

To: President's Cabinet From: Denise F. Noldon
Subject: President's Cabinet Notes Date: April 25, 2014

**President's Cabinet
Wednesday, April 25, 2014
9:00 a.m., President's Conference Room**

Present: Denise Noldon, Ysrael Condori, Tammeil Gilkerson, Erika Green, Mariles Magalong, Wayne Organ,
Guest: James Eyestone

1. **California Brown Act** - Denise opened the meeting discussing the California Brown Act legal stipulation. She informed President's Cabinet that a governing board member has been attending various college Brown Act meetings and reminding us that we are obliged to enforce the law where cannot discuss any item not placed on the agenda.
2. **Assessment Process for Program Review** – Tammeil brought samples of a standard assessment that was created at San Jose City College. Tammeil showed how goals were inputted for the committee and how they are they aligned to the college's achievement plan. Their form had a space for an overall committee performance. Their district adopted the form for district's use. This is an internal evaluation for those that participated in the process. There is also an external evaluation and Tammeil will send Cabinet members that copy as well. Denise thinks a pared down version would be optimal for our process. The chair of the committee would be responsible for reporting these assessments to College Council. Denise said this would be something we could assess at the last College Council meeting of the year. Tammeil said when we have our Strategic Plan, College Council would be the body to state if we are not meeting the goals of our strategic plan. These forms would be used by a program review committee for the overall process. Tammeil will send the forms electronically to President's Cabinet.

At the next President's Cabinet we will talk about strategic planning and move forward with that process.

3. **College Council Agenda** –Cecilia Valdez is a member of our foundation board and she visited Washington D.C. where she took pictures of the various veteran memorials. She wants to give them to college and have us select a location to display them. She has two boxes of them. She will bring a couple of the photos to College Council. She suggested displaying them in the Library in the month of May for Veteran's month.

Melody will make her item #3 Cecilia Valdez – donation of Veterans Memorial Photos for 5 minutes and make Public Comment Agenda Item #2.

Melody will change Agustin Palacios to Budget Committee for the Basic Skills Budget item. There was discussion about having all budgets and plans presented at College Council. Denise said the committees make recommendations to College Council and College Council makes the decisions to accept the recommendations. James suggested we keep this item on the agenda and discuss the process this summer for the next academic year. College Council should theoretically approve the process. James said Mayra has written him a long e-mail asking about the process for the Student Success Committee presenting their plans at College Council and ensuring the plan is tied into the college goals. James said they wrote very broad goals in their Technology Plan because they knew there were monetary implications in the plan. They know what their strategies are and they can choose which ones they want to implement based on what budget is given to them. Ideally you have your plans and goals and Mayra is questioning the SSSP, Student Equity, Basic Skills, etc. How do these plans achieve funding in a timely manner? There

needs to be reliability from the big 4 committees (Operations, Student Success, Planning and Budget) to manage the budgets within the plans. College Council will have the oversight of the expenditures of our resources for our plans. The Integration Council purpose was discussed. Integration Council discusses all of the plans and works out the budgets of these committees before bringing them to College Council for approval. Denise said if there are budgets, then College Council needs to approve the spending of those resources. James suggested we act as the governing board where employees spend the money first and then place it on the College Council agenda to approve the expenditure after the fact. Having committees produce budgets six months in advance in order to present them at all of the various committees and ultimately College Council takes far too long for any effective planning. Denise had concerns that someone has to have oversight ensuring funds are being spent in the way they are supposed to be spent.

Melody will change the Integration Council item to Information/Discussion. Management Council needs to address this information.

Melody will add “approval of posting of results on web” and change 20 minutes to 5 minutes for the Governance Survey Results.

Wayne said he talked to Mojdeh and that we should have College Council vote to extend the strategic plan to 2015 so we are in compliance with the district. Melody will add item: Bridge Extension for Strategic Plan to 2015 – Wayne Organ – 10 minutes under Information/Discussion. Wayne said we should remove all of the outdated plans from our website and just keep all of the updated plans.

Wayne said DGC is not voting by person but by constituency vote and DGC is obliged to follow the Brown Act rules. Denise said we thought we changed our voting process to be in compliance with the Brown Act so procedurally if we model ourselves after DGC we will have an identified speaker for each constituency with four votes. DGC is under a lot of Brown Act scrutiny. President’s Cabinet agreed we will go back to voting in College Council with four votes by constituency. We will add Identification of Speakers from Constituencies under the consent agenda.

We may have to another College Council special meeting to review the Accreditation Self Evaluation as it will be forwarded to the June governing board. Melody will add the following under Information/Discussion – Special College council meeting – May 19 or 20, 2014.

