

To: President's Cabinet From: Denise F. Noldon
Subject: President's Cabinet Notes Date: March 15, 2013

President's Cabinet
Friday, March 15, 2013
9:00 a.m., President's Cabinet

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

1. **Constituency Reports –
Faculty** – no report

Classified – Shondra said they met on Wednesday and welcomed two new members, Brian Williams and Patty Herrera. They have created a Classified Senate Handbook that includes their constitution and by-laws. The constitution and by-laws were ratified and approved on Wednesday. The handbook is in its first read. They will hold their election for treasurer with three candidates. The Senate members discussed the upcoming conference on June 13 and 14 in Sacramento sponsored by the Statewide Classified Senate. CCC will be sending three people with space for two more. Patty is also a Local One representative for CCC and the Classified Senate asked her to research if the attending conference members could take off the following Monday since the conference is held on a Friday (non-work day for us). Shondra will be chairing DGC March 26th. The February DGC meeting was cancelled because the agenda was not posted within 72 hours. The Brown Act was under discussion as the Classified Senate is trying to find out if they fall under the Brown Act. Wayne said the only meetings that come under the Brown Act within the district are the DGC and the governing board meetings. Brown Act meetings are comprised of legislative elective bodies. Classified have been assigned the project to update the committee list. They are going to create a separate classified meeting list. Dr. Noldon commended Shondra for doing a great job in leading the classified.

Students – Jasmine said the students reviewed two more grant requests and were able to grant the LaRaza grant for the AB540 scholarship with \$2,000.00 (\$1,000.00 from student fees) with each student recipient awarded \$500.00. The La Raza scholarship is called Dare to Dream and is aimed at providing financial support for undocumented students with a two-year protection. We were also able to grant Culinary \$4,000 for their food and wine event. Half of the money (\$2,000) was taken from the student activity fee and the other half from the ASU budget. The students are also planning a pinning ceremony for ASU senators at the end of April. They will use this activity as a platform for recruiting more senators. They are also working on the graduation fair and barbeque and looking into providing some sort of gift for the graduates. They are also working on a teambuilding for ASU perhaps cooking classes and/or presentation on leadership. Students will also attend the student senate for California Community colleges student assembly in mid-April. By the end of April, we will have a newly elected board. Campaigns will begin after spring break. Mariles asked if anyone other than Kelly helped with their grant process. Jasmine said they used the process from LMC and revised it to fit our campus. Mariles offered to help the students with their process. Denise suggested that the students specify what the qualifications are for applying for the student fees so there is equitable information in advertising these funds. The more students who have access to the funds, the less likely the ASU will be criticized only distributing to a select few. Jasmine continued to report that last semester we collected \$46,000 in student fees. All of those who request grants are welcome to the student meetings. It is not our goal to spend all of the student fee monies each semester.

Management – Denise said we need to make sure that everyone has a sense about our processes. In the fall, we will develop a facilities plan. Denise said she, VP Floyd and Bruce King met with the Feral Cat representatives. Donna said the Feral Cat representatives attended Operations Council on Monday. Once they put together the MOU, we will move forward with support in keeping cat population at bay on campus. The Feral Cat representatives will no longer receive citations from our Campus Police. Denise asked if the people affiliated with the organization have some sort of distinguishable identification. Donna said she will make sure that is included in the MOU. Also once the MOU is in place, we will move forward with the no feeding of wildlife on campus policy.

2. **Budget Update** – Mariles said there were three updates forwarded to College Council— extension of the budget application deadline from March 28th to April 4th which was approved by College Council yesterday. The deadline was extended because the spring break is next week and faculty didn't feel as though they had enough time to complete the applications. Mariles will send out the deadline extension notice via e-mail. For the current year budget, we are struggling as a district to make our FTES goal. In an effort to make our FTES goal, we have offered several late start and intersession classes. Both of these additions to our schedule were not budgeted which causes us unanticipated budget expenses. Regardless of these two efforts to help increase our FTES, we probably will not make our goal. Next year there is 2% growth on the table which we will not be able to partake in because we will not make our FTES goal. Because we will not make our FTES goal, CCC decided to stay with our same FTES goal for next year. Shondra said she just received an e-mail from Tim Leong asking, what are our concentrations in our increased summer course offerings? Denise suggested that Shondra make a clarifying phone call to Tim before we generate informational reports.

