To: President's Cabinet

From: Denise F. Noldon

Subject: President's Cabinet Minutes

Date: November 16, 2012

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

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

1. Constituency Reports:

Faculty - Wayne said there is no report.

Classified - Shondra announced their December 14th winter retreat with a cost of \$20.00 per person. The flier for this event will be distributed on Monday.

Students – Jasmine said we are discussing concerns with the activity fee. The ASU is considering returning to using the surveys that solicit feedback on student services. They are contributing to the Deferred Action workshop on December 5th working with Maritza Vande Voorde through the Puente Club. This workshop is in relation to the latest legislation on permanent residency, financial aid, and attending college.

Management – Denise said we are in the process of proposing revised steps for the Box 2A process and distribution of that information will be given to the various constituency groups. We are revising our form and proposing a rubric that the committee will be using along with information from the requesting departments. Mariles said the revised form is similar to the unit plan form that we use. Eventually we are hoping to use one form for all of these processes. Wayne said we are looking for explicit documentation for everything we use. The requesting departments will also present their proposals to the Box 2A Committee composed of Denise, Donna, Wayne and Aminta. They are also looking to closing the gap on the 50% law. Denise said we are looking at filling four faculty positions this year. The one is EOPS is mandated because we are legislated to have a full-time position in that role. We will have an interim person in that position next semester until the position is filled with a full-time employee. EOPS will still have to make a presentation to the Box 2A committee. Denise said because we had such tight budgetary constraints, faculty didn't feel as though they had an opportunity to request to hire faculty in their areas. Denise said this year will be the pilot for the revised Box 2A process.

Denise the managers will have management evaluation training to ensure a regular and consistent timeline for managers and classified employees' evaluations.

Denise said everyone is aware of the election results and we now have two new board members. Greg Enholm is the new board member for District 5 and we are still waiting for formal notification of the replacement for District 2. We lost Measure A ever so slightly. With the passage of Prop 30 our college budget will be eased somewhat. Denise commended Mariles and Donna for ensuring our reserves.

2. College Council Agenda – December 13, 2012 –

Denise commented on the Proposal for Policy on Children or Animals in the Classroom stating she has recently seen more children on campus. Recently she noticed a child sitting in the hallway of AA-203 watching a video on a laptop as her mother was in class. Denise will work with John Al Amin as this policy will ultimately be implemented district-wide. Denise doesn't feel comfortable having children

sitting in the hallways waiting for their parents. Denise said the only animals that are allowed to be in class are service animals: dogs and/or ponies are the only service animals allowed by law.

Melody will change Items #6 and #9 to Kelly Ramos from Wayne Organ. She will add #10 as the Planning Committee Update with Wayne addressing that item. Mariles would like to add a first read of the Annual Unit Plan Budget Augmentation Process with Donna and Wayne addressing this item in her absence at the College Council Meeting. Melody will also add the Revised Box 2A process with Denise addressing this item. Denise asked that draft documents be attached with the agenda when it is sent electronically.

1. Call to Order

CONSENT AGENDA – ACTION ITEMS

- 2. Approval of Agenda
- 3. Approval of Minutes from November 8, 2012
- 4. Facilities Items Bruce King

ACTION ITEMS REMOVED FROM CONSENT AGENDA

- **NONCONSENT AGENDA ACTION ITEMS**
- 5. Proposal for Policy on Children or Animals in the Classroom Denise Noldon 10 minutes
- 6. Student Success Summit Committee Vision, Mission and Goals Statements Kelly Ramos– 10 minutes
- 7. SLO Coordinating Committee as sub-committee of College Council Donna Floyd 10 minutes
- 8. Annual Unit Plan Budget Augmentation Process Wayne Organ and Donna Floyd 10 minutes
- 9. Revised Box 2A Process Denise Noldon 10 minutes

