

To: President's Cabinet From: Denise F. Noldon
Subject: President's Cabinet Notes Date: February 28, 2014

President's Cabinet
Friday, February 28, 2014
9:30 a.m., President's Conference Room

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

Denise said they had a wonderful meeting this morning with the high school principals from our feeder schools.

1. **College Council Agenda** – There was discussion about the process on how to get agenda items on the College Council agenda. After some discussion it was decided that all constituencies should e-mail the chair of College Council with agenda items. This language needs to be in our Procedures Manual. College Council as a Brown Act Committee and will operate as such.

Melody will add *Process to Place Items on CC Agenda* under Information/Discussion.
Melody will move the first read items such as *Integration Council* and *Updated Employee Check List* under Information/Discussion.

Tammeil said Operations Committee will also add *Transition Time between Classes* under Information/Discussion.

Wayne said he would like to discuss the *Description of Advisory Committees* for the College Procedures Handbook under Information/Discussion.

There was discussion about minutes not being handed in time to Melody to send out with the College Council agenda. James suggested that the College Council and the Integrated Council work as Brown Act Committees and the four committees that report to College Council be advisory meetings to College Council. There was further discussion about some committees not having quorums; therefore, no minutes are posted. We need to re-evaluate what constitutes a quorum so that we do not hold up the business of the college. Classified participation is weak on all committees. Erika is working on recruiting classified to participate in meetings. Denise said we have had discussions in Management Council to strongly encourage and support opportunities for classified to participate in college governance.

Time allowance for each item on the College Council agenda was discussed.

Melody will change Item #15 to Report from Accreditation Liaison Officer – Donna Floyd

Denise asked for clarification about Reports from Constituency Groups. Does that mean she addresses only the Management Council report? Example given was if Wayne has another issue or comment other than then he would make a Public Comment under Item #2. It was decided to leave the agenda item as Reports from Constituency Groups.

James asked about the last college council minutes where a comment was made about committee's mission statements. Do we need to address this? That conversation will occur in the Planning Committee.

College Council Agenda for March 13, 2014

1. Call to Order by Chair James Eyestone

PRESENTATIONS

2. Public Comment
3. Presentation of Classified of the Semester for Fall 2013 and Spring 2014

CONSENT AGENDA – ACTION ITEMS

4. Approval of Agenda
5. Approval of Draft Minutes from February 13, 2014

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

6. Technology Plan – second read – James Eyestone – 10 minutes

INFORMATION/DISCUSSION

7. Art Sculpture – Red Valley by artist, John Toki – John Diestler – budget and formal proposal - 10 minutes
8. Integration Council – Institutional Planning and Timeline – Wayne Organ - First Proposal - 10 minutes
9. Updated Employee Check List – first read – Tammeil Gilkerson – 10 minutes
10. Process to Place Items on College Council Agenda – James Eyestone - 10 minutes
11. Transition Time Between Classes – Tammeil Gilkerson – 10 minutes
12. Description of Advisory Committees – Wayne Organ – 10 minutes

STANDING COMMITTEE REPORTS

13. Budget Committee Report – Mariles Magalong – 5 minutes
14. Student Success Report – Mayra Padilla – 5 minutes
15. Operations Committee Report and Facilities Items – Tammeil Gilkerson – 5 minutes
16. Planning Committee Report – Wayne Organ – 5 minutes

STANDING COLLEGE COUNCIL BUSINESS

17. Campus Construction Updates – Mariles Magalong - 5 minutes
18. Progress Report from Accreditation Liaison Officer – Donna Floyd – 10 minutes
19. Reports from Constituency Groups – 10 minutes
20. Announcements – 5 minutes
21. Next Meeting – April 10, 2014
22. Adjournment

2. **Debra Longwood Scholarship** – Everyone took some time to review the applications and selected a candidate.

3. **Bond** – At last night's Governing Board meeting, the bond measure for 4CD was approved by the Board. Denise said she will meet with each member of President's Cabinet regarding the bond.