3. **Accreditation Standard IV** – Denise sent her draft to Wayne and they haven't had an opportunity to review it yet. Denise asked who is assigned to IV b.2 as she will address it since that portion is directed at the President's Office. The draft needs to be completed April 1st and given to Donna. Donna will put the draft from each standard together in one document and a first draft will be sent to College Council and also to Jason Berner for editing. Denise said we need to develop an evaluation process for participatory governance and implement it before our visit next year. Wayne said Tim Clow developed and administered a survey on our administrative processes and it was discussed at the Sept. 14, 2011 College Council meeting. Denise said the student achievement needs to be benchmarked. How many students transfer? How does our mission relate to student success and student programs? Can colleges list the goals? Denise said when we revise the mission statement, we need to advertise it around campus. Donna said we also have to make our SLO assessments available to potential students. This means placing our program SLO assessments on the website. Denise said the accreditation committee may ask about complaints received. We need to place our district-wide research on students on the web so it is accessible to the public. Are institutional practices in conjunction with the mission? Are classified employees able to tell how they help the institution with student outcomes? How do classified contribute? Do people feel free to bring forward ideas through our participatory process? We need to have clear guidelines to how institutional planning is completed.

4. **College Council Agenda** – We will add Teacher of the Year and Wayne will bring Sherry to the meeting. Change #7 to College Committee Structure – Changes to College Procedures Handbook.

Denise said the Dental Assisting program is in flux now it is difficult to give final recommendations from the Spring 2012 program review. She will talk to President's Cabinet about it later. Wayne said the college would like to see the criteria that was used to suspend the program. Denise said that since we do not have the resources due to not meeting our enrollment target, we will not have the resources if we to run all of the programs we have. Dental Assisting happens to be the program identified that we cannot continue to equitably fund. This does mean that the program is not necessarily successful with students but it means be that we cannot simply continue funding some of the programs we offer. Wayne read the

District Policy 4008 from the Curriculum & Instruction manual that says any program suspended is suspended from evidence from the program review process. None of our program reviews for Dental Assisting reflect any criteria for suspension. Denise said that dismantling a program with one faculty member and a small number of students is a mitigating factor in dismantling a program on campus due to it having a lesser impact campus wide. Denise said we will have a shortage of resources so now may not the time to bring it back. Wayne said all we are asking for is clear criteria so we can warn other departments. Denise said apparently dental was brought to the district Educational Planning Committee as a program in jeopardy. Wayne wanted to know the financial data required to dismantle a program. Denise said that may not be a determining factor and some programs may have to be dismantled because we simply cannot afford to offer everything we have in the past with a smaller budget. Denise said we will make a decision based on many factors and not only based on program review. Wayne said the district policy then needs to be changed.

5. **Final Recommendations for Spring 2012 Program Reviews** – Auser – Mariles; HHS – Shondra; Academic Skills - Denise; CalWORKS - Jasmine; Culinary – Wayne; DSPS – Donna; CARE – Denise; Athletics – Wayne Donna will follow up with Paul on the timeline for the Journalism self-study. There was discussion about departments arbitrarily changing their names without vetting the name changes through proper procedures.

6. **Bicycle Locker Policy** – Donna reviewed the distributed updated policy. We need to standardize a policy for our college. Denise said this is more of a procedure and needs to be written in the form of a policy. Donna will send it back to Operations Council for a rewrite. We need a policy statement and procedural steps. Donna will also ask for the location of the lockers to be added to the policy. The existing college locker policy in the College Procedures Handbook was reviewed.

7. **Meeting adjourned** at 11:15 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President