INFORMATION/DISCUSSION

- 10. Progress Reports from Accreditation Committees Donna Floyd 5 minutes
- 11. Student Success Summit Committee Update Kelly Ramos 5 minutes
- 12. Planning Committee Update Wayne Organ 5 minutes
- **13.** Campus Construction Updates Donna Floyd 10 minutes
- 14. Reports from Constituency Groups 2 minutes each 10 minutes
- 15. Announcements 5 minutes
- 16. Next Meeting February 14, 2013
- 17. Adjournment

Budget Update – Mariles said because of Prop 30 passing, our allocation is a little bit higher. 3. We also have been notified of an approximate \$900,000 million available in restoration budget to our district and CCC's share is approximately \$400,000. This translates to 5,619 FTES this year. Donna and Shondra are busy adding classes to meet our target. The bottom line is that we remain status quo with our budget and we should not increase our expenses substantially. Part of the incoming revenue will be used to pay for the added classes to meet our new FTES goal. Denise said there are recent increases in our expenses, namely our legal costs have increased due to personnel issues. Denise said everyone needs to be aware of our guidelines and procedures and be consistent in following them all of the time. Everyone has a role to play to ensure we are operating efficiently. Mariles said the district has to pay the county for placing Measure A on the ballot. Denise said we are going to revise the 2013-2014 budget process for operational expenses so we are able to identify and allocate funds on the front end. Wayne asked if Perkins Grants are a separate funding. Mariles said yes, those are separate. Wayne asked if we could collaborate the Perkins process with the Budget Committee so those augmentations are accessed the same as the regular budget. Denise said that the Budget Committee will recommend other kinds of funding if applicable to those applications as they arise.

4. **Accreditation** – Donna said President's Cabinet is responsible for Standard IVA. Denise is our chair for that particular standard. Donna encouraged the President's Cabinet to review the Accreditation 2008 report in the Portal, listed under Accreditation 2014. What was our decision-making process in 2008? We can start from that point and look to see if some of those items are still in place. Donna is not sure how we want to divide up the writing for this effort. Denise thanked Donna in bringing this to our attention. Denise said we need to look at the recommendations given to us last time. Denise will take responsibility for drafting this part of the document it but would like President's Cabinet to review it. Denise said if we see something we don't have evidence for, we want to formulate where the process came from and where we are going with it. Denise said we want to have a model in place so the accreditation team can see where we are going in our decision making process. The Accreditation item will be led by Denise on the President's Cabinet agenda for the December meeting. Wayne said everything is under Accreditation 2014 on the portal.

5. Final Recommendations for Spring 2012 Program Reviews –

Wayne – English

Wayne said there are four of the seven recommendations that came out of the 2008 English Program Review that were not addressed in the current self-study but Wayne would said he would like the opportunity to search back through the Annual Unit Plans to see if the four recommendations were addressed in any of the unit plans. Wayne will revise his final recommendations and send them to Melody. Wayne gave a thorough and comprehensive review of the English Department Final Recommendations listing where he derived his commendations and recommendations from throughout the self-study and validation.

Wayne would like to see all departments list their research facts and statistics instead of just stating that "research shows" through-out their self-studies.

There was discussion about the program review process. Mariles mentioned that the VP and Academic Senate President used to give program review trainings a couple of times during the semester for anyone who was scheduled to go through program review. After some more discussion, President's Cabinet decided they should also review the Annual Unit Plans which will help respond to the 2008 accreditation recommendation that we tie our planning process with our allocation of resources.

Wayne suggested we add to the program review process that all validation committees' recommendations and commendations tie to the college strategic directions and/or college mission statement. Mariles suggested that perhaps a link connecting the college strategic directions and/or college mission statement be added to the action plan in the self-study so the onus is on the department and not the validation team. Wayne will incorporate that suggestion in the revised template of the program review self-study form.

Mariles gave her recommendations and commendations for ESL.

The next President's Cabinet meeting will be on November 30th in order to complete the final recommendations from the Spring 2012 program reviews.

Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Melody Hanson Senior Executive Assistant to the President