

To: President's Cabinet From: Denise F. Noldon
Subject: President's Cabinet Notes Date: November 15, 2013

**President's Cabinet
Friday, November 15, 2013
9:00 a.m., President's Conference Room**

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

1. College Council Agenda – December 12, 2013

After it was learned that Wayne erroneously addressed the Draft Timeline for the Development of the College's Strategic Initiatives under "College Procedures for Vetting Institutional Plans" at yesterday's meeting, it was decided to change Item #6 on the December College Council agenda to "College Procedures for Approval of Institutional Plans."

Melody will remove Item #7 – Revision in College Council By-Laws to Add Electronic Voting Contingency" since electronic voting is already included in the by-laws.

There was discussion about the draft timeline for the development of the College's Strategic Initiatives and Denise will address the submission process for it in the development of a process for all college plans to be addressed at College Council. Denise said we need to review the composition of our standing committees to ensure there are quorums in order to proceed with business at hand.

Melody will place "a" and "b" under Item #9 of the Budget Committee on separate lines and add second read – vote.

Denise will forward to Karl the latest Achievement Gap Report for review by the Student Success Committee. Melody will remove "formerly Achievement Gap Committee" under Student Success Committee report.

There was discussion about Bruce King sitting through the College Council meetings. Denise suggested he arrive at 3:00 p.m. and we can address his item at that time. It was decided to remove his name from the Operations Committee Report and Facilities Items as Tammeil will solely address these items.

College Council Agenda for December 12, 2013 as follows:

1. Call to Order by Chair James Eyestone

PRESENTATIONS

2. Public Comment

CONSENT AGENDA – ACTION ITEMS

3. Approval of Agenda

4. Approval of Draft Minutes from November 14, 2013

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

5. Changes to College Procedures Handbook A-1003.50 (Advisory Committees) – Wayne Organ – 15 minutes
 - a. Change College Procedures Handbook "College" Committees to "Brown Act" Committee and on-Brown Act committees to "Advisory Committees" second read - vote

6. College Procedures for Approval of Institutional Plans – Denise Noldon – 10 minutes
7. DSPS Standardized ADA Statements for Publication of Campus Events – Operations Council – 1 minutes - second read – vote
8. Budget Committee – Mariles Magalong – 15 minutes
 - a) Revise Resource Allocation Timelines for 2014-2015 and onward (November 1st for the position requests and February 5 for operating budget augmentation requests) – second read - vote
 - b) Creation of line item budget for college contingencies in the amount of \$100,000 – second read - vote

INFORMATION/DISCUSSION

9. Art Sculpture – Red Valley by artist, John Toki – John Diestler – 10 minutes

STANDING COMMITTEE REPORTS

10. Budget Committee Report – Mariles Magalong – 5 minutes
11. Student Success Report – Karl Debro – 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 – Donna Floyd - 5 minutes
15. Progress Reports from Accreditation Committees – Donna Floyd – 10 minutes
16. Reports from Constituency Groups – 10 minutes
17. Announcements – 5 minutes
18. Next Meeting – February 13, 2014
19. Adjournment

2. **Constituency Reports**

Academic Senate: Wayne said they are working on updating their by-laws. They are also looking at developing language for an administrative procedure dealing with the transition time in between classes. Tammeil this item was discussed at the dean's meeting. The 10 minutes has traditionally been used for breakdown of the class in session and set up for the incoming class. Shondra said MCHS stays behind class time which interferes with the next class to use the classroom. Tammeil said faculty should be wrapping up class at the end of the class time. Wayne said there was also discussion about what clock do faculty use as the clocks in the room are not accurate. Denise suggested that electronic time is standard time and that is the time should be used. Shondra suggested that MCHS be invited to any meetings on this topic so they are aware of the procedure. Denise said entitlement of professors to use specific classrooms has to fall by the wayside because we simply don't have the luxury of spare classrooms anymore. Gateway has grown and they need rooms to use outside of the traditional classroom structure. Denise said she will speak with Karl about their classroom use. Shondra would like to see classes with specific capacities schedule rooms that accommodate those capacities. There was a lengthy discussion about classroom capacity and classroom availability.

Classified Senate –Shondra reported that the Classified Senate met this past Wednesday. The Classified welcome letter, handbook, and monthly newsletter are still works in progress. Dr. Benjamin has requested for all constituencies to update their web pages prior to accreditation. Shondra will talk to James about gaining access to the Classified webpage. The winter retreat is scheduled from December 13, 2013 from 2:00 to 5:00 p.m. Invitations this year will include classified hourlies. Tammeil will be invited to give a warm felt speech to kick off the holiday season. Denise said when the majority of classified are gone from campus, then campus offices are closed and the public will be apprised accordingly. Tammeil said we will announce the classified retreat at Management Council this afternoon. Denise said we want to encourage classified to attend this opportunity.

Management Council – Denise said managers now report on AUO’s and SLO’s at Management Council meetings. She will talk about what the President’s Office will be doing at today’s Management Council. Denise continued to report that we received polling results back from the bond measure. As soon as the results are accepted by the board, Denise will share the results.

3. **All College Day – January 10, 2014**

Denise said she would like to discuss the building of the Campus Center project at All College Day since she has received concerns about the removal of trees and the decrease in parking availability. There are people in our community that don’t feel that the process was properly vetted. Denise would like to take some time to walk through the project. We need to begin to discuss the development of a formal process to transition employees to the new buildings.

Denise also said we have some light structures on campus that are not working. Denise wants people to feel that our campus is well lit and safe. We will spend the money to make that happen. All College Day Program is proposed as follows:

1:00 p.m. Welcome

1:25 p.m. to 1:30 p.m. – Introduction of New Staff

1:30 p.m. to 2:00 p.m. - Years of Service Recognition

2:00 p.m. to 2:15 p.m. - Student Success and Support Program Update– Tammeil Gilkerson

2:15 to 2:30- Accreditation Update

2:30 to 3:30 - President’s Message: Campus Safety and New College Center Update

4. **Review of Final Recommendations from Fall 2012 Program**

CARE did not submit their action plan update. We will extend the deadline for their submission and wait until the next meeting to review their action plan.

President’s Cabinet reviewed Athletics action plan update and part of Culinary Arts. Recommendations were made. The remainder of Culinary Arts and DSPS actions plans will be reviewed at the next President’s Cabinet meeting.

Meeting adjourned at 11:00 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President