

To: President's Cabinet From: Denise F. Noldon  
Subject: President's Cabinet Notes Date: May 17, 2013

**President's Cabinet  
Friday, May 17, 2013  
8:00 a.m., President's Conference Room**

Present: Donna Floyd, Mariles, Magalong, Denise Noldon, Wayne Organ, Ysrael Condori, Shondra West

**1. Constituency Reports –**

**Students** – Ysrael announced this past week the ASU approved a Bookstore grant in the amount of \$15,000 for the book rental program. This allows our students to rent textbooks for lesser costs than purchasing them. The ASU also approved a \$2,500 grant for the Library reference book program where textbooks are placed as reference books in the Library for students' to use in the Library. Another grant from the ASU allowed for the purchase of two new treadmills in the Fitness Center. The ASU approved funds to hire an assistant to help with clerical tasks such as taking minutes at the ICU meetings, etc. This classified position was formerly filled by two students. Mariles said we would create an account in the general fund and the students would reimburse the college account to pay for this classified position.

The new district trustee is Ivan De Los Santos.

**Faculty** – Wayne said the last meeting was on the 6<sup>th</sup> and Kenyetta chaired it in his absence. They reviewed the State resolutions as well as the massive open on-line courses (MOOC). The on-line courses do not teach but disseminate information and become an enhancement to the classroom. These classes will make a lot of money for the institution and provide another alternative to learning. How many students are aware of these courses? How many use them? Wayne said they will target the younger faculty members with offering on-line courses. On-line courses seem to be popular with the Math and Sciences disciplines.

Wayne announced the Music Department's prestigious award. The *Downbeat* Music award was won with competitors throughout North America. Daniel Ruiz, one of the singers, gave a heartfelt speech at last evening's Puente Celebration. Daniel was able to change the direction of his life because of his active participation in our Music Department.

The Speech Department held a tournament on campus with over 100 speech students competing.

The Advocate won the Pacesetter Award for another consecutive year.

Wayne announced they are excited to move into the Music Building next week after a long wait.

**Classified** – Shondra announced today's relaxation workshop from 11:00 to 1:00 p.m. It is open to everyone including students. There is a limit of 30. They hired a Marriage Family Therapist to moderate the workshop with a yoga instructor and masseuse. June 6<sup>th</sup> is Job links and registration is open until the end of this month. Typically CCC has had low enrollment at the annual Job Links. Shondra said hourlies can be employed to help replace the student services classified employees working the counters. The District employees will help facilitate the workshops this year. The keynote speaker will be Dr. Helen Benjamin.

June 13<sup>th</sup> is the CCCC Conference in Sacramento. We have six classified attending: Brian Williams, Seti Sidharta, Kelly Ramos, Erika Greene, Joy Brucelas and Shondra West.

2. **Budget Update** – Mariles said with the Governor’s May Revise, CCC may receive \$400,000 plus providing we meet our fall FTES goal. If we receive the \$400,000 plus, we will be able to distribute more money in the budget allocation process. Mariles said we would like to start the budget allocation process earlier next year (2013-2014) so we may include Box 2A requests prior to the district’s Box 2A deadline. This would mean the annual unit plans that accompany the budget allocation process would be retracted so that the 2013-2014 budget applications could be submitted in November. We would have to shift the cycle. Wayne said we have to ensure that the data and SLO assessments submitted with the budget applications are complete whether we have funds to allocate or not.

Denise said we currently have 483 FTES for summer enrollment and our goal is 750. If we do not make the summer enrollment, we will have to recalculate our fall enrollment target. We added another section of Library Studies because that class had a wait list. Donna said we cancelled a few summer intersession classes due to low enrollment.

Currently we have about 1,050 FTES for fall. Denise continued to state we need to harness all of the high school seniors who did not attend Super Saturday. We are currently trying to acquire data from our district on how many current CCC students have not registered for fall. Once we obtain this information, we will be able to send out an e-mail blast to those students to remind them to register for fall. We need to promote the college in every way possible.

Denise reported that the district has spent about \$50,000 in advertising. Denise made a recording for a robo call to the high school seniors. She is planning on making another recording as we have group program planning available and need to funnel the remaining high school seniors to register at CCC. Denise said we need to look into purchasing the technology that sends robo calls and mass text messages as it would prove advantageous to us in our marketing endeavors.

Shondra asked if are planning to print the schedules and mail them to the homes in our service area as we did years ago. Tim Gleason works with Delta Press and can obtain quotes for printing costs. Donna will check into the mailing costs of mailing the fall schedule to the homes in our service area. Denise said mailing the fall schedule now would most likely be beneficial for us. Denise said we will also be advertising the college on local radio stations. We also placed an ad in the local CSU and University newsletters for our intersession and summer programs. Denise emphasized that we need to keep focused on this endeavor.

Ysrael asked if we have any plans to resurrect the First Year Experience (FYE) program. That program helped our student ambassadors. Donna suggested that Ysrael talk to Kelly about it. Mariles suggested that perhaps the Matriculation budget could help fund FYE if we decide to go that route. Our matriculation budget is anticipated to double from approximately \$200,000.

3. **Accreditation** – Wayne will complete Standard I on Monday. He will work with Denise on Standard IVA. Donna has been massaging the information she received thus far into a draft. She hopes to give Jason Berner a draft mid-summer. Optimally Donna would like to receive all drafts of the standards by the end of the May. Denise asked everyone in President’s Cabinet to submit their drafts to her and she will put them together prior to submitting to Donna. Governance surveys were discussed and Wayne said he did not want to burden the campus with yet another survey this semester. The governance semester will be distributed next spring semester after Wayne and others are able to meet with the constituency groups to showcase the new committee structure that was recently approved at College

Council. The surveys will be used as evidence. Donna encouraged everyone to include any evidence with their draft. Donna will address Standard IV.B responding to the district's recommendations.

Denise said there is a list of questions in the Accreditation Book that address what the committee members will be looking for on the site visit. We need to use those questions as a filter in writing our draft. We also need to include the CSSE results and show some assessments from these results. We can show an incremental increase of about 5% in degrees and certificates from 2005 up to 2013. Even though our enrollment is not increasing, the number of degrees and certificates students receive is increasing.

Donna said the first draft of the self-evaluation will be ready at the beginning of the fall semester. Jason has an opportunity to come back to us to ask us questions. The second draft should be completed at the end of December. We will push to submit our self-evaluation to the May 2014 governing board.

4. **Other** –Shondra distributed the program review guidelines delineating the difference between an update and full program review for the CTE programs. SLO assessments are not required in the update program review. Therefore, Shondra would like to rescind the Culinary Arts final recommendations requesting SLO assessments. We have generally been treating updates as full program reviews. The form needs to be modified to address the differentiation between an update and full program. Wayne will develop a template based on accreditation standards by using questions to address what needs to be completed in the self –study of the program review. We will update the program review process and forms this summer. Denise said the validations teams need to address prior recommendations and President's Cabinet should not be doing repetitive work of the validation teams in giving the final recommendations. Denise would like see the forms on-line with an Adobe "fillable" form style to ensure consistency in the process.

Shondra would also like to rescind the final recommendations of HHS. We need to modify our final recommendations since the ones developed in April were made with the idea of the self-study being a complete self-study and not an update. Both Culinary and HHS final recommendations will be placed on the September President's Cabinet agenda for modifications.

5. Meeting adjourned at 9:35 a.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President