

To: President's Cabinet

From: Denise F. Noldon

Subject: Notes

Date: September 21, 2012

President's Cabinet
Friday, September 21, 2012
9:00 a.m., President's Conference Room

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

Constituency Reports – ASU - Jasmine announced the AAUW will be here next week to help students register to vote. Proposition information will be distributed. September 26th is Constitution Day and September 26th and 27th is also Club Rush. Jasmine invited everyone to attend Club Rush in the quad. Their focus is on getting students registered to vote. ASU is working on policies and procedures for fund allocation within the ASU. They allocated a great deal of funds for bus and gas cards to be used for students' emergency transportation needs. Denise said she met someone from the City of Richmond who works with a transportation program for Richmond residents and will forward that name to Jasmine.

Classified - Shondra – Shondra announced they met on September 19th and Wayne was the guest speaker regarding the mission statement. Shondra said the Classified Senate will have their proposals of the mission statement ready for the next Planning Committee. The Safety Workshop will be split up between October and November due to scheduling of CPR training. Police will present safety training for employees on campus and present a 30 minute video. Jim Ulversoy will offer CPR training and can only train 12 employees at a session; therefore, CPR training will be offered once in the fall and once in the spring. The Health and Wellness Fair is next Thursday. Faculty will be offering yoga classes at the health and Wellness Fair. Shondra will send out survey to the classified staff to see what an optimal time for the retreat and how much they are willing to spend for this activity. The Winter Retreat is planned for December 14th. Shondra continued to report that the expenditure of Classified Senate funds was also discussed in detail and the majority of senate members will meet with the President on this topic. Shondra said she will research it before their meeting with the President. Classified Senate is beginning to plan fundraiser events. Kelly will send out an e-mail about their first fundraiser which will be at the Winchester Mystery House in San Jose. For every ticket sold, the Mystery House donates \$5.00 of its proceeds to the collaborating organization. The Classified Senate wants to start a scholarship fund next year. The Classified Senate will begin a campaign informing the campus that they support everyone not just classified. The Classified Senate changed their meeting dates to the first and third Fridays of the month. First Friday will meet two hours and third Friday we will meet for an hour. They were thinking about an off campus lunch meeting on the third Friday of the month.

Academic Senate - Wayne - said the Academic Senate approved the timeline accreditation process. They have a three person workgroup to work on clarifying the language for instructor absence. The Academic Senate supported the College proposal for clarification of campus committees. They are working on a proposal to reform the Box 2A process. We have several departments who continually apply for a position and are continually denied which leads to poor morale among faculty. The Academic Senate will develop criteria on how full-time faculty qualify for the additional position in their department. The Academic Senate accepted the Planning Committee's proposal on how to vet the activities around the mission statement. They decided to recommend the SLOA reporting form using a one year of self-assessment form. It will be a self-evaluation for the first year.

Management - Denise – We recently received another donation to the college foundation about \$358,000 from former Biosci professor, Phyllis Howe. The college is also a recipient as a member of a consortium of colleges TAA grant for 14.9 million. Solano, Peralta, Ohlone and Chabot-Los Positas Districts along with CSUEB, UC Berkeley are also recipients. LMC is designated as the lead on this grant. The stakeholders will include community organizations that develop training, employment readiness, and one stop shops, etc. A few California community colleges are partners with other community colleges across the country and were recipients as well. These kinds of grants will define future funding for community colleges. The name of the effort is *Design It, Build It, and Ship It*. A portion of the grant deals with service articulation for stackable certificates across ten community colleges. It is also inter-segmental because there is a CSU and a UC involved. Denise said she attended an event with the Richmond Council of Industry at the waterfront yesterday. They talked about the Lawrence Livermore Lab coming to Richmond. We need to communicate to our constituency groups about these positive endeavors. Recently the statewide student success group completed the process for enrollment priorities. We have to make a determination as a college who will be addressed in the third tier of enrollment priority. Legislation gives veterans and current armed services as well as former and current foster youth priority registration. Second priority will be given to DSPS and EOPS students and we will have to determine the third tier of registration. Denise would like to have a conversation locally and then have a conversation district-wide as to our registration priorities. Denise said we need to encourage students to pay their fees in a timely manner. We shouldn't have students sitting in class who haven't paid their fees. Our annual golf tournament will be held in October 1st. We have received several volunteers from Chevron to help us that day in place of traditionally asking our students to help as we encourage our students to remain in class. The Hall of Fame is scheduled on Nov. 16th and we have a student protégé producing the video. That event will be held at the Richmond Courtyard Marriott. Denise commended the Classified Staff for offering a scholarship and said we need to think about a campus campaign to give back to the college.

2. **College Council Agenda** – Melody will add Wayne Organ's name to item number 4.
 Add others item under Action Items – Establishment of a four person workgroup (adhoc committee) to negotiate changes of campus committees. Wayne Organ – 10 minutes
 Enrollment Priorities – Denise – 10 minutes
 Melody will change *Measure A and Construction Updates* to *Campus Construction Updates*.
 Shondra will distribute a presentation of Robert Rules of Order electronically to College Councilmembers and will make her presentation at the November meeting.

It was agreed we need to find another room that is more conducive for College Council.

