

To: President's Cabinet From: Denise F. Noldon
Subject: President's Cabinet Notes Date: April 26, 2013

**President's Cabinet
Friday, April 26, 2013
9:00 a.m., President's Conference Room**

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

1. **Constituency Reports – Faculty** - Wayne has no report.

Classified - Shondra said Erika Greene has been facilitating the last classified meetings in Shondra's absence. There is a classified potluck today with an informational session to update classified on the mission statement, college procedures handbook updates and announcements such as bike to work day on May 9th. The election for vice president will also occur at today's potluck. Shondra sent out an email to recruit for the upcoming classified conference. Thus far Kelly, Erika Shondra, Kelly and Sui Fen have signed up. There are two more spaces available.

Classified are also planning future events such as a stress workshop that will include segments on *how to manage your time*, *how to manage your stress*, relaxation techniques and afterwards a yoga class. A reminder and sign up for Job Links will be distributed soon. Job Links will be paid for by the Classified Senate Council and the deadline for sign-ups is May 24th.

Students - Jasmine said the Student Senate of Community Colleges workshop is scheduled next week. This is an excellent government experience for our senators who will be installed next year. Ysrael Condori will be ASU President next year and Luanna Waters will be ASU Vice President. They are currently planning fall events. Everyone is invited to the pinning ceremony. Panel on AB 1456 will be on Monday and a blood drive is scheduled on Tuesday next week. ASU will host a table at Super Saturday. Denise encouraged Jasmine to have a presence at Super Saturday as this is a great opportunity to recruit future students in government.

Managers – Denise said managers are all extremely busy doing a myriad of things. Some of the managers will be participating in media training. Denise updated everyone on the recent news article of the PELL grant scam. The district responded to the media events. Denise emphasized that we don't discuss personnel matters. Reporters requested paperwork through a PRA (public records act). Denise said the lesson in this is that anything we do is considered public information. Because we are a public institution, everything is open and subject to review by the public. We need to conduct our business in a manner that we can defend. Denise said the district has incurred a lot more legal fees than usual for investigating various incidents on campus. Unfortunately, there will be follow up articles to the initial PELL grant scam. Mariles reiterated what Tim Leong said in Management Council yesterday that when we are approached by media we are not obligated to respond and anyone may defer media to the district. If you do respond, always remember to include something positive that is occurring at the campus or within the district. Denise said they are working with Financial Aid to develop a statement for future incidents.

Mariles mentioned that the new telephone system will be installed in September with anticipated completion in October. Telephone messages will be connected to e-mail. Some user training will be involved. Each person will have their own separate direct lines. Denise said we will have more

conversations on this new system as we get closer to implementation. Wireless will also be improved. We are the last among the district to receive this new phone system. Denise suggested that Satish attend a classified meeting to address classified on the new phone system.

2. **College Council Agenda** – Melody will change #5 to solely Budget Augmentation Process and place Basic Skills Initiative Budget as a separate item. Melody will add Denise’s name on the Revitalization, Suspension and/or Discontinuance Policy Revision. Denise said we are planning on constituency involvement with our Facilities Master Plan. We have to respond on this issue at the September governing board. We have to decide if the projects in the prior facilities plan are still viable and if we still want to go forth with them as then they will be mentioned in the new proposed bond measure. Feedback will be gathered in August. Denise mentioned our capacity load ratios are not good. There was discussion about updating the Educational and Facilities Plans or integrating planning altogether. President’s Cabinet prefers to integrate our planning efforts.

1. **Call to Order**

2. **Public Presentations**

CONSENT AGENDA – ACTION ITEMS

3. **Approval of Agenda**

4. **Approval of Minutes from April 11, 2013**

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

5. **Budget Augmentation Process - Budget and Planning Committees – Mariles – 20 minutes**
6. **Basic Skills Initiative Budget– Budget Committee – Mariles – 10 minutes**
7. **College Committee Structure – Changes to College Procedures Handbook – Wayne Organ – 10 minutes**
8. **CCC Logo – Style Guide – First Read – James and Denise – 10 minutes**
9. **Revitalization, Suspension and/or Discontinuance Policy Revision – Wayne Organ & Denise Noldon – minutes**
10. **Dental Assisting Suspension – Denise Noldon – 10 minutes**
11. **Facilities Master Plan – Denise Noldon – 10 minutes**

INFORMATION/DISCUSSION

12. **Student Success (formerly Achievement Gap Committee) Update – Kelly Ramos – 5 minutes**
13. **Facilities Items – Bruce King – 10 minutes**
14. **Campus Construction Updates – Donna Floyd - 10 minutes**
15. **Progress Reports from Accreditation Committees – Donna Floyd – 5 minutes**
16. **SLO Coordinating Committee as Sub-Committee of College Council – Donna Floyd – 5 minutes**
17. **Planning Committee Update – Wayne Organ – 5 minutes**
18. **Reports from Constituency Groups – 10 minutes**
19. **Announcements – 5 minutes**
20. **Next Meeting – September 12, 2013**
21. **Adjournment**

3. **Final Recommendations** - Final Recommendations were reviewed and developed for Culinary Arts, Athletics, CARE, and DSPS. Wayne and Denise will send their commendations and recommendations to the President’s Cabinet members for approval prior to Melody preparing them in the traditional format and sending them to the departments and validations teams as well as posting them on the shared drive.

Wayne recommended that the departments form an action plan and submit it to President’s Cabinet by the end of Fall 2013 in order for us to ensure that the recommendations from the last program review are being addressed. President’s Cabinet concurs with Wayne’s recommendation. Program review will now be a process built around accountability. President’s Cabinet also needs to see annual unit plans updated in the budget recommendation process.

Wayne said he is working on a template for development of self-studies in the program review process. Wayne's plan is to develop a complete overhaul of the program review process this summer. Denise asked if we can do an assessment in the Fall before we continue program review next semester. SLO assessments have become part of program review. We need an **analysis** of the SLO's and AUO's assessments in program review. The annual unit plans, for those not requesting budget augmentation, would go to the Planning Committee and then the plans would be forwarded to College Council for final review and recommendations. The annual unit plans for those requesting budget augmentation are submitted to the Budget Committee with the application.

There was discussion about the costs to operate certain programs and Denise warned President's Cabinet to be careful when making recommendations that we are not making the college responsible for incurring additional costs in any recommendations.

Originally the program review process requested departments provide SLO's and AUO's with their program review and now we are asking the departments to provide an analysis of SLO's and AUO's with their self-study program review. The actual SLO's and AUO's assessments may continue to be submitted to the Vice President's Office as separate documents.

Do we have a clear definition of what is a considered *program*? After some discussion, it was decided, there is no clear definition.

Meeting adjourned at 11:25 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President