Denise said we will provide some guidance to Katie providing data on the achievement gap. It is important to list specifics when making general statements of success.

Katie will work on advanced courses but grant funding is scarce. Enrollment in advanced courses is relatively low. Denise said if we have 10 or 15 students in a course, we need to keep it if it allows those students to complete the program. Katie said the upper biotech courses offered are for specialized training. We have relied on adjunct faculty to teach the upper courses on the weekend. Katie did try offering them in the evening but was unsuccessful. She said she needs support from the college in order to offer them. Denise said if the enrollment is less than 15 with proper enrollment management, we may be able to offer them once a year in order for students to complete the program. Grants do not pay for faculty, grants only pay for supplies. The college will have to pay for the faculty.

The new certificate has many transferable courses. She distributed a pamphlet listing the courses. Only one course is not transferrable.

Katie asked what her priority should be: to cast a wider net in getting students to focus on a specialized science education or focus on the specialized courses in order for students to complete the degree. Denise said she would prefer that she focuses on getting students into the program before working on the upper end of the program.

**7. Children in the Workplace Draft Policy** – Everyone reviewed the policy. Shondra asked, *What are the hours of the daycare in the evening?* Denise said we subsidize the Early Learning Center and we don't have more money to add to the program (to create evening childcare). This policy will aid in CCC employees helping to find the parents in class of young children on campus to take responsibility for their children. We are not advocating a nonstudent child in the classroom and/or office; however, we understand there are exceptions that may be made due to extenuating circumstances. Denise will add a statement to the policy to that affect before submitting it to College Council for approval. Proposed statement: While we do not advocate minor non-student children in the classroom and/or office, we understand there are exceptions that may be accommodated by the professor in a classroom or an administrator in an office.

8. It was decided to convene again on Thursday, January 31<sup>st</sup> at 4:00 p.m. to complete the President's Cabinet agenda for today.

Meeting adjourned at 11:30 a.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant