

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

**President's Cabinet  
Friday, March 28, 2014  
9:00 a.m., President's Conference Room**

Present: Wayne Organ, Ysrael Condori,  
Absent: Erika Green, Tammeil Gilkerson, Mariles Magalong

**1. College Council Agenda –**

Wayne said there was discussion in Operations Council about removing the Catalog and Schedule Committee from being a subcommittee of Student Success therefore removing its “Brown Act” status. This would also remove its reporting relationship to College Council. There was discussion about the difficulty of adhering to the timelines required of Brown Act Committees. Denise raised concerns about removing subcommittees from committees and affecting their reporting relationship to College Council. We have a mechanism to hear from all of the campus committees that affect all constituencies such as the catalog and schedule. James said we are changing who sits on the committees but not changing the reporting relationships. Tammeil should make this request for a change in reporting relations (of Catalog and Scheduling subcommittee) to Mayra as the Chair of Student Success.

Wayne asked about the governing board usurping the Brown Act rules by voting to approve the baccalaureate degrees on Wednesday evening without going through a first read and not vetting it through the constituencies prior to placing it on the agenda. Dr. Noldon said she could not respond to Wayne's inquiry but that we should continue to abide by the Brown Act rules so we are in accordance with the law.

The agenda stands:

**College Council Agenda for April 10, 2014**

1. Call to Order by Chair James Eystone

**PRESENTATIONS**

2. Public Comment

**CONSENT AGENDA – ACTION ITEMS**

3. Approval of Agenda

4. Approval of Draft Minutes from March 13, 2014

**ACTION ITEMS REMOVED FROM CONSENT AGENDA**

**NONCONSENT AGENDA – ACTION ITEMS**

5. Transition Time Between Classes – Wayne Organ – 10 minutes

6. Description of Advisory Committees – Wayne Organ – 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. Basic Skills Budget – Agustin Palacios – 10 minutes

**STANDING COMMITTEE REPORTS**

10. Budget Committee Report – Mariles Magalong – 5 minutes

11. Student Success Report – Mayra Padilla – 5 minutes

12. Operations Committee Report and Facilities Items – Tammeil Gilkerson – 5 minutes

13. Planning Committee Report – Wayne Organ – 5 minutes

**STANDING COLLEGE COUNCIL BUSINESS**

14. Campus Construction Updates – Mariles Magalong - 5 minutes

15. Progress Report from Accreditation Liaison Officer – Donna Floyd – 10 minutes
16. Reports from Constituency Groups – 10 minutes
17. Announcements – 5 minutes
18. Next Meeting –May 8, 2014
19. Adjournment

2. **College Council By-Laws – Placement of Agenda Items on College Council Agenda –**

Denise said that currently any college community member may place an item on the College Council agenda by going through their constituency. Denise had concerns about the timeline for non-affiliated college community members placing items on the agenda in a timely manner. Wayne said perhaps the problem is structural and that we haven't aligned our President's Cabinet meetings closer to the College Council. Perhaps if we have President's Cabinet on Mondays to obtain all of the College Council agenda items in a timely manner and have them posted prior to College Council. It was decided to hold President's Cabinet meetings 72 hours prior to College Council. We will start sending out College Council deadlines to the college community just as we do for Governing Board deadlines. James has concerns about how folks are coming to College Council and bringing items at the last minute. Denise said we have to make everyone understand their charge and how the process works. James said there is no handbook on how to run the meeting either other than Robert's Rules of Order and the College Council by-laws. James hopes to put together a manual for running College Council.

3. **Voting on Date of Commencement** – There was a suggestion made at yesterday's Management Council meeting to change the date of commencement for 2015. Denise said Management Council voted on their preference for commencement for next year and would like to recommend that the other constituencies do the same. After some discussion at yesterday's meeting, managers voted and the consensus of managers is that they want commencement on Thursday next year. Once managers learn of the constituency votes, the information will be shared and if a change in date is agreed upon, we will need to inform the Catalog subcommittee so we can publish the date in the new catalog. If we do not have consensus on changing the date then graduation will be on the scheduled Wednesday, May 20, 2014.

4. **Program Review** - Wayne volunteered for Nursing and Ysrael volunteered for Technology Services.

5. **Constituency Reports** – Students - Ysrael said their student general assembly will be on April 17<sup>th</sup> from 4:00 to 6:00 p.m. in LA-100 with a focus on enrollment priorities and several bills that affect the students. The last part of the assembly will be on ASU elections. Denise asked Ysrael if discussing the baccalaureate degree would be worth mentioning. Ysrael said yes, he will mention it. ASU finalized some grants that were submitted. We denied one request from the Nursing students because they could not find an advisor and they did not submit it in time. We are looking forward to finding a solution for the nursing students and we are considering facilitating a sponsorship for the upcoming conference.

Faculty - Wayne – said they did not meet since the last President's Cabinet meeting. But Wayne said his very first speech on All College Day included remarks to revise the program review process and he has been working on this for the last two and a half years. He has been working with Robert Burns, from DVC, who has devised an electronic program review process using Datatel information. We are hoping to use this process across the district. The data is already placed on the electronic form and there are data boxes to complete within the form. There is a consistent data set. Wayne said we will start giving presentations at division meetings on the new format. Denise asked how will we get consensus on transitioning from what we are doing now. Wayne responded and said if everyone likes this new format, Mojdeh will purchase it and support it district-wide. Denise wants to ensure it will be inclusive as possible. Wayne said yes, but right now we are in the evaluative stage of the new process making recommendations from what works and what needs revisions. Program Review is not predictable. The

new electronic form makes restrictions so everything is consistent. We will make recommendations that all bullet points be separate text boxes and can be indexed. We can align with DVC. Denise says it sounds very exciting. Wayne doesn't expect the process to be completed until the end of next year. There is a way to extract specific information from the program review forms that shows productivity or whatever information you need. The form forces you to address the data. If we can get this on the district server then this would be really helpful. Doug Dildine is working with Wayne using this format for the Drama program review. Denise said the data should be used to improve programs. It is a standardized format. There are no intellectual property rights for this purchase so the district will purchase it from DVC.

Management - Denise said Management Council met yesterday and discussed commencement.

Denise mentioned that we will have cameras placed around the campus and that she would like our representation on the committee to be constituency based to make recommendations of where to place the cameras. Wayne suggested Denise use the Safety Committee for input on placement of security cameras. Denise said she is trying to bring other people into the fold although members of the Safety Committee could also be included. The cameras will be recording information and this purchase will be funded by the district – police services. We have had a lot of vandalism lately. Even though we would not recommend placing cameras in the classrooms we can place cameras by the classrooms to see who is coming and going. Students will no longer have access to classrooms when there is not a structured class. We are in the process of collecting who has what keys and campus police will be the primary decision makers as to who receives what keys with managers' approval. Denise said we now have to start locking up classrooms so that students do not have access to the classrooms without direct supervision. There are meeting rooms in the Library but MCHS and Gateway students need to be supervised in classrooms.

Denise mentioned that there will be several changes made to accreditation including new standards for 2016 and a seven year accreditation cycle.

Management is providing for an Employee Appreciate Day on April 28<sup>th</sup>.  
Monday, April 7<sup>th</sup> is the Jazzology and Jazz Nova event at the Knox Center.  
April 5<sup>th</sup> is the AB540 conference at DVC.  
Tomorrow is the Crab Feed for the Athletic Department.  
Nancy Skinner will be on campus today for Women's History Month.  
The Veteran's Advisory group is today at 1:00 p.m.

Meeting adjourned at 10:20 a.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President