4. **Constituency Reports** – ASU - Ysrael said they met this past Wednesday and are planning more training of their senators. They have been receiving a favorable response and good leadership has come forward. They have been addressing their election code and they are meeting next week to finalize the election packets. In the upcoming weeks, they will also have an update on student elections. Last year the elections used the Insite Portal but this year they will see if they can have polling booths in addition to the Insite Portal. Club Rush is scheduled for March 12th and 13th. A general assembly is planned for first week when we return from Spring break. March in March is occurring on Monday. Fifteen students will be attending the FSCC advocacy conference on Monday. We partnered with LMC this year to attend the March in March as we will be taking a bus and car pooling. March in March was not properly advertised from the beginning and as such we have had an initial minimal response.

Classified - Erika said she sent a flier out to the classified staff regarding the first Classified Senate meeting on March 7th at 2:00 p.m. in AA-216 under her leadership as the interim Classified President. Denise suggested she add *Contra Costa College* on the flier. Elections are to be held soon. The Vice President and Treasurer begin their term on July 1 on even years. They also need a secretary to handle

the official business of the Classified Senate. Erika needs to find out if she is president until July 2015 or if elections should take place to solidify that position. We have \$9,522.00 in classified funds. The Classified Senate of California conference will be held in Ventura on June 19th through the 21st. The executive board members will discuss who will attend. A potluck is being planned. Erika will encourage classified members to participate on validation program review teams. They will also be looking at college and/or district strategic initiatives to support. Erika is hoping to take class on developing websites to help post their agendas and minutes on the website as well as update their website information. Erika hopes to find resources to help our staff to participate in shared governance. She is open to ideas.

Faculty - Wayne said they are continuing review their by-laws. They cleaned up their webpages and worked with Linda Cerruti at district office for clarification on Brown Act meetings. All ASC agendas and minutes are posted on the website from 2000. Faculty will develop a proposal on the transitional time between classes. Courses to disciplines are also being discussed. They are also reviewing program review. Wayne said he had a test drive with DVC's program review process and Wayne is convinced that a standardized program review process with the district would help everyone. The data is automatically populated into the form so it makes it easier for faculty to locate their data for writing their program review. Some faculty will be attending the annual Plenary conference in S.F. on April 12th. Andrea Phillips will be attending to find out how the state Academic Senate operates.

Ysrael asked where they should house their ASU minutes. Wayne said there is a designated location on the college website for ASU. Wayne said there is a glitch with posting the FSCC minutes as that person doesn't report to anyone in particular.

Management - Denise said Management Council met yesterday and they are moving along on the planning for the Employee Appreciation Day slated for Friday, April 25th. A Save the Date will be distributed soon. Tammeil said this is an opportunity for the campus to come together and socialize with food so that managers may show their appreciation. We are updating our emergency phone tree list. Denise continued to report we are trying to get better control on our assets with documented key lists of who has access to what on campus. We recently did an audit of the night lighting and will repair the non-functioning lights. If there is a light out on campus, then that should be reported directly to Bruce King's office. We need to do better preventative maintenance. Lt. Oliveira also issued emergency contact numbers along with a protocol to address emergencies on campus. Lt. Oliveira will be working with us on this protocol. We know there are times on campus when we do not have police on campus and that is when we encourage people to call 911. We need to inform employees about the escort service available on campus. We want to do a better job with equipping our campus with safety tips. We are continuing to work with AUOs and SLOs in the management meetings.

Denise commended the staff for the wonderful Parents Information Night last evening as we had really healthy attendance. This morning we had the feeder high school principals on campus. This was an opportunity for our administration to talk to WCCUSD administration. Tammeil thanked the students for showing up to help with the Parents Night last evening.

Wendell Greer is pleased with our outreach efforts and they are excited to work with us. Ysrael said last evening went well but there was an issue of the signage as it was too dark. Parents could follow the balloons to LA-100 but signs were not readily seen.

Meeting adjourned at 10:50 a.m.
Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President