Institutional change issues: How do we make institutional plans actionable? There is a request from Mayra to place this on the College Council agenda. It was agreed this item would be too lengthy to add to the last agenda of the academic year. College-wide tutoring needs to be brought to College Council. Mariles said she is hoping College Council can fast track this issue. There was a lot of discussion about the Basic Skills budget and institutional change. After further discussion, it was agreed that Melody would add Coordination of Institutional Change Issues to the Information/Discussion part of the College Council agenda on May 8th.

Wayne suggested that we should add the chair of Student Success to President’s Cabinet so representation from the big four committees sit on the cabinet to develop the College Council agenda. Denise suggested that the big four committee chairs be the ones to set the College Council agenda. The big 4 committee chairs comprise the Integration Council and they could meet regularly and set the College Council agenda. Denise said we could have the big four meet in President’s Cabinet to set the agenda for College Council. President’s Cabinet can decide its membership to include the big four of the Integration Council to set the College Council agenda.

It was decided to invite Mayra to the next President’s Cabinet. We could draft an item that said President’s Cabinet no longer sets the College Council agenda and it will now bring the big 4 committee

representatives -Integration Council into the meeting to develop the College Council agenda. Change in structure for setting College Council Agenda – James Eyestone – 10 minutes will be added to the next President’s Cabinet meeting.

Karl Debro asked for a debriefing of gas incident. Melody will add President’s Report on Gas Leak for 10 minutes by Denise Noldon on the College Council agenda.

1. Call to Order by Chair James Eyestone

PRESENTATIONS

- 2. Public Comment**
- 3. Cecilia Valdez – Donation of Veteran Memorial Photos – 5- minutes**

CONSENT AGENDA – ACTION ITEMS

- 4. Identification of Speakers from Constituencies – 5 minutes**
- 5. Approval of Agenda**
- 6. Approval of Draft Minutes from April 10, 2014**

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

- 7. Description of Advisory Committees – Wayne Organ – 10 minutes**
- 8. Employee Checklist – second read – Tammeil Gilkerson – 10 minutes**
- 9. Budget Augmentation Recommendations – second read – Mariles Magalong – 10 minutes**
- 10. Basic Skills Budget – second read – Budget Committee – 10 minutes**
- 11. Governance Survey Results – Approval of Posting on Web– Wayne Organ – second read – 5 minutes**
- 12. Field Trip Forms – Denise Noldon – second read – 10 minutes**

INFORMATION/DISCUSSION

- 13. Art Sculpture – Red Valley by artist, John Toki – Denise Noldon – Budget and Formal Proposal - 5 minutes**
- 14. Integration Council – Institutional Planning and timeline – Wayne Organ – first read – 10 minutes**
- 15. Bridge Extension for Strategic Plan to 2015 – Wayne Organ – 10 minutes**
- 16. President’s report on Gas Leak – Denise Noldon – 5 minutes**
- 17. Coordination of Institutional Change Issues – Mayra Padilla – 10 minutes**
- 18. Accreditation Self Evaluation – First read – Donna Floyd – 10 minutes**
- 19. Special College Council Meeting – May 19, 2014 in HS-101 at 3:00 p.m.**

STANDING COMMITTEE REPORTS

- 20. Budget Committee Report – Mariles Magalong – 5 minutes**
- 21. Student Success Report – Mayra Padilla – 5 minutes**
- 22. Operations Committee Report and Facilities Items – Tammeil Gilkerson – 5 minutes**
- 23. Planning Committee Report – Wayne Organ – 5 minutes**

STANDING COLLEGE COUNCIL BUSINESS

- 24. Campus Construction Updates – Mariles Magalong - 5 minutes**
- 25. Progress Report from Accreditation Liaison Officer – Donna Floyd – 10 minutes**
- 26. Reports from Constituency Groups – 10 minutes**
- 27. Announcements – 5 minutes**

- 28. Next Meeting –September 2014**
- 29. Adjournment**

4. Final Recommendations:

Certified Nursing Aid/Home Health Aide

No action plan on file from last validation. Wayne could not find any final recommendations from President's Cabinet in 2011. Wayne distributed his written commendations and recommendations. President's Cabinet wants to confer with the validation team since there are divergent recommendations from the validation team. Wayne added a direction for them to provide an Action Plan to meet these recommendations and submit to President Cabinet's by the end of the fall 2014. President's Cabinet concurred that we need to talk to the validation team: Jose Oliveira Andrew Kuo and Mark Wong. Do we put our recommendations in writing and then ask them if they want to meet with President's Cabinet? Denise said we will make recommendations and send them to the validation team.

The self-study was written reporting on their 12 unit certificate and now it is two separate courses. We have discontinued the certificate and the course. The validation team will be asked to attend President's Cabinet to discuss the validation.

Wayne will talk to Marshall before we invite the validation teams for Nursing and CNA.

Meeting adjourned at 11:25 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President