1. Call to Order

CONSENT AGENDA – ACTION ITEMS

2. Approval of Agenda
3. Approval of Minutes from September 12, 2012
4. Facilities Items – Bruce King

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

5. Review of College Mission Statement Process – Planning Committee – second read - 15 minutes
6. Revised Accreditation Committee List – first read – Donna Floyd - 10 minutes
7. Proposal for Policy on Children or Animals in the Classroom – Denise Noldon – 10 minutes
8. Request to Initiate a Program Revitalization, Suspension, or Discontinuance Process – Dental Assisting – Donna Floyd – 15 minutes.
9. Adhoc Committee to Negotiate Changes to College Committees – Wayne Organ – 10 minutes
10. Enrollment Priorities – Denise Noldon – 10 minutes

INFORMATION/DISCUSSION

11. Progress Reports from Accreditation Committees – Donna Floyd – 5 minutes

12. Achievement Gap 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 – November 8, 2012
17. Adjournment

3. **Budget Update** – Mariles said we have been going through budget reductions for the last three years now and there doesn't seem to be an end in the near future. All of our former reductions have been across the board. Our strategy has been to maintain our college as the same size and now we must start thinking about adjusting our size to make ourselves smaller in order to fund ourselves adequately instead of keeping our same size and underfunding everything. The instructional deans have already started this process of reducing with next semester's schedule because if Prop 30 fails our spring schedule will have to be reduced. In those discussions for reducing the schedule, they have talked about strategies: Are these stand-alone courses? Does the course lead to a degree or certificate? Is there a way to combine programs? Does the program/course relate to the focus to the mission of the college? These discussions are culminating in preparation for accreditation. How do we define ourselves? Denise said all of these questions are being taken back to the faculty through the departments. Wayne said he was asked by Mojdeh if we are willing to accept the DVC model of scheduling. Denise said that perhaps Wayne should add that item to the next President's Cabinet agenda. Denise said the DVC model is more faculty driven but Denise would like us to consider an expanded version to include all of our constituencies. There was discussion about how we schedule our classes – only in the mornings and not on Fridays. By scheduling classes in the afternoons, it would alleviate parking problems and classroom space issues. Jasmine said scheduling class in the afternoons would work if a student absolutely needed that class i.e. Math and English. Jasmine said we haven't been flexible with our course offerings. Donna said we previously implemented block scheduling primarily because the faculty requested it and the idea was to free up Fridays for meetings.

Mariles said we are reviewing our mission statement and that will drive our planning and budgeting as we should be able to show the link between the two prior to the accreditation visit in October 2014. We are starting to think about how to best budget in place of rolling over our budget from year-to-year as in the past. We looked at the SB361 pattern just how we allocate our district resources which is FTES driven. Another idea is zero based budgeting. Wayne suggested the LMC model which includes operational fund roll over of 95% and the other 5% goes into a bulk fund reallocation tied to the mission statement. They set up a rubric like we do for budget augmentation for vying for the additional 5%. Mariles said that was another option discussed at the budget committee. Another suggested option was giving the divisions their budget and allowing the divisions to make their own decisions. The Budget Committee's recommendation is have our constituency groups make proposals and then the Budget Committee will make a recommendation to the College Council for the 2013-2014 budget process. Denise said we have to be more focused on completion. If we don't do that, then there has to be some sort of consequence with budgeting. Shondra said the Classified Senate lost almost \$1,000.00 from last year because they didn't spend it. Denise said goals and outcomes need to be presented before receiving carry over funding.

4. **Handicap Parking in the Loading Zone** – Donna said Operations Council has approved developing a disabled parking space at the Knox Center. Operations Council concurred with J.R. Morocco's assessment that placing a parking space in the loading zone would not be a good idea due to safety concerns but having a disabled parking space adjacent to the building would be a good idea. Donna distributed photographs of the area and memos from John Morocco soliciting other opinions about placing a disabled space in the loading zone. Donna reported that Bruce said the space adjacent to the building could be made for about \$8,500 and does not require DSA prior approval. With DSA approval it would cost around \$300,000. Donna asked President's Cabinet if they agree to put the disabled space

adjacent to the Knox Center. The City of San Pablo has turned down the request to designate ADA parking on Castro Road and suggested parking at the baseball field. Denise will check with San Pablo's City Manager's office. President's Cabinet agreed to support the plan of adding a disabled parking space adjacent to the Knox Center after Denise talks to the City Manager should the city stand by its decision of not allowing us to create disabled parking on Castro Street. Denise will explain to Matt Rodriguez that there are dangers with parking in the loading zone and the baseball field is impractical for disabled parking. Denise will consult with J.R. and Bruce before she calls Matt Rodriguez, San Pablo City Manager.

5. Other - Jasmine asked when are discussions going to take place about enrollment priorities? Denise will distribute the enrollment priorities as listed in the legislation and Jasmine can take those to the students. Jasmine said it sounds as though a general student assembly would be appropriate. Jasmine said she would like to include the academic senate and management representation at the general student assembly. Wayne and Denise concurred with Jasmine's recommendation. Wayne said he is trying to promote discussion boards on the Portal about the enrollment priorities. Denise said College Council will be the forum for enrollment priority suggestions. We will develop a task force for this endeavor.

Donna requested to add "Accreditation" as a standing item to the President's Cabinet agendas. Most of the chairs have discussed the committee structure and timeline. Donna will distribute yet another updated committee list. The commission now refers to the formerly known *self-study* as a *self-evaluation*. Most of the accreditation committees are existing committees and they are discussing accreditation at their standing meetings so those discussions are reflected in the minutes.

Denise announced the Disability Film Series taking place during October. Denise said she cannot be in all places at all times so she will be asking others if they are able to attend meetings/events on her behalf. Denise said we recently had a couple of events here at CCC one being the Chancellor's State of the District meeting last Friday. Denise encouraged constituency leaders to attend these kinds of events as we need to have a CCC presence.

Meeting adjourned at 10:50 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President